

# AGENDA

ALISO VIEJO CITY COUNCIL  
WEDNESDAY, FEBRUARY 19, 2025  
7:00 PM REGULAR MEETING

CITY HALL  
COUNCIL CHAMBERS  
12 JOURNEY,  
ALISO VIEJO, CA

TELECONFERENCE LOCATION  
SHERATON WAIKIKI BEACH RESORT  
2255 KALAKAUA AVE  
HONOLULU, HI 96815



**Mayor Tiffany Ackley**  
**Mayor Pro Tem Max Duncan**  
**Councilmember Richard Hurt**  
**Councilmember Mike Munzing**  
**Councilmember Tim Zandbergen**

WELCOME to the City of Aliso Viejo City Council meeting. Those persons wishing to address the City Council are requested to complete and submit to the City Clerk a "Request to Address City Council" form available at the entrance to the City Council Chambers. Speakers will be called at the appropriate time as their interested matter is heard. COMMENTS WILL BE LIMITED TO THREE MINUTES PER SPEAKER. Council proceedings are recorded.

It is the City's intention to comply with the Americans with Disabilities Act (ADA) . If you need special assistance to participate in the meeting, the City will make reasonable arrangements to ensure accessibility and/or accommodations. [28 CFR 35.102-35.104 ADA Title II] Please contact the City Clerk's Office at (949) 425-2505 at least 48 hours prior to the meeting.

Regular meetings of the City Council are held on the first and third Wednesday of the month at the City Hall Council Chambers, 12 Journey, Aliso Viejo. Copies of the agenda are available in the lobby at City Hall on the Thursday preceding a regularly scheduled City Council meeting. All communications received by the City regarding an agenda item have been included in the agenda materials. Supplemental documents relating to specific agenda items, including communications received after agenda delivery, are presented at the dais and in the Public Copy agenda binder at the time of the meeting. Supplemental documents are also available for review in the City Clerk's office, 12 Journey, Aliso Viejo. For more information, please contact City Hall at (949) 425-2505.

This meeting will be 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 are giving your permission to be televised. The Council Meetings are rebroadcast on Wednesday at 7:00 p.m. on Cox Communications Channel 851, AT&T U-Verse Channel 99, and can be viewed on the internet at [www.avcity.org](http://www.avcity.org).

MITZI ORTIZ  
CITY MANAGER

SCOTT C. SMITH  
CITY ATTORNEY

JANET MARTINEZ  
CITY CLERK

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

**CALL TO ORDER: Regular Meeting**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE:**

**1. SPECIAL PRESENTATIONS:**

1.1 RECOGNITION OF BOYS & GIRLS CLUBS OF CAPISTRANO VALLEY AWARD  
RECIPIENTS

1.2 PRESENTATION BY BOYS & GIRLS CLUBS OF CAPISTRANO VALLEY

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

**3. COMMUNITY INPUT:**

Members of the public wishing to address the City Council are requested to complete and submit to the City Clerk a "Request to Address City Council" form available at the entrance to the City Council Chambers. In compliance with the Brown Act, no discussion or action may be taken on comments received at this time, except the City Council may briefly respond to statements made or questions posed. Comments are limited to three (3) minutes per speaker.

**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 for the February 5, 2025, Regular Meeting.

[Draft Minutes - February 5, 2025 Regular Meeting](#)

4.3 ACCOUNTS PAYABLE

**Recommended Action:** Ratify accounts payable checks and electronic funds transfers issued between January 17, 2025, and January 30, 2025, in the amount of \$828,921.37.

[Staff Report](#)

[Attachment 1 - Accounts Payable Report](#)

**5. PUBLIC HEARINGS: None.**

6. **DISCUSSION:**

6.1 **FISCAL YEAR 2024-25 FINANCIAL UPDATE**

**Recommended Action:**

1. Receive and file the fiscal year (FY) 2024-25 financial update; and
2. Authorize an additional appropriation of \$50,000 in Gas Tax and \$491,257 in grant funding to the FY 2024-25 Budget.

[Staff Report](#)

[Attachment 1 -- FY 2024-25 Financial Update Presentation](#)

6.2 **CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 10.06 OF THE MUNICIPAL CODE REGARDING ELECTRIC BICYCLES**

**Recommended Action:**

1. Find that the proposed ordinance is not a "project" subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15378(a).
2. Introduce for first reading an ordinance, entitled:  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALISO VIEJO, CALIFORNIA, AMENDING CHAPTER 10.06 OF THE ALISO VIEJO MUNICIPAL CODE AMENDING ELECTRIC BICYCLE REGULATIONS AND FINDING THE ACTION DOES NOT QUALIFY AS A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

[Staff Report](#)

[Attachment 1 - Ordinance](#)

6.3 **APPOINTMENT OF SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) GENERAL ASSEMBLY MEETING DELEGATE**

**Recommended Action:** Appoint delegate and alternate for the Southern California Association of Governments (SCAG) General Assembly Meeting to be held May 1, 2025.

[Staff Report](#)

7. **CITY MANAGER' S REPORT:**

8. **ANNOUNCEMENTS / COUNCIL COMMENTS / COMMITTEE UPDATES:**

9. **ADJOURNMENT:**

The next regularly scheduled City Council meeting is March 5, 2025.

CITY OF ALISO VIEJO  
CITY COUNCIL MINUTES  
REGULAR MEETING  
FEBRUARY 5, 2025, 7:00 PM  
Council Chambers, City Hall, 12 Journey  
Aliso Viejo, California

**CALL TO ORDER:** Mayor Ackley 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 TIFFANY ACKLEY  
MAYOR PRO TEM MAX DUNCAN  
COUNCILMEMBER RICHARD W. HURT  
COUNCILMEMBER MIKE MUNZING  
COUNCILMEMBER TIM A. ZANDBERGEN

ABSENT: NONE

STAFF PRESENT: MITZI ORTIZ, CITY MANAGER  
SCOTT SMITH, CITY ATTORNEY  
JANET MARTINEZ, CITY CLERK  
ANN EIFERT, FINANCIAL SERVICES DIRECTOR  
SHAUN PELLETIER, PUBLIC WORKS DIRECTOR  
SO KIM, COMMUNITY DEVELOPMENT DIRECTOR  
MICHAEL DELGADILLO, ASSISTANT PLANNER  
LIZZY MENDOZA, RECREATION & COMMUNITY SERVICES MANAGER  
ISAAC AZIZ, INFORMATION TECHNOLOGY MANAGER  
CAPT. RYAN BUHR, CHIEF OF POLICE SERVICES

**PLEDGE OF ALLEGIANCE:** City Attorney Scott Smith led the pledge of allegiance.

**1. SPECIAL PRESENTATIONS:**

**1.1 PRESENTATION BY THE ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

Mayor Ackley introduced Lora Young, District Manager from the Orange County Mosquito and Vector Control, who provided the presentation.

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

None.

### 3. COMMUNITY INPUT:

None.

### 4. CONSENT CALENDAR:

Unless otherwise indicated below, the following pertains to all items on the Consent Calendar.

**Motion:** Councilmember Munzing moved and Mayor Pro Tem Duncan seconded to approve the recommended actions. Motion carried 5-0.

#### 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 for the January 15, 2025, Regular Meeting.

#### 4.3 ACCOUNTS PAYABLE

**Recommended Action:** Ratify accounts payable checks and electronic funds transfers issued between December 20, 2024, and January 16, 2025, in the amount of \$1,681,919.55.

#### 4.4 TREASURER'S STATEMENT – DECEMBER 2024

**Recommended Action:** Receive and file the December 2024 Treasurer's Statement.

#### 4.5 PROFESSIONAL SERVICES AGREEMENT WITH STC TRAFFIC, INC. TO PROVIDE TRAFFIC STUDY PEER REVIEW SERVICES

**Recommended Action:** Approve and authorize the City Manager to execute a Professional Services Agreement with STC Traffic, Inc. for traffic study peer review consulting services.

#### 4.6 STATUS UPDATE ON DEVELOPMENT AGREEMENT NEGOTIATIONS

Community Development Director So Kim provided an overview and responded to questions regarding development agreements terms.

**Recommended Action:** Receive and file.

**Motion:** Mayor Ackley moved and Councilmember Munzing seconded to approve the recommended action. Motion carried 5-0.

## 5. PUBLIC HEARINGS:

### 5.1 CONDITIONAL USE PERMIT TO CONSTRUCT A 748 SQUARE FOOT ACCESSORY DWELLING UNIT WITH A 668 SQUARE FOOT ATTACHED GARAGE THAT EXCEEDS THE HEIGHT LIMIT OF 25' (27' PROPOSED) AT 25 ALISAL COURT (USE-2024-00012).

City Manager Mitzi Ortiz introduced Assistant Planner Michael Delgadillo, who provided an overview. Staff responded to questions regarding impacts on zoning, future ADU applications and City liability. Mayor Ackley opened the public hearing. There were no requests to speak. Mayor Ackley closed the public hearing.

**Recommended Action:** Adopt Resolution No. 2025-01 approving a Conditional Use Permit to construct a 748 square foot accessory dwelling unit with a 668 square foot attached garage that exceeds the height limit of 25 feet (27 feet proposed) at 25 Alisal Court (USE-2024-00012).

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

## 6. DISCUSSION:

### 6.1 PAVEMENT MANAGEMENT AND CONDITION ANALYSIS

City Manager Mitzi Ortiz introduced Public Works Director Shaun Pelletier. Public Works Director Shaun Pelletier introduced Roger Schlierkamp, consultant from GMU Engineers and Geologists, who provided an overview. Staff and the consultant responded to questions regarding street rehabilitation schedule material quality, fiscal impacts, geographical impacts and impact of external utility projects on newly paved roads.

**Recommended Action:** Receive Staff presentation.

No further action was taken.

### 6.2 BIKE LANE DISCUSSION

City Manager Mitzi Ortiz introduced Public Works Director Shaun Pelletier, who provided an overview. Staff responded to questions regarding standard bike lane dimensions, rules for painting bike lanes, impacts on street sweeping, bike lane delineators, bike lane safety data, grant application process, current budget for project, material costs and design standards.

**Recommended Action:** Receive presentation and provide direction to Staff.

**Motion:** Councilmember Munzing moved and Councilmember Hurt seconded to direct staff to provide additional analysis of installation of buffered bike lanes with green paint throughout the City. Motion carried 5-0.

6.3 AGREEMENT WITH GFIVE ENTERPRISES INC. DBA ADVANCED POOL SPECIALISTS FOR THE AQUATIC CENTER POOL DECK SURFACE REHABILITATION PROJECT

City Manager Mitzi Ortiz introduced Public Works Director Shaun Pelletier, who provided an overview. Staff responded to questions regarding project material quality, safety of material, where material is manufactured, maintenance and project timeline.

