

CITY OF ALISO VIEJO  
CITY COUNCIL MINUTES  
REGULAR MEETING  
SEPTEMBER 3, 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 7:05 p.m.

**ROLL CALL**

PRESENT: MAYOR TIFFANY ACKLEY  
MAYOR PRO TEM MAX DUNCAN  
COUNCILMEMBER RICHARD W. HURT (*via teleconference*)  
COUNCILMEMBER MIKE MUNZING  
COUNCILMEMBER TIM A. ZANDBERGEN

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

**PLEDGE OF ALLEGIANCE:** City Manager Mitzi Ortiz led the pledge of allegiance.

**REPORT FROM CLOSED SESSION:** Assistant City Attorney HongDao Nguyen stated there was no reportable action.

1. **SPECIAL PRESENTATIONS:**

None.

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

None.

### 3. COMMUNITY INPUT:

1. Jennifer Hedgecock expressed speed traffic and safety concerns on Sanborn, requesting a stop sign and speedbumps near the school.

### 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 ready by title, and further reading is waived.

#### 4.2 APPROVAL OF MINUTES

**Recommended Action:** Approve the minutes as submitted for the August 20, 2025 Special and Regular Meetings.

#### 4.3 ACCOUNTS PAYABLE

**Recommended Action:** Ratify accounts payable checks and electronic funds transfers issued between August 1, 2025, and August 14, 2025, in the amount of \$1,574,069.68.

#### 4.4 AGREEMENT WITH PRECISION CONCRETE CUTTING FOR SIDEWALK ASSESSMENT AND TRIP HAZARD REMOVAL SERVICES

**Recommended Action:**

1. Approve an agreement with Precision Concrete Cutting to perform sidewalk assessment and trip hazard removal services for a term of 3 years and total compensation amount of \$150,000; and
2. Authorize the City Manager to execute the agreement.

#### 4.5 SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH KOSMONT & ASSOCIATES, INC. TO PROVIDE ECONOMIC DEVELOPMENT CONSULTING SERVICES

**Recommended Action:** Authorize the City Manager to execute a second amendment to the Professional Services Agreement with Kosmont & Associates, Inc., to increase the total compensation by \$50,000 for continued economic development consulting services.

5. **PUBLIC HEARINGS:**

None

6. **DISCUSSION:**

6.1 **HUMMINGBIRD LANE AD HOC FOLLOW UP REPORT**

City Manager Mitzi Ortiz introduced Public Works Director Shaun Pelletier, who provided an overview. Staff responded to questions regarding alternative traffic improvement options for neighboring streets, park-related traffic, a bus stop sign and estimated project costs.

**Recommended Action:** Direct Staff how to proceed with Hummingbird Lane traffic improvements.

**Motion:** Councilmember Munzing moved and Mayor Pro Tem Duncan seconded to leave traffic striping on Hummingbird Lane as is. Motion carried 5-0.

**Motion:** Councilmember Zandbergen moved and Councilmember Munzing seconded to add paint for bus stop. Motion carried 4-1, with Councilmember Hurt dissenting.

6.2 **ORDINANCE AMENDING SECTIONS 9.02.030 and 9.04.090 OF THE ALISO VIEJO MUNICIPAL CODE RELATING TO OVERSIZED VEHICLE PARKING AND DETERMINING THE ORDINANCE TO BE EXEMPT FROM CEQA**

City Manager Mitzi Ortiz introduced Assistant City Attorney HongDao Nguyen, who provided an overview. Staff responded to questions regarding types and dimensions of recreational vehicles, the definition and allowable time for loading and unloading, and enforcement measures.

**Recommended Action:** Introduce for first reading an ordinance, entitled: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALISO VIEJO, CALIFORNIA, AMENDING SECTIONS 9.02.030 and 9.04.090 OF THE ALISO VIEJO MUNICIPAL CODE RELATING TO OVERSIZED VEHICLE PARKING; AND FINDING THE ACTION TO BE EXEMPT FROM CEQA UNDER CEQA GUIDELINES SECTIONS 15060 AND 15061.

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

6.3 **EMPLOYMENT AGREEMENT FOR AN INTERIM APPOINTMENT TO THE POSITION OF HUMAN RESOURCES MANAGER**

City Manager Mitzi Ortiz provided an overview. Staff responded to questions regarding the recruitment of the Human Resources Manager, as well as other current Human Resources priorities and projects.

**Recommended Action:** Adopt Resolution No. 2025-14 approving and authorizing the City Manager to execute an agreement with retired annuitant Laura Stover for the interim appointment to the position of Human Resources Manager in compliance with Government Code Section 21221(h).

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

#### 6.4 APPROVAL OF FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT

City Manager Mitzi Ortiz introduced Assistant City Attorney HongDao Nguyen, who provided an overview. The City Council expressed their appreciation and offered positive remarks regarding City Manager Ortiz.

**Recommended Action:** That the Council approve the First Amendment to City Manager Employment Agreement between the City of Aliso Viejo and Mitzi Ortiz memorializing the terms of her continued employment in the position of City Manager.

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

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

City Manager Mitzi Ortiz announced registration for fall recreation classes and programs; as well as upcoming workshops, free lectures, special events and more at [avcity.org](http://avcity.org); Red Cross Blood Drive on September 10, 2025, from 12:00 p.m. to 6:00 p.m. at Aliso Viejo Ranch; Health and Safety Fair to be held at Aliso Viejo Ranch on Saturday, September 13, 2025, from 9:00 a.m. to 11:00 a.m.; Aliso Viejo Trails and Creek Cleanup Event to be held on Saturday, September 20, 2025, from 8:00 a.m. to 11:00 a.m.

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

Councilmember Munzing:

- Attended OCFA Emergency Board Meeting

Councilmember Zandbergen:

- Attended SJHTCA Board Meeting as an alternate
- Commented on SJHTCA Board meeting and his positive impression with The Toll Roads organization

Councilmember Hurt:

- Stated will submit in writing

Mayor Pro Tem Duncan:

- Commented on back to school
- Requested to organize presentation about Pump Track in San Clemente at the next regularly scheduled City Council Meeting of September 17<sup>th</sup>

Mayor Ackley:

- Commented on the significance of 9/11 and encouraged observing a moment of silence in remembrance of loved ones and first responders

9. **ADJOURNMENT:** Mayor Ackley adjourned the meeting at 7:47 p.m. to the regularly scheduled City Council meeting of September 17, 2025.

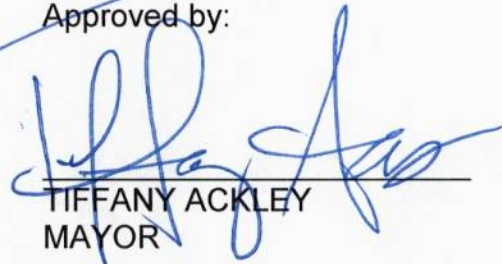
Respectfully submitted:



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JANET MARTINEZ  
CITY CLERK

Approved by:



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TIFFANY ACKLEY  
MAYOR