

CITY OF ALISO VIEJO  
CITY COUNCIL MINUTES  
REGULAR MEETING  
AUGUST 6, 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 (*via teleconference*)

STAFF PRESENT: MITZI ORTIZ, CITY MANAGER  
SCOTT SMITH, CITY ATTORNEY  
JANET MARTINEZ, CITY CLERK  
ANN EIFERT, FINANCIAL SERVICES DIRECTOR  
SHAUN PELLETIER, PUBLIC WORKS DIRECTOR  
JUSTIN BERRY, DEPUTY BUILDING OFFICIAL  
ISAAC AZIZ, INFORMATION TECHNOLOGY MANAGER  
CAPT. RYAN BUHR, CHIEF OF POLICE SERVICES  
LIZZY MENDOZA, RECREATION & COMMUNITY SERVICES  
MANAGER

**PLEDGE OF ALLEGIANCE:** City Clerk Janet Martinez led the pledge of allegiance.

**REPORT FROM CLOSED SESSION:** City Attorney Scott Smith stated there was no reportable action.

1. **SPECIAL PRESENTATIONS:**

1.1 **RECOGNITION OF MEDAL OF VALOR RECIPIENT OCFA DIVISION CHIEF MIKE SUMMERS**

Councilmember Mike Munzing presented the certificate of recognition to OCFA Division Chief Mike Summers. He expressed his appreciation.

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

None.

3. **COMMUNITY INPUT:**

1. Natalie Tamsut with the Vantis HOA Board expressed safety concerns about property located at 38 Colonial Way.

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 July 16, 2025 Special and Regular Meetings.

4.3 **ACCOUNTS PAYABLE**

**Recommended Action:** Ratify accounts payable checks and electronic funds transfers issued between July 3, 2025, and July 17, 2025, in the amount of \$578,757.06.

4.4 **DESKTOP COMPUTER REPLACEMENT**

**Recommended Action:** Approve and authorize the City Manager to execute a purchase agreement with SHI for the purchase of new desktop computers for an amount not to exceed \$141,680.80.

Information Technology Manager Isaac Aziz responded to questions regarding assessment of current equipment, details of prior equipment purchases, proposed quantities to be purchased and computer programs used by staff.

**Motion:** Mayor Pro Tem Duncan moved to receive a systems analysis from staff. Councilmember Zandbergen seconded the action. Motion failed 2-3 with Councilmember Hurt, Councilmember Munzing and Mayor Ackley dissenting.

**Motion:** Councilmember Munzing moved and Councilmember Hurt seconded to approve the recommended actions. Motion carried 4-1 with Mayor Pro Tem Duncan dissenting.

4.5 PURCHASE AND REPLACE VIDEO SURVEILLANCE CAMERAS AT THE ALISO VIEJO CENTER AND AQUATIC CENTER

**Recommended Action:** Approve and authorize the City Manager to execute a Professional Services Agreement with NIC Partners for the purchase and replacement of new video surveillance cameras at the Aliso Viejo Center and Aquatic Center for an amount not to exceed \$96,000.

Mayor Pro Tem Duncan expressed appreciation to City Manager Mitzi Ortiz and Information Technology Manager Isaac Aziz for their efforts on this project.

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

4.6 SECOND AMENDMENT TO THE AGREEMENT WITH SIGNARAMA FOR BANNER PROGRAM

**Recommended Action:**

1. Approve the second amendment to the agreement with Signarama for the banner program for an additional one-year term ending June 30, 2026, and increase the total compensation by \$4,000 for a total amount of \$54,000; and
2. Authorize the City Manager to execute the agreement.

5. PUBLIC HEARINGS:

None.

6. DISCUSSION:

6.1 ORDINANCE AMENDING CHAPTERS 13.02 AND 13.04 OF THE ALISO VIEJO MUNICIPAL CODE, ADOPTING BY REFERENCE 2025 BUILDING AND FIRE CODES

City Manager Mitzi Ortiz introduced Deputy Building Official Justin Berry who provided an overview. Staff and OCFA Assistant Fire Marshall Ryan Aloï responded to questions regarding State regulations and home hardening recommendations.