**Recommended Action:**

1. Approve Contract Documents, Specifications, and Plans for Aquatic Center Pool Deck Rehabilitation Project;
2. Award an agreement in the amount of \$238,312.00 to GFive Enterprises Inc. dba Advanced Pool Specialists for Aquatic Center Pool Deck Surface Rehabilitation Project;
3. Authorize the City Manager to execute an agreement with GFive Enterprises Inc. dba Advanced Pool Specialists;
4. Authorize City staff to make total compensation to GFive Enterprises Inc. dba Advanced Pool Specialists up to \$238,312.00 plus \$23,831.20 (10% of the agreement amount) to allow for contingencies, totaling 262,143.20; and
5. Declare this project categorically exempt from the California Environmental Quality Act (CEQA) process Per Title 14 of the California Code of Regulations, Chapter 3, Article 19, Section 15301 (Class 1: Existing Facilities).

**Motion:** Mayor Pro Tem Duncan moved and Councilmember Hurt seconded to approve the recommended actions. Motion carried 5-0.

7. **CITY MANAGER' S REPORT:**

City Manager Mitzi Ortiz announced registration for winter recreation classes; registration for summer camps starting on February 7, 2025; Artisans Market to be held on March 2, 2025, from 11:00 a.m. to 3:00 p.m. at the Aliso Viejo Ranch; and food pantry at Iglesia Park Community Center in partnership with Second Harvest Food Bank of OC and Boys & Girls Clubs of Capistrano Valley to be held every Wednesday from 10:00 a.m. to 12:00 p.m.

8. **ANNOUNCEMENTS / COUNCIL COMMENTS / COMMITTEE UPDATES:**

Councilmember Munzing:

- Attended Boys & Girls Club of Capistrano Valley Youth of the Year Celebration

Councilmember Zandbergen:

- Attended Boys & Girls Club of Capistrano Valley Youth of the Year Celebration
- Attended ribbon cutting for food pantry at Iglesia Park Community Center

Mayor Pro Tem Duncan:

- Expressed excitement for upcoming City development plans

Mayor Ackley:

- Attended Eagle Scout Court of Honor ceremony
- Attended Aliso Viejo Chamber of Commerce Board Installation and Awards Gala
- Attended Boys & Girls Club of Capistrano Valley Youth of the Year Celebration

Councilmember Hurt:

- Provided updates on the new Aliso Viejo Library project
- Attended OCPL Advisory Board meeting
- Attended OC Mosquito and Vector Control District board meeting
- Attended TCA Budget and Finance Committee meeting
- Acknowledged OC Sherriff's for addressing a recent safety incident
- Commented on Black History Month

9. **ADJOURNMENT:** Mayor Ackley adjourned the meeting at 9:04 p.m. to the next regularly scheduled City Council meeting is February 19, 2025

Respectfully submitted:

Approved by:

---

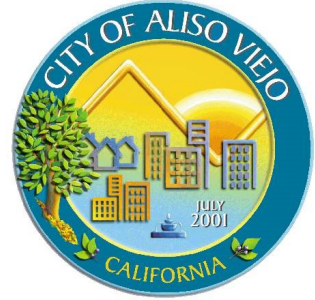
JANET MARTINEZ  
CITY CLERK

---

TIFFANY ACKLEY  
MAYOR

# City of Aliso Viejo

## **AGENDA ITEM**



DATE: February 19, 2025

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 January 17, 2025, and January 30, 2025, in the amount of \$828,921.37.

### **Fiscal Impact:**

Expenditures in the amount of \$828,921.37.

### **Background:**

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

### **Discussion:**

The attached registers containing checks and electronic funds transfers issued between January 17, 2025, and January 30, 2025, for \$828,921.37, 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            |
|--------------------------------------------------|----------------------------------------------------|-------------------|
| <b>101 - GENERAL FUND</b>                        |                                                    |                   |
| CALPERS HEALTH                                   | FEB'25 TZ - HEALTH PREMIUM                         | 1,571.50          |
| CALPERS HEALTH                                   | JAN'25 TZ - HEALTH PREMIUM                         | 1,571.50          |
| CALPERS HEALTH                                   | JAN'25 JM - MEDICAL                                | (926.52)          |
| CALPERS HEALTH                                   | FEB'25 TZ - HEALTH PREMIUM PEMHCA MINIMUM          | 158.00            |
| CALPERS HEALTH                                   | JAN'25 TZ - HEALTH PREMIUM PEMHCA MINIMUM          | 158.00            |
| CALPERS HEALTH                                   | FEB'25 CALPERS HEALTH PREMIUM                      | 28,476.75         |
| KOSMONT & ASSOCIATES                             | NOV'24 CONSULTING SERVICES FOR AVALON BAY PROJECT  | 3,412.04          |
| KOSMONT & ASSOCIATES                             | OCT'24 CONSULTING SERVICES                         | 988.00            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 26501 ALISO CREEK GRADING - R. BRUNELL      | 472.50            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 PACIFIC HYDROTECH - R. BRUNELL              | 420.00            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 ST MARYS GRADING - R. BRUNELL               | 367.50            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 ATT - R. BRUNELL                            | 183.75            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 15 ARGONAUT - R. BRUNELL                    | 157.50            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 SCE - R. BRUNELL                            | 157.50            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 PERMIT 5076 - R. BRUNELL                    | 52.50             |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 MNWD - R. BRUNELL                           | 577.50            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 KAISER GRADING - R. BRUNELL                 | 630.00            |
| CHARLES ABBOTT ASSOC INC                         | NOV'24 COX - R. BRUNELL                            | 52.50             |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 CAA - KAISER GRADING - S.WILSON             | 95.00             |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 CAA - ALISO CREEK GRADING - S.WILSON        | 95.00             |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 CAA - ST. MARY'S GRADING - S.WILSO          | 95.00             |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 MNWD - R.BRUNNELL                           | 840.00            |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 KAISER GRADING - R.BRUNNELL                 | 210.00            |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 15 ARGONAUT - R.BRUNNELL                    | 105.00            |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 GAS COMPANY - R.BRUNNELL                    | 52.50             |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 SCE - R.BRUNNELL                            | 52.50             |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 ST MARY'S GRADING - R.BRUNNELL              | 656.25            |
| CHARLES ABBOTT ASSOC INC                         | DEC'24 ALISO CREEK GRADING - R.BRUNNELL            | 577.50            |
| STC TRAFFIC, INC                                 | DEC'24 TRAFFIC CONSULTANT SERVICES                 | 392.50            |
| STC TRAFFIC, INC                                 | DEC'24 TRAFFIC CONSULTANT SERVICES                 | 1,017.50          |
| SAN JOAQUIN HILLS TRANSPORTATION CORRIDOR AGENCY | DEC'24 SAN JOAQUIN ROAD FEES                       | 374,528.46        |
| DEPT OF CONSERVATION                             | OCT-DEC'24 SEISMIC MAPPING FEES                    | 11,435.52         |
| DIVISION OF THE STATE ARCHITECT                  | OCT-DEC'24 CASP FEES                               | 53.10             |
| CA BUILDING STANDARDS COMMISSION                 | OCT-DEC'24 CA BLDG STANDARD ADMIN FEES             | 1,743.30          |
| COUNTY OF ORANGE PFRD                            | OCT-DEC'24 CARITS 2D FEES COLLECTED                | 125,838.15        |
| COUNTY OF ORANGE PFRD                            | OCT-DEC'24 MOULTON PKWY FEES COLLECTED             | 57,160.38         |
|                                                  |                                                    | <b>613,428.18</b> |
| <b>CITY COUNCIL</b>                              |                                                    |                   |
| US BANK PURCHASING CARD PROGRAM                  | LL 12/03 JM TROPHIES - OUTGOING MAYOR GAVEL PLAQUE | 134.18            |
| US BANK PURCHASING CARD PROGRAM                  | LL 12/03 JM TROPHIES - OUTGOING CC MEMBER PLAQUE   | 24.24             |
| US BANK PURCHASING CARD PROGRAM                  | LL 12/13 FEDEX - AB GRAPHICS/BREA                  | 19.20             |
| US BANK PURCHASING CARD PROGRAM                  | LL 12/13 FEDEX - AB GRAPHICS/BREA                  | 21.66             |
|                                                  | <b>CITY COUNCIL TOTAL:</b>                         | <b>199.28</b>     |
| <b>CITY MANAGER</b>                              |                                                    |                   |
| CALPERS HEALTH                                   | FEB'25 PG - HEALTH PREMIUM                         | 158.00            |
|                                                  | <b>CITY MANAGER TOTAL:</b>                         | <b>158.00</b>     |
| <b>CITY CLERK</b>                                |                                                    |                   |
| US BANK PURCHASING CARD PROGRAM                  | LL 12/17 ARMA INTL- MBRSH K. DAVIS                 | 175.00            |
| US BANK PURCHASING CARD PROGRAM                  | LL 12/17 IIMC - MBRSH K. DAVIS                     | 135.00            |
|                                                  | <b>CITY CLERK TOTAL:</b>                           | <b>310.00</b>     |
| <b>FINANCE</b>                                   |                                                    |                   |
| CALPERS HEALTH                                   | FEB'25 CALPERS ADMIN FEE                           | 80.57             |
| KOSMONT & ASSOCIATES                             | OCT'24 EMPLOYER STATISTICS FOR ACFR                | 1,691.80          |
| MEEDER PUBLIC FUNDS, INC.                        | OCT-DEC24 INVESTMENT ADVISORY SERVICES             | 4,125.00          |

| Vendor Name                               | Description (Item)                                 | Amount           |
|-------------------------------------------|----------------------------------------------------|------------------|
| HDL COREN & CONE                          | JAN-MAR'25 PROPERTY TAX CONTRACT SERVICES          | 3,979.95         |
|                                           | <b>FINANCE TOTAL:</b>                              | <b>9,877.32</b>  |
| <b>INFORMATION TECHNOLOGY</b>             |                                                    |                  |
| AT&T                                      | 12/22/24-01/21/25 CH-ALARM/POTS LINE               | 3,768.73         |
| AT&T                                      | JAN'25 CH AT&T FIBER INTERNET SERVICE              | 1,704.89         |
| SHI INTERNATIONAL CORP                    | FY24-25 BLUEBEAM REVU V21 LICENSE                  | 5,380.75         |
| TANGENT COMPUTERS INC                     | 1/23/25-2/22/25 CH O365 LICENSING AND SUPPORT      | 2,976.70         |
|                                           | <b>INFORMATION TECHNOLOGY TOTAL:</b>               | <b>13,831.07</b> |
| <b>NON-DEPARTMENTAL</b>                   |                                                    |                  |
| IPROMOTEU.COM INC                         | BUS CARDS- S MESSERLI                              | 64.86            |
| J&M TROPHIES INC                          | PLATES & BADGES-S. MESSERLI & R. BUHR              | 86.07            |
| CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC | JAN'25 VISTA PARK LIGHT REPAIR PARTS               | 607.37           |
| MOULTON NIGUEL WATER DIST                 | 11/12/24-12/08/24 METER#1675 89 PLAYA CIR WATER SV | 54.07            |
| MOULTON NIGUEL WATER DIST                 | 12/08/24-1/13/25 METER#1675 89 PLAYA CIR WATER SVC | 54.07            |
| KYRSTI NICOLE ASHMALL                     | NOV'24-4.23 HRS-PIO AND MAYOR OUTREACH             | 380.70           |
| US BANK PURCHASING CARD PROGRAM           | EM 12/13 PACIFIC AUTO - EMER MGR RAV4 CK ENGINE LT | 81.56            |
| US BANK PURCHASING CARD PROGRAM           | EM 12/19 BLISS CW - F150 CAR WASH                  | 35.00            |
| ALISO VIEJO COMMUNITY ASSOCIATION         | JAN-MAR'25 35 PLAYA CIR MASTER HOA FEES            | 141.55           |
| ALISO VIEJO COMMUNITY ASSOCIATION         | JAN-MAR'25 38 COLONIAL WAY HOA FEES                | 155.86           |
| ALISO VIEJO COMMUNITY ASSOCIATION         | JAN-MAR'25 89 PLAYA CIR MASTER HOA FEES            | 141.55           |
| US BANK PURCHASING CARD PROGRAM           | LL 12/04 NOTHING BUNDT CAKES-CC MTG -RECEPTION     | 150.54           |
| US BANK PURCHASING CARD PROGRAM           | LL 12/05 STARBUCKS-CC MTG 12/4 COFFEE - RECEPTION  | 22.00            |
| US BANK PURCHASING CARD PROGRAM           | LL 12/04 DOLLAR TREE-SUPPLIES CC MTG - RECEPTION   | 32.33            |
| US BANK PURCHASING CARD PROGRAM           | LL 12/03 RALPHS-CC MTG 12/4 DRINKS - RECEPTION     | 39.65            |
| US BANK PURCHASING CARD PROGRAM           | LL 11/28 READY REFRESH-WATER FILTRATION10/25-11/24 | 61.16            |
| US BANK PURCHASING CARD PROGRAM           | LL 12/04 THAI BITE-CC MTG 12/4 DINNER              | 186.92           |
| MOULTON NIGUEL WATER DIST                 | ACCT#64101 VISTA WATER SVC                         | 460.20           |
|                                           | <b>NON-DEPARTMENTAL TOTAL:</b>                     | <b>2,755.46</b>  |
| <b>C. S. ADMINISTRATION</b>               |                                                    |                  |
| CALPERS HEALTH                            | FEB'25 HW - HEALTH PREMIUM                         | 158.00           |
| CALPERS HEALTH                            | FEB'25 DP - HEALTH PREMIUM                         | 158.00           |
| ALLIANT INSURANCE SERVICES INC            | 1/01/25-2/14/25 RENTAL SHOWCASE INSURANCE          | 329.00           |
| ALLIANT INSURANCE SERVICES INC            | 1/01/25-2/14/25 ARTISAN MARKET INSURANCE           | 329.00           |
| ALLIANT INSURANCE SERVICES INC            | 1/01/25-2/14/25 MOVIE NIGHT INSURANCE              | 329.00           |
| US BANK PURCHASING CARD PROGRAM           | EM RECS 1/14 STARBUCKS - PT SPECIALIST INTERVIEW   | 14.65            |
| US BANK PURCHASING CARD PROGRAM           | EM 12/05 THE HOME DEPOT - TOWN CTR TREE EVENT MISC | 69.66            |
| US BANK PURCHASING CARD PROGRAM           | EM 12/03 THE HOME DEPOT - TOWN CTR TREE TIMER      | 34.44            |
| US BANK PURCHASING CARD PROGRAM           | JB 1/13 USPS-PERMIT RENEWAL                        | 350.00           |
| US BANK PURCHASING CARD PROGRAM           | LL 12/19 FACEBK - META ADS INSTA POST              | 35.00            |
| US BANK PURCHASING CARD PROGRAM           | LL 11/23 FACEBK - META ADS INSTA POST              | 2.03             |
| US BANK PURCHASING CARD PROGRAM           | LL 11/23 FACEBK - META ADS INSTA POST              | 18.00            |
|                                           | <b>C. S. ADMINISTRATION TOTAL:</b>                 | <b>1,826.78</b>  |
| <b>IGLESIA PARK</b>                       |                                                    |                  |
| EL TORO WATER DISTRICT                    | 12/09/24-1/09/25 MTR#4114 IGLESIA PARK WATER       | 459.37           |
| EL TORO WATER DISTRICT                    | 12/09/24-1/09/25 MTR#3499 IGLESIA PARK WATER       | 481.15           |
|                                           | <b>IGLESIA PARK TOTAL:</b>                         | <b>940.52</b>    |
| <b>IGLESIA BUILDING</b>                   |                                                    |                  |
| TEAM ONE MANAGEMENT SERVICES              | JAN'25 IGLESIA JANITORIAL SERVICES                 | 950.00           |
| SONITROL ORANGE COUNTY LLC                | FEB'25 IGLESIA ACCESS CONTROL                      | 109.39           |
| ZAPP PEST MANAGEMENT                      | DEC'24 PEST CONTROL IGLESIA BLDG                   | 75.00            |
| EL TORO WATER DISTRICT                    | 12/09/24-1/09/25 MTR#5016 IGLESIA PARK BLDG WATER  | 257.36           |
|                                           | <b>IGLESIA BUILDING TOTAL:</b>                     | <b>1,391.75</b>  |
| <b>PLANNING</b>                           |                                                    |                  |
| CALPERS HEALTH                            | FEB'25 MF - HEALTH PREMIUM                         | 158.00           |
| US BANK PURCHASING CARD PROGRAM           | SK 12/24 PDAOC - ANNUAL FORUM REGISTRATION         | 330.00           |
| US BANK PURCHASING CARD PROGRAM           | SK 1/15 APA - 2025 NPC REGISTRATION                | 785.00           |
|                                           | <b>PLANNING TOTAL:</b>                             | <b>1,273.00</b>  |
| <b>CODE ENFORCEMENT</b>                   |                                                    |                  |
| PV MAINTENANCE INC                        | JAN'24 PVM OIL SPILL CLEAN UP                      | 517.09           |
| US BANK PURCHASING CARD PROGRAM           | SK 1/06 EXTRA SPACE STORAGE-CONFISCATED TACO STAND | 631.20           |
|                                           | <b>CODE ENFORCEMENT TOTAL:</b>                     | <b>1,148.29</b>  |

| Vendor Name                         | Description (Item)                                 | Amount            |
|-------------------------------------|----------------------------------------------------|-------------------|
| <b>ENGINEERING (GENERAL)</b>        |                                                    |                   |
| CHARLES ABBOTT ASSOC INC            | DEC'24 CAA - NPDES                                 | 11,291.25         |
| CHARLES ABBOTT ASSOC INC            | DEC'24 CAA - SOLID WASTE                           | 3,405.00          |
| US BANK PURCHASING CARD PROGRAM     | EM 12/17 TOM'S-CONFINED SPACE TRNG LUNCH (EM & KB) | 28.52             |
| US BANK PURCHASING CARD PROGRAM     | EM 12/03 THE HOME DEPOT - 6' LADDER F150 TRUCK     | 53.75             |
| US BANK PURCHASING CARD PROGRAM     | KB 1/08 AMAZON - CITY'S PORTABLE GENERATOR MAINT   | 24.90             |
| US BANK PURCHASING CARD PROGRAM     | SP 1/06 CEAOC ANNUAL MEMBERSHIP DUES               | 50.00             |
| <b>ENGINEERING (GENERAL) TOTAL:</b> |                                                    | <b>14,853.42</b>  |
| <b>STREET MAINTENANCE</b>           |                                                    |                   |
| CHARLES ABBOTT ASSOC INC            | NOV'24 STREET INVESTIGATIONS                       | 5,407.50          |
| CHARLES ABBOTT ASSOC INC            | DEC'24 STREET INVESTIGATIONS                       | 7,113.75          |
| <b>STREET MAINTENANCE TOTAL:</b>    |                                                    | <b>12,521.25</b>  |
| <b>LAW ENFORCEMENT-OTHER</b>        |                                                    |                   |
| ALL CITY MANAGEMENT SERVICES        | 1/05/25-1/18/25 459.55 HRS-CROSSING GUARD SERVICES | 15,404.12         |
| <b>LAW ENFORCEMENT-OTHER TOTAL:</b> |                                                    | <b>15,404.12</b>  |
| <b>EOC</b>                          |                                                    |                   |
| US BANK PURCHASING CARD PROGRAM     | SL 1/06 CESA ANNUAL MEMBERSHIP DUES                | 75.00             |
| US BANK PURCHASING CARD PROGRAM     | SL 1/20 ZOLL - AED 5 YEAR LICENSE - AV CENTER AED  | 519.00            |
| <b>EOC TOTAL:</b>                   |                                                    | <b>594.00</b>     |
| <b>GENERAL FUND TOTAL:</b>          |                                                    | <b>690,512.44</b> |

## 102 - GEN. FD-CITY HALL

|                                   |                                                    |                 |
|-----------------------------------|----------------------------------------------------|-----------------|
| <b>NON-DEPARTMENTAL</b>           |                                                    |                 |
| TEAM ONE MANAGEMENT SERVICES      | JAN'25 CH JANITORIAL SERVICES                      | 3,430.00        |
| SONITROL ORANGE COUNTY LLC        | FEB'25 CH INTRUSION DETECTION                      | 383.54          |
| SONITROL ORANGE COUNTY LLC        | FEB'25 CH ACCESS CONTROL                           | 609.40          |
| ZAPP PEST MANAGEMENT              | DEC'24 PEST CONTROL SERVICES CH                    | 75.00           |
| FOSTERS' GARDENS INC              | DEC'24 CH INTERIOR PLANT MAINTENANCE               | 115.00          |
| FOSTERS' GARDENS INC              | JAN'25 CH INTERIOR PLANT MAINTENANCE               | 115.00          |
| PACIFIC PARK II ASSOCIATION       | FEB'25 CH ASO ASSOCIATION DUES                     | 502.00          |
| US BANK PURCHASING CARD PROGRAM   | EM 12/16 THE HOME DEPOT - CH TV INSTALLATION MATLS | 36.55           |
| ALISO VIEJO COMMUNITY ASSOCIATION | JAN-MAR'25 CH MASTER HOA FEES                      | 1,877.94        |
| US BANK PURCHASING CARD PROGRAM   | KB 1/04 HOMEDEPOT-CH PAINTING WALL PROJECT         | 53.84           |
| US BANK PURCHASING CARD PROGRAM   | KB 1/04 HOMEDEPOT-CH PICTURE HANGING HARDWARE      | 14.86           |
| MOULTON NIGUEL WATER DIST         | ACCT#65408/65407/65406 CH WATER SVC                | 603.75          |
| <b>NON-DEPARTMENTAL TOTAL:</b>    |                                                    | <b>7,816.88</b> |
| <b>GEN. FD-CITY HALL TOTAL:</b>   |                                                    | <b>7,816.88</b> |