**Recommended Action:**

1. Hold a public hearing and introduce for first reading an Ordinance entitled: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALISO VIEJO, CALIFORNIA, AMENDING CHAPTERS 13.02 & 13.04 OF TITLE 13 OF THE ALISO VIEJO MUNICIPAL CODE AND ADOPTING BY REFERENCE THE FOLLOWING MODEL CODES INTO THE ALISO VIEJO MUNICIPAL CODE:  
(1) CALIFORNIA BUILDING CODE, VOLUMES 1 & 2, 2025 EDITION; WITH AMENDMENTS (2) CALIFORNIA ELECTRICAL CODE, 2025 EDITION; (3) CALIFORNIA PLUMBING CODE, 2025 EDITION; (4) CALIFORNIA MECHANICAL CODE, 2025 EDITION; (5) INTERNATIONAL PROPERTY MAINTENANCE CODE,

2024 EDITION; (6) CALIFORNIA ADMINISTRATIVE CODE, 2025 EDITION; (7) CALIFORNIA ENERGY CODE, 2025 EDITION; (8) CALIFORNIA REFERENCED STANDARDS CODE, 2025 EDITION; (9) CALIFORNIA EXISTING BUILDING CODE, 2025 EDITION; (10) CALIFORNIA RESIDENTIAL CODE, 2025 EDITION, WITH AMENDMENTS; (11) CALIFORNIA GREEN BUILDING STANDARDS CODE, 2025 EDITION; (12) CALIFORNIA WILDLAND URBAN INTERFACE CODE, 2025 EDITION, WITH AMENDMENTS; AND (13) CALIFORNIA FIRE CODE, 2025 EDITION, WITH AMENDMENTS; and

2. Find the attached Ordinance exempt from the requirements of the California Environmental Quality Act pursuant to Section 15378(a) and 15061(b)(3).

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

## 6.2 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND SELECTION OF GENERAL ASSEMBLY VOTING DELEGATE

Mayor Ackley opened the floor for council nominations. Councilmember Munzing nominated Councilmember Richard Hurt, and Mayor Pro Tem Duncan and Councilmember Hurt nominated Councilmember Zandbergen to serve as general assembly voting delegate on behalf of the council. Councilmember Munzing also nominated Mayor Pro Tem Duncan.

**Recommended Action:** Designate a voting delegate and up to two alternates for the League of California Cities General Assembly to be held on October 10, 2025 at the Long Beach Convention Center.

**Motion:** Councilmember Munzing moved and Councilmember Zandbergen seconded to designate Mayor Pro Tem Duncan as a voting delegate and Councilmember Zandbergen as alternate. Motion carried 5-0

## 6.3 RESOLUTION AMENDING THE CITY EMPLOYEE SALARY SCHEDULE TO INCLUDE A FULL-TIME HUMAN RESOURCES MANAGER POSITION

City Manager Mitzi Ortiz provided an overview. Staff responded to questions regarding proposed responsibilities of the role, consultant cost estimates, feasibility of structuring the position as part-time, potential projects under the position, BB&K hourly rates for personnel assistance, costs associated with consulting services and possibility of combining a part-time position with an external consultant.

**Recommended Action:** Adopt Resolution No. 2025-13 amending the City employee salary schedule to include a full-time Human Resources Manager position.

**Motion:** Councilmember Munzing moved and Mayor Pro Tem Duncan seconded to 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; 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 Aliso Viejo Chamber of Commerce After Hours Mixer event
- Attended OC Fair event
- Attended OCFA Human Resources Subcommittee Meeting
- Expressed well wishes for a safe summer season

Councilmember Zandbergen:

- Commented on personal cycling event

Councilmember Hurt:

- Attended OC Mosquito and Vector Control District Board Meeting

Mayor Pro Tem Duncan:

- Expressed appreciation to City staff for their hard work

Mayor Ackley:

- Noted she will be submitting her comments to the Clerk in writing.

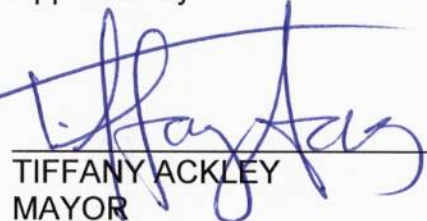
9. **ADJOURNMENT:** Mayor Ackley adjourned the meeting at 8:20 p.m. to the regularly scheduled City Council meeting of August 20, 2025.

Respectfully submitted:



JANET MARTINEZ  
CITY CLERK

Approved by:



TIFFANY ACKLEY  
MAYOR