## 103 - GF-AV RECREATION SERVICES

|                                 |                                                   |              |
|---------------------------------|---------------------------------------------------|--------------|
| RAQUEL SCARDINA                 | JAN'25 REC1 USER CREDIT-RAQUEL SCARDINA-TRANSFERS | 36.00        |
|                                 |                                                   | <b>36.00</b> |
| <b>RECREATION SERVICES</b>      |                                                   |              |
| AT&T                            | 12/22/24-01/21/25 AVR-ALARM/POTS LINE             | 1,256.24     |
| DS SERVICES OF AMERICA, INC     | 1/15 AVR BOTTLED WATER SERVICE                    | 54.75        |
| SONITROL ORANGE COUNTY LLC      | FEB'25 AVR ACCESS CONTROL                         | 535.57       |
| SONITROL ORANGE COUNTY LLC      | FEB'25 AVCENTER AND AQC ACCESS CONTROL            | 125.20       |
| ZAPP PEST MANAGEMENT            | DEC'24 PEST CONTROL SERVICES AVR                  | 570.00       |
| AT&T                            | JAN'25 AVR AT&T INTERNET SERVICE                  | 1,018.44     |
| TEAM ONE MANAGEMENT SERVICES    | DEC'24 AVR JANITORIAL SERVICES                    | 5,000.00     |
| FOSTERS' GARDENS INC            | DEC'24 AVR INTERIOR PLANT MAINTENANCE             | 110.00       |
| FOSTERS' GARDENS INC            | JAN'25 AVR INTERIOR PLANT MAINTENANCE             | 110.00       |
| CINTAS CORPORATION NO. 2        | DEC'24 AVR FIRST AID SUPPLIES                     | 132.95       |
| CINTAS CORPORATION NO. 2        | DEC'24 AVR FIRST AID SUPPLIES                     | 100.49       |
| CINTAS CORPORATION NO. 2        | JAN'25 AVR FIRST AID SUPPLIES                     | 120.29       |
| TANGENT COMPUTERS INC           | 1/23/25-2/22/25 AVR O365 LICENSING AND SUPPORT    | 525.30       |
| US BANK PURCHASING CARD PROGRAM | JB 1/16 DISCOVERY CUBE-CDC WK 1 DEPOSIT 6/12/25   | 150.00       |
| US BANK PURCHASING CARD PROGRAM | KB 1/15 HOMEDEPOT - AVR CARPET CLEANING SUPPLIES  | 27.99        |
| US BANK PURCHASING CARD PROGRAM | KB 1/08 HOMEDEPOT - AVR FLOOR OUTLET REPAIR       | 41.54        |
| US BANK PURCHASING CARD PROGRAM | KB 12/30 HOMEDEPOT-AVR PAINTING PROJ(GREEN ROOMS) | 516.48       |
| US BANK PURCHASING CARD PROGRAM | KB 1/10 MCFADDEN DALE-AVR DOLLY WHEEL REPAIRS     | 367.95       |
| US BANK PURCHASING CARD PROGRAM | KB 1/04 HOMEDEPOT-AVR PAINTING PROJ (HALLWAY)     | 107.68       |
| MOULTON NIGUEL WATER DIST       | ACCT#105234/104936/104935/104986 RANCH WATER SVC  | 1,312.46     |

| Vendor Name                           | Description (Item)                                 | Amount            |
|---------------------------------------|----------------------------------------------------|-------------------|
| MOULTON NIGUEL WATER DIST             | ACCT#104515/104519 FARM WATER SVC                  | 303.94            |
|                                       | <b>RECREATION SERVICES TOTAL:</b>                  | <b>12,487.27</b>  |
|                                       | <b>GF-AV RECREATION SERVICES TOTAL:</b>            | <b>12,523.27</b>  |
| <hr/>                                 |                                                    |                   |
| <b>203 - GAS TAX</b>                  |                                                    |                   |
| <b>STREET MAINTENANCE</b>             |                                                    |                   |
| PV MAINTENANCE INC                    | JUN'24 PVM STREET MAINT-PACIFIC PARK SINKHOLE ADDL | 13,700.00         |
| BEAR ELECTRICAL SOLUTIONS INC         | DEC'24 TRAFFIC SIGNAL MAINTENANCE ROUTINE          | 3,225.90          |
| BEAR ELECTRICAL SOLUTIONS INC         | DEC'24 TRAFFIC SIGNAL MAINTENANCE RESPONSE         | 7,891.14          |
| EL TORO WATER DISTRICT                | 12/09/24-1/09/25 MTR#5675CALLE CORTEZ MEDIAN WATER | 126.60            |
| SAN DIEGO GAS & ELECTRIC              | DEC'24 ST LIGHTS & TRAFFIC CTRLRS                  | 2,735.76          |
| MOULTON NIGUEL WATER DIST             | ACCT#64613/64615/65346 MEDIANS WATER SVC           | 852.60            |
|                                       | <b>STREET MAINTENANCE TOTAL:</b>                   | <b>28,532.00</b>  |
|                                       | <b>GAS TAX TOTAL:</b>                              | <b>28,532.00</b>  |
| <hr/>                                 |                                                    |                   |
| <b>215 - PUBLIC SAFETY GRANTS</b>     |                                                    |                   |
| <b>LAW ENFORCEMENT-OTHER</b>          |                                                    |                   |
| COUNTY OF ORANGE                      | JAN-MAR'25 800 MHZ COST ALLOCATION                 | 7,951.64          |
|                                       | <b>LAW ENFORCEMENT-OTHER TOTAL:</b>                | <b>7,951.64</b>   |
|                                       | <b>PUBLIC SAFETY GRANTS TOTAL:</b>                 | <b>7,951.64</b>   |
| <hr/>                                 |                                                    |                   |
| <b>225 - INTEGRATED WASTE MGMT FD</b> |                                                    |                   |
| <b>GEN-TECHNOLOGY GRANTS</b>          |                                                    |                   |
| CHARLES ABBOTT ASSOC INC              | DEC'24 CAA CONTRACT SERVICES - SB1383              | 2,280.00          |
|                                       | <b>GEN-TECHNOLOGY GRANTS TOTAL:</b>                | <b>2,280.00</b>   |
|                                       | <b>INTEGRATED WASTE MGMT FD TOTAL:</b>             | <b>2,280.00</b>   |
| <hr/>                                 |                                                    |                   |
| <b>251 - FEDERAL GRANTS</b>           |                                                    |                   |
| <b>GEN-FEDERAL GRANT</b>              |                                                    |                   |
| FAIR HOUSING FOUNDATION               | OCT-DEC'24 CDBG FAIR HOUSING SERVICES              | 1,065.60          |
| AGE WELL SENIOR SERVICES INC          | OCT-DEC'24 CDBG MEALS ON WHEELS                    | 1,840.00          |
| SOUTH COUNTY OUTREACH                 | OCT-DEC'24 CDBG HUNGER & HOMELESSNESS PREVENTION   | 10,823.49         |
| FAMILY ASSISTANCE MINISTRIES          | Q2 FY24-25 CDBG PROF SERVICES-TRANSITIONAL HOUSING | 1,995.30          |
|                                       | <b>GEN-FEDERAL GRANT TOTAL:</b>                    | <b>15,724.39</b>  |
|                                       | <b>FEDERAL GRANTS TOTAL:</b>                       | <b>15,724.39</b>  |
| <hr/>                                 |                                                    |                   |
| <b>261 - CITY FAC.-AQUATIC CENTER</b> |                                                    |                   |
| <b>GEN-AQUATIC CENTER</b>             |                                                    |                   |
| ZAPP PEST MANAGEMENT                  | DEC'24 PEST CONTROL SERVICES AQC                   | 75.00             |
| US BANK PURCHASING CARD PROGRAM       | EM 12/18 THE HOME DEPOT-LIGHTS FOR OLIVE TREE AQC  | 82.82             |
| US BANK PURCHASING CARD PROGRAM       | KB 1/14 HOMEDEPOT - AQC SHOWER REPAIR              | 19.37             |
| MOULTON NIGUEL WATER DIST             | ACCT#64095/64096 AQC WATER SVC                     | 975.69            |
| ALISO VIEJO BANQUET CENTER LLC        | OCT-DEC'24 AQ CTR-MTR#4987 ELECTRICITY             | 3,772.06          |
|                                       | <b>GEN-AQUATIC CENTER TOTAL:</b>                   | <b>4,924.94</b>   |
|                                       | <b>CITY FAC.-AQUATIC CENTER TOTAL:</b>             | <b>4,924.94</b>   |
| <hr/>                                 |                                                    |                   |
| <b>331 - CAPITAL IMPROVEMENTS</b>     |                                                    |                   |
| <b>CAPITAL IMPROVEMENTS</b>           |                                                    |                   |
| GENESIS FLOOR COVERING, INC           | VISTA PARK PLAYGROUND RUBBER PIP SAFETY SURFACING  | 57,041.00         |
|                                       | <b>CAPITAL IMPROVEMENTS TOTAL:</b>                 | <b>57,041.00</b>  |
|                                       | <b>CAPITAL IMPROVEMENTS TOTAL:</b>                 | <b>57,041.00</b>  |
| <hr/>                                 |                                                    |                   |
|                                       | <b>GRAND TOTAL:</b>                                | <b>827,306.56</b> |

| Fund Summary                    |                |                |
|---------------------------------|----------------|----------------|
| Fund                            | Expense Amount | Payment Amount |
| 101 - GENERAL FUND              | 690,512.44     | 690,512.44     |
| 102 - GEN. FD-CITY HALL         | 7,816.88       | 7,816.88       |
| 103 - GF-AV RECREATION SERVICES | 12,523.27      | 12,523.27      |

### Fund Summary

| Fund                           | Expense Amount    | Payment Amount    |
|--------------------------------|-------------------|-------------------|
| 203 - GAS TAX                  | 28,532.00         | 28,532.00         |
| 215 - PUBLIC SAFETY GRANTS     | 7,951.64          | 7,951.64          |
| 225 - INTEGRATED WASTE MGMT FD | 2,280.00          | 2,280.00          |
| 251 - FEDERAL GRANTS           | 15,724.39         | 15,724.39         |
| 261 - CITY FAC.-AQUATIC CENTER | 4,924.94          | 4,924.94          |
| 331 - CAPITAL IMPROVEMENTS     | 57,041.00         | 57,041.00         |
| Grand Total:                   | <u>827,306.56</u> | <u>827,306.56</u> |

## Report Summary

## Fund Summary

| Fund                            | Payment Amount    |
|---------------------------------|-------------------|
| 101 - GENERAL FUND              | 690,512.44        |
| 102 - GEN. FD-CITY HALL         | 7,816.88          |
| 103 - GF-AV RECREATION SERVICES | 12,523.27         |
| 203 - GAS TAX                   | 28,532.00         |
| 215 - PUBLIC SAFETY GRANTS      | 7,951.64          |
| 225 - INTEGRATED WASTE MGMT FD  | 2,280.00          |
| 251 - FEDERAL GRANTS            | 15,724.39         |
| 261 - CITY FAC.-AQUATIC CENTER  | 4,924.94          |
| 331 - CAPITAL IMPROVEMENTS      | 57,041.00         |
| <b>Grand Total:</b>             | <b>827,306.56</b> |

## Account Summary

| Account Number      | Account Name            | Payment Amount |
|---------------------|-------------------------|----------------|
| 101-1203-000        | ACCOUNTS RECEIVABLE     | 3,143.00       |
| 101-2202-000        | DUE TO OTHER GOVER...   | 557,526.99     |
| 101-2506-000        | MEDICAL INSURANCE P...  | 27,866.23      |
| 101-2602-000        | PLANNING DEPOSIT        | 5,810.04       |
| 101-2603-000        | ENGINEERING DEPOSIT     | 5,850.00       |
| 101-36420           | SMIP                    | 11,435.52      |
| 101-36425           | CASP CERT/TRNG          | 53.10          |
| 101-36430           | BUILDING STANDARD FE... | 1,743.30       |
| 101-4-1101-4502-000 | AWARDS & RECOGNITI...   | 158.42         |
| 101-4-1101-4601-000 | SUPPLIES                | 40.86          |
| 101-4-1501-4206-000 | MEDICAL INSURANCE       | 158.00         |
| 101-4-1601-4521-000 | MEMBERSHIP & DUES       | 310.00         |
| 101-4-2501-4301-000 | PROFESSIONAL SERVICES   | 9,796.75       |
| 101-4-2501-4309-000 | OTHER CONTRACTUAL S...  | 80.57          |
| 101-4-3101-4305-000 | TECHNOLOGY SERVICES     | 5,473.62       |
| 101-4-3101-4481-000 | COMPUTER EXPENSE        | 8,357.45       |
| 101-4-3501-4301-000 | PROFESSIONAL SERVICES   | 380.70         |
| 101-4-3501-4431-000 | BUILDING & GROUND M...  | 1,614.67       |
| 101-4-3501-4513-000 | PRINTING                | 64.86          |
| 101-4-3501-4517-000 | VEHICLE MAINTENANCE     | 116.56         |
| 101-4-3501-4601-000 | SUPPLIES                | 86.07          |
| 101-4-3501-4612-000 | OPERATING SUPPLIES      | 492.60         |
| 101-4-4101-4206-000 | MEDICAL INSURANCE       | 316.00         |
| 101-4-4101-4501-000 | ADVERTISING & PROMO...  | 405.03         |
| 101-4-4101-4520-000 | MTGS/CONF./TRNG & D...  | 14.65          |
| 101-4-4101-4522-000 | INSURANCE EXPENSES      | 987.00         |
| 101-4-4101-4527-000 | REC-CITY SPECIAL EVENTS | 104.10         |
| 101-4-4102-4411-000 | UTILITIES               | 940.52         |
| 101-4-4103-4411-000 | UTILITIES               | 257.36         |
| 101-4-4103-4431-000 | BUILDING & GROUND M...  | 1,134.39       |
| 101-4-4401-4206-000 | MEDICAL INSURANCE       | 158.00         |
| 101-4-4401-4520-000 | MTGS/CONF./TRNG & D...  | 1,115.00       |
| 101-4-4403-4761-000 | C.S-CODE ENFORCEMENT    | 1,148.29       |
| 101-4-4501-4520-000 | MTGS/CONF/TRNG & D...   | 28.52          |
| 101-4-4501-4521-000 | MEMBERSHIP & DUES       | 50.00          |
| 101-4-4501-4612-000 | OPERATING SUPPLIES      | 53.75          |
| 101-4-4501-4620-000 | MINOR EQUIPMENT         | 24.90          |
| 101-4-4501-4701-000 | NPDES                   | 11,291.25      |
| 101-4-4501-4702-000 | AB939-SOLID WASTE       | 3,405.00       |
| 101-4-4503-4771-000 | C.S-STREET MAINTENAN... | 12,521.25      |
| 101-4-5102-4721-000 | C.S-CROSSING GUARDS     | 15,404.12      |
| 101-4-5401-4521-000 | MEMBERSHIP & DUES       | 75.00          |
| 101-4-5401-4612-000 | OPERATING SUPPLIES      | 519.00         |
| 102-4-3501-4411-000 | UTILITIES               | 603.75         |

**Account Summary**

| Account Number      | Account Name            | Payment Amount    |
|---------------------|-------------------------|-------------------|
| 102-4-3501-4431-000 | BUILDING & GROUND M...  | 7,213.13          |
| 103-34161           | CONTRACT CLASSES        | 36.00             |
| 103-4-4105-4305-000 | TECHNOLOGY SERVICES     | 3,460.75          |
| 103-4-4105-4411-000 | UTILITIES               | 1,312.46          |
| 103-4-4105-4431-000 | BUILDING & GROUND M...  | 6,851.64          |
| 103-4-4105-4451-000 | FARM OPERATING EXPE...  | 303.94            |
| 103-4-4105-4570-000 | CITY CAMP EXPENSE       | 150.00            |
| 103-4-4105-4601-000 | SUPPLIES                | 408.48            |
| 203-4-4503-4411-000 | UTILITIES               | 3,714.96          |
| 203-4-4503-4771-000 | C.S-STREET MAINTENAN... | 24,817.04         |
| 215-4-5102-4803-000 | PUBLIC SAFETY EQUIPM... | 7,951.64          |
| 225-4-6141-4309-000 | OTHER CONTRACTUAL S...  | 2,280.00          |
| 251-4-6151-4309-000 | OTHER CONTRACTUAL S...  | 15,724.39         |
| 261-4-6161-7411-000 | UTILITIES               | 4,747.75          |
| 261-4-6161-7421-000 | BUILDING & GROUND M...  | 177.19            |
| 331-4-8701-5910-000 | IMPROVEMENTS            | 57,041.00         |
| <b>Grand Total:</b> |                         | <b>827,306.56</b> |

**Project Account Summary**

| Project Account Key | Payment Amount    |
|---------------------|-------------------|
| **None**            | 755,639.98        |
| 0055910             | 57,041.00         |
| 9014612             | 431.44            |
| 9934527             | 104.10            |
| 9974570             | 150.00            |
| ENG 2252            | 1,145.00          |
| ENG 2254            | 1,118.75          |
| ENG 2256            | 935.00            |
| ENG 5002            | 183.75            |
| ENG 5003            | 52.50             |
| ENG 5004            | 1,417.50          |
| ENG 5005            | 210.00            |
| ENG 5008            | 52.50             |
| ENG 5076            | 52.50             |
| ENG 5077            | 420.00            |
| ENG 5078            | 262.50            |
| SB13834309          | 2,280.00          |
| SDP-2022-0004       | 4,792.54          |
| SDP-2024-00001      | 1,017.50          |
| <b>Grand Total:</b> | <b>827,306.56</b> |



## Accounts Payable

| Vendor Name                        | Description (Item)    | Amount                       |
|------------------------------------|-----------------------|------------------------------|
| <b>101 - GENERAL FUND</b>          |                       |                              |
| UNITED OF OMAHA LIFE INSURANCE CO. | FEB'25 LIFE INSURANCE | <u>1614.81</u>               |
|                                    |                       | <u>1614.81</u>               |
| <b>GENERAL FUND TOTAL:</b>         |                       | <u><b>1614.81</b></u>        |
| <b>GRAND TOTAL:</b>                |                       | <u><u><b>1614.81</b></u></u> |

| Fund Summary       |                |                |
|--------------------|----------------|----------------|
| Fund               | Expense Amount | Payment Amount |
| 101 - GENERAL FUND | <u>1614.81</u> | <u>1614.81</u> |
| Grand Total:       | <u>1614.81</u> | <u>1614.81</u> |

Report Summary

| Fund Summary       |              |                |
|--------------------|--------------|----------------|
| Fund               |              | Payment Amount |
| 101 - GENERAL FUND |              | <u>1614.81</u> |
|                    | Grand Total: | 1614.81        |

| Account Summary |                        |                |
|-----------------|------------------------|----------------|
| Account Number  | Account Name           | Payment Amount |
| 101-2507-000    | LIFE INSURANCE PAYABLE | <u>1614.81</u> |
|                 | Grand Total:           | 1614.81        |

| Project Account Summary |              |                |
|-------------------------|--------------|----------------|
| Project Account Key     |              | Payment Amount |
| **None**                |              | <u>1614.81</u> |
|                         | Grand Total: | 1614.81        |

# City of Aliso Viejo

## AGENDA ITEM



DATE: February 19, 2025

TO: Mayor and City Council

FROM: Ann Eifert, Director of Financial Services

SUBJECT: FISCAL YEAR 2024-25 FINANCIAL UPDATE

---

### **Recommended Actions:**

1. Receive and file the fiscal year (FY) 2024-25 financial update; and
2. Authorize an additional appropriation of \$50,000 in Gas Tax and \$491,257 in grant funding to the FY 2024-25 Budget.

### **Fiscal Impact:**

There are no significant changes to the General Fund adopted budget. An additional \$50,000 in Gas Tax and \$491,257 in State Grant funds will need to be appropriated in the fiscal year (FY) 2024-25 budget.

### **Background:**

On June 5, 2024, the City Council reviewed and approved the FY 2024-25 budget. The budget estimated \$26.7 million in General Fund resources and \$27.1 million in appropriations, which included capital improvement projects and transfers out, resulting in a net decrease to the General Fund of \$0.4 million. Below is a summary of the adopted General Fund budget.

#### **FY 2024-25 General Fund Budget**

|                                          |    |              |
|------------------------------------------|----|--------------|
| Resources                                | \$ | 26,750,319   |
| Appropriations (Operating)               |    | (26,635,935) |
| Estimated Year-End Surplus (Deficit)     | \$ | 114,384      |
| Capital Improvement                      |    | 498,000      |
| Use of Reserves                          |    | (498,000)    |
| Estimated Beginning General Fund Balance | \$ | 34,729,639   |
| Estimated Year-End General Fund Balance  | \$ | 34,346,023   |
| Estimated Change in Fund Balance         | \$ | (383,616)    |
| % Change in Fund Balance                 |    | -1.1%        |

## **Discussion:**

Although General Fund revenues have declined in various categories compared to the same period last year, overall revenues are trending within budget. The FY 2024-25 revenue projections did forecast a decline compared to FY 2023-24 due to one-time payments received last year and slowing growth. Total revenues are approximately \$0.9 million higher for the first six months of the fiscal year compared to the same period last year because the City did not receive sales tax related to the approved operating covenant agreement from Hunt and Sons, LLC until January 2024.

Table 1: General Fund Resources

| General Fund Resources           | FY 2023-24 Actuals   | FY 2024-25 Adopted Budget | FY 2023-24 Year-to-Date 12/31/2023 | FY 2024-25 Year-to-Date 12/31/2024 | YOY Variance Increase/ (Decrease) |
|----------------------------------|----------------------|---------------------------|------------------------------------|------------------------------------|-----------------------------------|
| Property Tax <sup>1</sup>        | \$ 9,911,102         | \$ 10,179,100             | \$ 1,944,276                       | \$ 1,756,180                       | \$ (188,096)                      |
| Sales Tax <sup>2</sup>           | 8,359,623            | 8,900,000                 | 2,109,645                          | 3,424,058                          | 1,314,413                         |
| TOT <sup>3</sup>                 | 1,570,575            | 1,600,000                 | 509,230                            | 468,567                            | (40,663)                          |
| Franchise Fees <sup>4</sup>      | 1,793,611            | 1,661,670                 | 105,252                            | 94,476                             | (10,776)                          |
| Recreation                       | 1,595,966            | 1,685,500                 | 533,603                            | 443,670                            | (89,933)                          |
| Building & Planning              | 1,240,630            | 1,100,000                 | 571,321                            | 743,189                            | 171,868                           |
| Fines & Forfeitures              | 296,430              | 185,000                   | 110,832                            | 96,781                             | (14,051)                          |
| Investment Earnings <sup>5</sup> | 708,216              | 495,000                   | 133,530                            | 112,238                            | (21,292)                          |
| Other                            | 2,574,856            | 944,049                   | 436,649                            | 258,922                            | (177,727)                         |
| <b>Total</b>                     | <b>\$ 28,051,009</b> | <b>\$ 26,750,319</b>      | <b>\$ 6,454,338</b>                | <b>\$ 7,398,082</b>                | <b>\$ 943,743</b>                 |

<sup>1</sup> Majority of property tax revenue is received in December, January, April, and May

<sup>2</sup> Sales Tax received for the quarter are for October 2024

<sup>3</sup> TOT is received October, January, April, and July

<sup>4</sup> Electric, gas, and solid waste fees are received in April. Cable franchise fees are received quarterly.

<sup>5</sup> Mid-year quarterly investments exclude market adjustments

Revenue highlights for the first half of the fiscal year include the following:

- Property taxes are down approximately 10% or \$0.2 million compared to the same period last year; however, this may be a result of the timing of distributions from the County. Staff will continue to monitor property taxes in the coming months to determine if any adjustments need to be made due to successful appeals of assessment values and/or delinquency rates.
- Sales tax revenue of \$3.4 million reflects receipts received through the sale month of October. This is a \$1.3 million increase and is primarily attributable to sales tax received by Hunt & Sons, LLC, though the exact amount is not known at this time. In recent quarters, sales tax revenue throughout California have seen declines in most sectors, such as fuel and service stations, general consumer goods, building and construction, and restaurants and hotels. This may result in lower-than-expected sales tax revenue at year-end; however, with the recent opening of

Tesla, new revenue may offset this decline. Staff will continue to monitor sales tax and provide updates as necessary.

- Transient Occupancy Tax (TOT) is down approximately 8% for the first quarter of FY 2024-25 and is a result of major renovations being completed during the July and August months at one of the City's hotels.
- Recreation fees for classes and facility rentals are down 17% or \$0.1 million mainly from higher bookings from Aliso Viejo residents instead of non-residents, who pay lower fees.
- Building and permit fees are higher by approximately \$0.2 million from fees received from the construction of a new Kaiser Permanente facility.

The current FY 2024-25 expenditure budget is \$27.2 million. The adjusted budget includes minor budget transfers between departments as well as an additional \$28,000 in capital improvement appropriations approved in September 2024. Based on activity for the first six months of the year, it is anticipated that expenditures will be approximately \$1.0 million under budget due to vacancy credits within the City's law enforcement contract of \$0.7 million and labor savings of \$0.3 for staff in Administration and Recreation. Table 2 below provides a summary of the year-to-date expenditures as of December 31, 2024, in the General Fund.

Table 2: General Fund Expenditures

| General Fund Expenditures | FY 2024-25 Adjusted Budget | YTD Expenditures 9/30/2024 | YTD Expenditures 12/31/2024 | Remaining Budget     | % Remaining |
|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------|-------------|
| Admin & Support           | 4,979,449                  | \$ 1,323,753               | \$ 2,200,923                | \$ 2,778,526         | 56%         |
| Community Services        | 3,139,132                  | 708,526                    | 1,289,362                   | 1,849,770            | 59%         |
| Community & Econ Dev.     | 4,136,826                  | 373,790                    | 964,374                     | 3,172,452            | 77%         |
| Public Works              | 1,939,500                  | 323,397                    | 732,133                     | 1,207,367            | 62%         |
| Public Safety             | 11,332,286                 | 2,843,745                  | 5,737,338                   | 5,594,948            | 49%         |
| City Hall                 | 249,290                    | 38,891                     | 91,597                      | 157,693              | 63%         |
| Debt Service              | 658,050                    | -                          | 457,324                     | 200,726              | 31%         |
| Transfers                 | 201,402                    | -                          | -                           | 201,402              | 100%        |
| Total Operating           | 26,635,935                 | 5,612,102                  | 11,473,051                  | 15,162,884           | 57%         |
| Capital Improvement       | 526,000                    | 3,406                      | 5,934                       | 520,066              | 99%         |
| <b>Total General Fund</b> | <b>\$ 27,161,935</b>       | <b>\$ 5,615,508</b>        | <b>\$ 11,478,985</b>        | <b>\$ 15,682,950</b> | <b>58%</b>  |

Other necessary budget adjustments in the following funds for FY 2024-25 are as follows:

- Gas Tax – Additional budget appropriation in the amount of \$50,000 in gas tax revenue to replace a traffic signal cabinet.
- State Grants – In October 2024, the City executed a grant agreement with the California Department of Housing and Community Development for the Permanent Local Housing Allocation Program (PLHA). Funds in the amount of \$491,257 have been awarded to offset costs associated with public safety, maintenance of the

City's affordable housing units, and for supportive case/management services with Family Assistance Ministries and Laura's House. Funds will need to be appropriated in the FY 2024-25 budget.

### Summary

Total General Fund revenue estimates remain unchanged at this time at \$26.7 million. Expenditures are estimated to be approximately \$1.0 million under budget to \$26.2 million. The projected savings in expenditures will mitigate significant changes (more than 7% decline) in sales tax revenues if there is a downturn in the economy or other unexpected change to the City's tax base.

If overall revenue estimates are met and there are no unforeseen expenses at year-end, a surplus of \$0.6 million is projected and the City will not need to use reserves to fund capital improvements, which was previously planned during budget adoption.

Staff will continue to analyze revenue and expenditure trends and provide updates to Council as necessary.

### **Attachment:**

1. FY 2024-25 Financial Update Presentation



# FY 2024-25 Financial Update

City Council

February 19, 2025

# FY 2024-25 Adopted Budget

## FY 2024-25 Budget Summary

- Operating Surplus - \$0.1M
- Anticipated \$0.5M - Reserves for CIP
- No New Revenue Sources
- Budget Reductions - \$0.5M
  - Freezing of Motor Officer Position
  - Professional Services
  - Recreation/Special Events
  - Information Systems
  - Training/Supplies

## Budget Adoption

### FY 2024-25 General Fund Budget

|                                          |    |              |
|------------------------------------------|----|--------------|
| Resources                                | \$ | 26,750,319   |
| Appropriations (Operating)               |    | (26,635,935) |
| Estimated Year-End Surplus (Deficit)     | \$ | 114,384      |
| Capital Improvement                      |    | 498,000      |
| Use of Reserves                          |    | (498,000)    |
| Estimated Beginning General Fund Balance | \$ | 34,729,639   |
| Estimated Year-End General Fund Balance  | \$ | 34,346,023   |
| Estimated Change in Fund Balance         | \$ | (383,616)    |
| % Change in Fund Balance                 |    | -1.1%        |

# General Fund Resources

| General Fund Resources           | FY 2023-24 Actuals   | FY 2024-25 Adopted Budget | FY 2023-24 Year-to-Date 12/31/2023 | FY 2024-25 Year-to-Date 12/31/2024 | YOY Variance Increase/ (Decrease) |
|----------------------------------|----------------------|---------------------------|------------------------------------|------------------------------------|-----------------------------------|
| Property Tax <sup>1</sup>        | \$ 9,911,102         | \$ 10,179,100             | \$ 1,944,276                       | \$ 1,756,180                       | \$ (188,096)                      |
| Sales Tax <sup>2</sup>           | 8,359,623            | 8,900,000                 | 2,109,645                          | 3,424,058                          | 1,314,413                         |
| TOT <sup>3</sup>                 | 1,570,575            | 1,600,000                 | 509,230                            | 468,567                            | (40,663)                          |
| Franchise Fees <sup>4</sup>      | 1,793,611            | 1,661,670                 | 105,252                            | 94,476                             | (10,776)                          |
| Recreation                       | 1,595,966            | 1,685,500                 | 533,603                            | 443,670                            | (89,933)                          |
| Building & Planning              | 1,240,630            | 1,100,000                 | 571,321                            | 743,189                            | 171,868                           |
| Fines & Forfeitures              | 296,430              | 185,000                   | 110,832                            | 96,781                             | (14,051)                          |
| Investment Earnings <sup>5</sup> | 708,216              | 495,000                   | 133,530                            | 112,238                            | (21,292)                          |
| Other                            | 2,574,856            | 944,049                   | 436,649                            | 258,922                            | (177,727)                         |
| <b>Total</b>                     | <b>\$ 28,051,009</b> | <b>\$ 26,750,319</b>      | <b>\$ 6,454,338</b>                | <b>\$ 7,398,082</b>                | <b>\$ 943,743</b>                 |

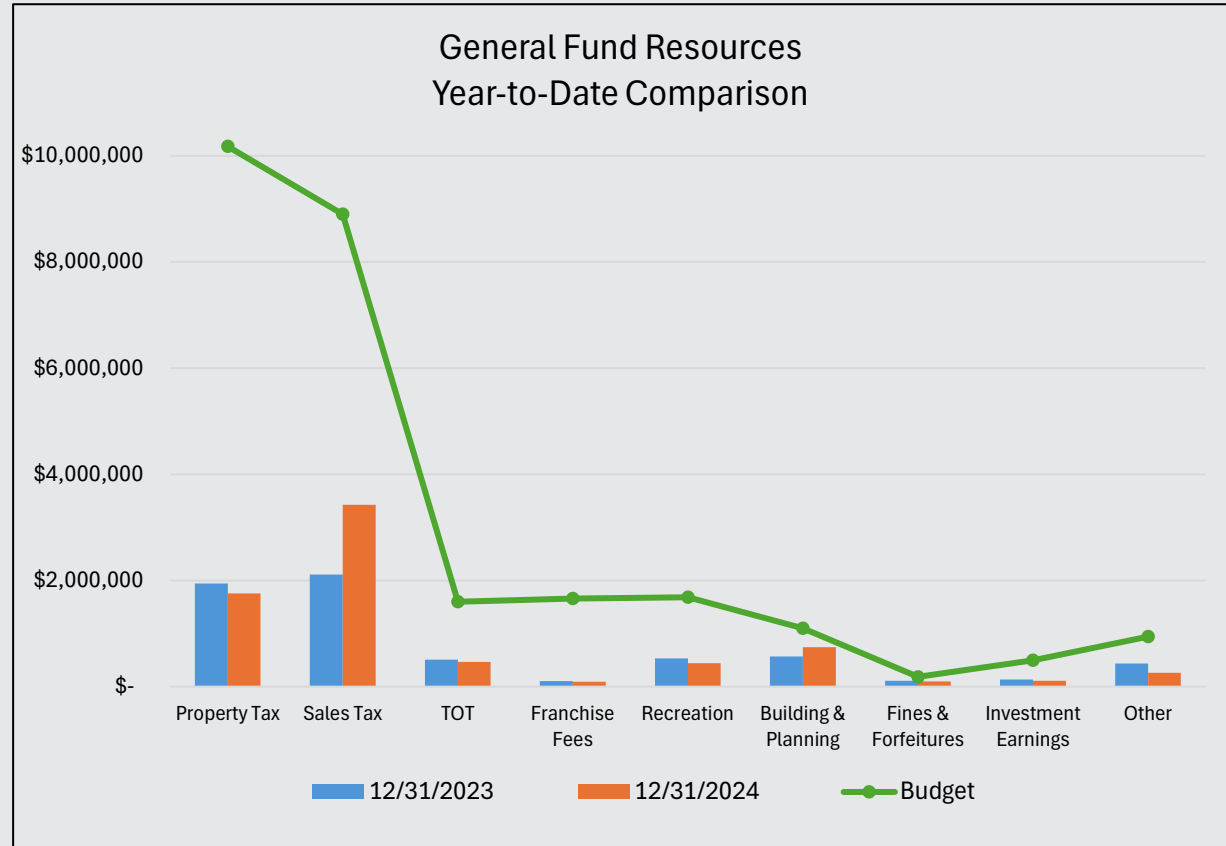
<sup>1</sup> Majority of property tax revenue is received in December, January, April, and May

<sup>2</sup> Sales Tax received for the quarter are for October 2024

<sup>3</sup> TOT is received October, January, April, and July

<sup>4</sup> Electric, gas, and solid waste fees are received in April. Cable franchise fees are received quarterly.

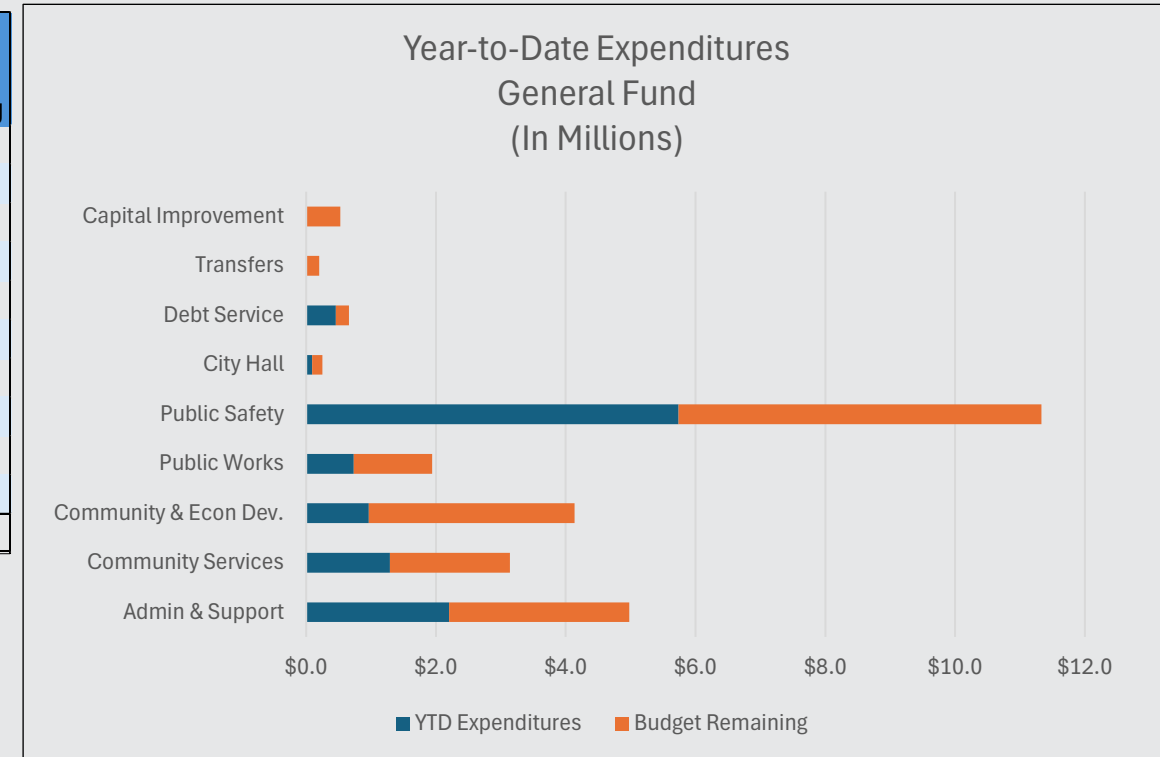
<sup>5</sup> Mid-year quarterly investments exclude market adjustments



# General Fund Expenditures

| General Fund Expenditures | FY 2024-25 Adjusted Budget | YTD Expenditures 9/30/2024 | YTD Expenditures 12/31/2024 | Remaining Budget     | % Remaining |
|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------|-------------|
| Admin & Support           | 4,979,449                  | \$ 1,323,753               | \$ 2,200,923                | \$ 2,778,526         | 56%         |
| Community Services        | 3,139,132                  | 708,526                    | 1,289,362                   | 1,849,770            | 59%         |
| Community & Econ Dev.     | 4,136,826                  | 373,790                    | 964,374                     | 3,172,452            | 77%         |
| Public Works              | 1,939,500                  | 323,397                    | 732,133                     | 1,207,367            | 62%         |
| Public Safety             | 11,332,286                 | 2,843,745                  | 5,737,338                   | 5,594,948            | 49%         |
| City Hall                 | 249,290                    | 38,891                     | 91,597                      | 157,693              | 63%         |
| Debt Service              | 658,050                    | -                          | 457,324                     | 200,726              | 31%         |
| Transfers                 | 201,402                    | -                          | -                           | 201,402              | 100%        |
| Total Operating           | 26,635,935                 | 5,612,102                  | 11,473,051                  | 15,162,884           | 57%         |
| Capital Improvement       | 526,000                    | 3,406                      | 5,934                       | 520,066              | 99%         |
| <b>Total General Fund</b> | <b>\$ 27,161,935</b>       | <b>\$ 5,615,508</b>        | <b>\$ 11,478,985</b>        | <b>\$ 15,682,950</b> | <b>58%</b>  |

- Encumbered Funds - \$8.3M
- Potential Savings
  - OCSD Vacancy Credits - \$0.7M
  - Salaries/Benefits - \$0.3M



# General Fund Summary

## Estimated Fund Balance

**FY 2024-25 General Fund Budget - Revised**

|                                                   |    |              |
|---------------------------------------------------|----|--------------|
| Resources                                         | \$ | 26,750,319   |
| Appropriations (Operating)                        |    | (25,635,935) |
| Capital Improvement                               |    | (526,000)    |
| Estimated Year-End Surplus (Deficit) <sup>1</sup> | \$ | 588,384      |
|                                                   |    |              |
| Estimated Beginning General Fund Balance          | \$ | 37,881,758   |
| Estimated Year-End General Fund Balance           | \$ | 38,470,142   |
| Estimated Change in Fund Balance                  | \$ | 588,384      |

<sup>1</sup> Assumes no significant changes to revenue sources and/or unforeseen expenditures

## What to Watch...

- Slowing Economic Growth
- Tariffs/Inflation
- Assessment Appeals
- Tesla
- Economic Development
- Federal Funding

# Special Revenues

## Adopted FY 2024-25 Budget

| Fund         | Fund Name                   | FY 2024-25 Revenue  | FY 2024-25 Expenses |
|--------------|-----------------------------|---------------------|---------------------|
| 202          | Traffic Congestion Relief   | \$ 8,600            | \$ -                |
| 203          | Gas Tax                     | 1,536,700           | 1,142,800           |
| 204          | Measure M                   | 1,218,971           | 1,050,000           |
| 205          | SB1-RMRA                    | 1,465,913           | 1,270,000           |
| 215          | Public Safety               | 221,000             | 178,743             |
| 221          | AQMD                        | 229,000             | 150,000             |
| 225          | Integrated Waste Management | 20,200              | 155,546             |
| 231          | Other Grants                | 200,000             | 200,000             |
| 241          | Technology Grant            | 120,000             | 97,580              |
| 245          | Development Impact          | -                   | -                   |
| 251          | Federal Grants              | 710,054             | 710,054             |
| 260          | AV Center                   | 2,984,332           | 2,984,332           |
| 261          | AV Aquatic Center           | 1,206,650           | 1,206,650           |
| <b>Total</b> |                             | <b>\$ 9,921,420</b> | <b>\$ 9,145,705</b> |

## Additional Mid-Year Appropriations

- Gas Tax - \$50,000
- Other Grants - \$491,257 Permanent Local Housing Allocation Program

# FY 2025-26 Budget Calendar

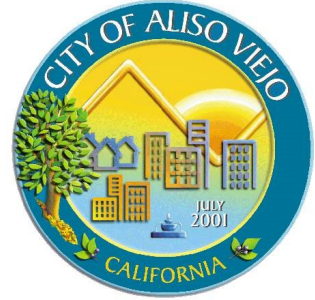
| Tentative Date    | Activity                                          |
|-------------------|---------------------------------------------------|
| February 26, 2025 | City Council Strategic Planning/Priority Workshop |
| April 2, 2025     | 1 <sup>st</sup> Draft Budget - Study Session      |
| May 7, 2025       | 2 <sup>nd</sup> Draft Budget                      |
| May 21, 2025      | Proposed Budget                                   |
| June 4, 2025      | Budget Adoption                                   |

# Recommended Actions

1. Receive and file the fiscal year (FY) 2024-25 financial update;
2. Authorize the additional appropriation of \$50,000 in Gas Tax and \$491,257 in grant funding to the FY 2024-25 Budget.

# City of Aliso Viejo

## **AGENDA ITEM**



DATE: February 19, 2025

TO: Mayor and City Council

FROM: Scott C. Smith, City Attorney

SUBJECT: CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 10.06 OF THE MUNICIPAL CODE REGARDING ELECTRIC BICYCLES

---

### **Recommended Actions:**

1. Find that the proposed ordinance is not a “project” subject to the California Environmental Quality Act (“CEQA”) pursuant to State CEQA Guidelines section 15378(a).
2. Introduce for first reading an ordinance, entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALISO VIEJO, CALIFORNIA, AMENDING CHAPTER 10.06 OF THE ALISO VIEJO MUNICIPAL CODE AMENDING ELECTRIC BICYCLE REGULATIONS AND FINDING THE ACTION DOES NOT QUALIFY AS A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

### **Fiscal Impact:**

None.

### **Background:**

The use of electric bicycles has grown significantly in the City of Aliso Viejo in recent years, which has raised concerns over public safety, particularly pedestrian and motorist safety, and violations of traffic regulations. Chapter 10.06 of the Aliso Viejo Municipal Code currently governs the operation of bicycles, electric bicycles, skateboards, and other similar forms of transportation within the City. However, with the increasing use of electric bicycles, additional regulations are needed to address unsafe riding behaviors unique to e-bikes. In response to these concerns, the City Council directed the City Attorney’s Office to prepare an ordinance to further regulate electric bicycle operations and enhance public safety measures.

## **Discussion:**

Recent legislative actions, such as AB 1774 (Dixon) and SB 1271 (Min), reflect the growing focus on electric bicycle safety at the state level. Additionally, pilot programs in Marin and San Diego Counties enacted through AB 2234 (Boerner), and AB 1778 (Connolly) further aim to regulate electric bicycle usage among minors and enhance rider safety at the local level. These efforts highlight the need for local regulations to complement state initiatives.

Currently, the Aliso Viejo Municipal Code defines “electric bicycle” as an electric bicycle equipped with both fully operable pedals and an electric motor, as further defined by Vehicle Code Section 312.5. While the Aliso Viejo Municipal Code addresses electric bicycles under its general bicycle regulations, it lacks detailed provisions specifically addressing the unique unsafe operation of such bicycles. The proposed ordinance addresses this gap by establishing regulations tailored to address the safety concerns associated with the unsafe riding of electric bicycles. Most notably, the ordinance prohibits riding an electric bicycle in an “unsafe manner” on publicly owned property, including but not limited to public roadways, highways, sidewalks, and parks, as well as on private property open to the public.

To ensure a comprehensive framework for safety and enforcement, riding in an “unsafe manner” is defined as any act violating the Aliso Viejo Municipal Code, California Vehicle Code, or other applicable laws and regulations. This definition also includes operating the electric bicycle in such a way as to constitute a danger to the operator of the electric bicycle, a passenger, other motorists, other riders, or pedestrians. The ordinance includes specific examples of unsafe electric bicycle operation to enhance clarity for both the public and enforcement efforts. Examples include, but are not limited to, performing wheelies on a highway, sidewalk, bicycle lane, or bike path, operating an electric bicycle against the flow of traffic, and swerving or maneuvering dangerously around stopped or slowed traffic.

Due to the increasing prevalence of distracted riding and associated safety concerns, the ordinance also addresses the use of handheld electronic devices while operating an electric bicycle. Furthermore, the ordinance makes clear that these provisions are intended to complement, rather than replace, the existing bicycle regulations established under Chapter 10.06 of the Aliso Viejo Municipal Code.

Staff recommends that the City Council to introduce the ordinance for first reading this evening and set it for second reading and adoption at a subsequent meeting.

## **Environmental:**

Based on the entire record before it, staff recommends that the City Council find that adoption of this Ordinance is not subject to the California Environmental Quality Act (“Public Resources Code section 21000 et seq.”) (“CEQA”) because it does not qualify as a “project” under CEQA for at least two different reasons: First, Section 15378 defines a

project as an activity that “has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.” (State CEQA Guidelines, § 15378(a).) Here, the Ordinance establishes regulations related to the operation and safety of electric bicycles. Such actions will not result in a direct or reasonably foreseeable indirect physical change in the environment. Accordingly, the Ordinance is not a “project” subject to CEQA. (State CEQA Guidelines, § 15060(c)(2).) Second, Section 15378 explicitly excludes from its definition of “project” the following: “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.” (State CEQA Guidelines, § 15378(b)(5).) Here, the Ordinance constitutes an administrative activity because it merely establishes operational rules and safety standards for electric bicycle usage in the City without resulting in any physical alterations to the environment. Therefore, it is not subject to CEQA. (State CEQA Guidelines, § 15060(c)(3).)

**Public Notice:**

Public notice for this item was made through the regular agenda process.

**Attachment:**

1. Ordinance

**ORDINANCE NO. 2025-\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALISO VIEJO,  
CALIFORNIA, AMENDING CHAPTER 10.06 OF THE ALISO VIEJO  
MUNICIPAL CODE AMENDING ELECTRIC BICYCLE REGULATIONS  
AND FINDING THE ACTION DOES NOT QUALIFY AS A PROJECT  
SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**WHEREAS**, the City of Aliso Viejo, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

**WHEREAS**, Chapter 10.06 of the Aliso Viejo Municipal Code regulates the operation of bicycles, electric bicycles, and other forms of pedestrian and recreational transportation; and

**WHEREAS**, improper operation of electric bicycles, including reckless riding behaviors and noncompliance with traffic laws, has raised additional unique concerns regarding the safety of pedestrians, motorists, and electric bicycle operators; and

**WHEREAS**, the Vehicle Code authorizes cities to regulate electric bicycles, provided such regulations do not conflict with state law; and

**WHEREAS**, the City Council finds that adopting the proposed ordinance will promote the general welfare and safety of residents by establishing enhanced operational guidelines and prohibiting the unsafe use of electric bicycles; and

**WHEREAS**, all legal prerequisites to the adoption of this Ordinance have occurred.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALISO VIEJO DOES ORDAIN AS FOLLOWS:**

**SECTION 1. Incorporation of Recitals.** The recitals above are each incorporated by reference and adopted as findings by the City Council.

**SECTION 2. CEQA.** Based on the entire record before it, the City Council finds that adoption of this Ordinance is not subject to the California Environmental Quality Act ("Public Resources Code section 21000 et seq.") ("CEQA") because it does not qualify as a "project" under CEQA for at least two different reasons: First, Section 15378 defines a project as an activity that "has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." (State CEQA Guidelines, § 15378(a).) Here, the Ordinance establishes regulations related to the operation and safety of electric bicycles. Such actions will not result in a direct or reasonably foreseeable indirect physical change in the environment. Accordingly, the Ordinance is not a "project" subject to CEQA. (State CEQA Guidelines, § 15060(c)(2).) Second, Section 15378 explicitly excludes from its definition of "project" the following: "organizational or administrative activities of governments that will not result

in direct or indirect physical changes in the environment.” (State CEQA Guidelines, § 15378(b)(5).) Here, the Ordinance constitutes an administrative activity because it merely establishes operational rules and safety standards for electric bicycle usage in the City without resulting in any physical alterations to the environment. Therefore, it is not subject to CEQA. (State CEQA Guidelines, § 15060(c)(3).)

**SECTION 3. Code Amendment.** Section 10.06.025 is hereby added to the Aliso Viejo Municipal Code to read as follows:

**10.06.025 Operation of Electric Bicycles.**

- A. No person shall ride an electric bicycle within the city in an unsafe manner on any publicly owned property, including, but not limited to, a public roadway, highway, sidewalk, park, nor on any private property open to the public.
  - 1. For purposes of this section, “unsafe manner” means any act or acts in violation of the Aliso Viejo Municipal Code, California Vehicle Code, or other existing law. "Unsafe manner" also includes riding or otherwise operating an electric bicycle in such a way as to constitute a danger to the operator of the electric bicycle, a passenger, other motorists, other riders, or pedestrians.
  - 2. Examples of riding in an unsafe manner may include, but are not limited to, the following actions:
    - a. Intentionally elevating one or more wheels while riding on a public roadway, highway, sidewalk, bicycle lane, or bike path. It is not a violation of this subsection if one or more wheels lose contact with the ground briefly due to the condition of the road surface or other circumstances beyond the control of the rider.
    - b. Riding on the sidewalk without due caution for pedestrians.
    - c. Riding on the highway or bicycle lane against the flow of traffic.
    - d. Intentionally swerving or riding around stopped or slowed traffic.
    - e. Operating an electric bicycle in a manner it was not designed for, including carrying passengers on a bicycle not designed for carrying passengers, or standing on the seat of the bicycle.
    - f. Disobeying posted signs or traffic lights.
    - g. Use of an electric bicycle by a person under the age of 18 without a properly fitted and fastened helmet.

- B. No person shall operate an electric bicycle while holding and operating a handheld wireless telephone or an electronic wireless communications device, unless the wireless telephone or electronic wireless communications device is specifically designed and configured to allow voice-operated and hands-free operation, and it is used in that manner while riding the electric bicycle. For purposes of this subsection, an "electronic wireless communications device" includes, but is not limited to, a broadband personal communication device, a handheld device, or pager.
- C. The provisions of this section are in addition to all other regulations for bicycle operation set forth in this Chapter 10.06 and in state law.

**SECTION 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would adopt this Ordinance irrespective of the invalidity of any portion thereof.

**SECTION 5. Publication.** The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the City of Aliso Viejo, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with California Government Code, section 36933.

**SECTION 6. Records.** The documents and materials associated with this ordinance that constitute the record of proceedings on which these findings are based are located at Aliso Viejo City Hall, 12 Journey, Aliso Viejo, California 92656. The City Clerk is the custodian of the record of proceedings.

**SECTION 7. Effective Date.** This Ordinance takes effect 30 days following its adoption.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Tiffany Ackley, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Scott C. Smith, City Attorney

\_\_\_\_\_  
Janet Martinez, City Clerk

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF ALISO VIEJO )

I, JANET MARTINEZ, City Clerk of the City of Aliso Viejo, California, DO HEREBY CERTIFY that foregoing Ordinance No. 2025-\_\_\_\_ was duly passed and adopted by the City Council of the City of Aliso Viejo at their regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2025, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
JANET MARTINEZ  
CITY CLERK

CITY CLERK (SEAL)

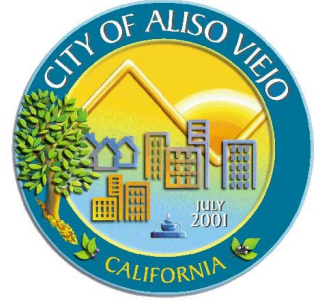
I hereby certify that the foregoing is the original of Ordinance No. 2025-\_\_\_\_\_ duly passed and adopted by the Aliso Viejo City Council at its regular meeting held \_\_\_\_\_, 2025, and that the Summary of the Ordinance was published on \_\_\_\_\_, 2025, in the \_\_\_\_\_.

\_\_\_\_\_  
JANET MARTINEZ  
CITY CLERK

(SEAL)

# City of Aliso Viejo

## **AGENDA ITEM**



DATE: February 19, 2025

TO: Mayor and City Council

FROM: Janet Martinez, City Clerk

SUBJECT: APPOINTMENT OF SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) GENERAL ASSEMBLY MEETING DELEGATE

---

### **Recommended Action:**

Appoint delegate and alternate for the Southern California Association of Governments (SCAG) General Assembly Meeting to be held May 1, 2025.

### **Fiscal Impact:**

Mileage and lodging expenses are estimated at less than \$500. Funds for City Council travel and training expenditures are included in the FY 2024-25 Budget.

### **Discussion:**

This year's SCAG Regional Conference & General Assembly will be held May 1-2 in Palm Desert, CA. During the General Assembly Meeting on May 1, delegates will have the opportunity to consider and take action on proposed Resolutions and/or SCAG Bylaw revisions that have been submitted and reviewed in accordance with SCAG policies.

In order for the City to participate in the General Assembly, the City Council must take action to appoint a delegate and alternate.