



County of Orange

April 23, 2020

Honorable Janine Heft
Mayor
City of Laguna Hills
24035 El Toro Road
Laguna Hills, CA 92653

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CITY OF LAGUNA HILLS

RE: Laguna Hills Inn COVID-19 Occupancy Agreement

Dear Mayor Heft:

Thank you for having your City Manager reach out to the County Executive Officer subsequent to the court's denial of the City of Laguna Hills request for a temporary restraining order related to the County's use of the Laguna Hills Inn for the COVID-19 emergency response. We understand your concerns regarding this issue and are committed to working cooperatively with the City to ensure the health and safety of its residents. We want to make clear that these measures are temporary and for the sole purpose of fulfilling state mandates associated with Project Roomkey.

As you are aware, we are currently implementing California's Project Roomkey program at four other hotels throughout the County. The program is designed to help isolate, contain, and mitigate the spread of the coronavirus within communities. The attached Occupancy Agreement with the Laguna Hills Inn addresses requirements for the southern service area. The agreement provides for an initial term of 90 days and can be terminated any time thereafter by the owner with 30 days' notice. There is no option for the County to ever purchase and permanently own the property. In other words, once Project Roomkey is complete, the County has no intent to use the Laguna Hills Inn for a homeless shelter, permanent supportive housing or any other purpose.

We will be implementing strict health and safety protocols and security measures to protect local residents. Those staying at the hotel will be required to sign a code of conduct and are not permitted to leave to enter the surrounding community at any time. Once their stay is over, or if they violate the code of conduct, they will be immediately transported back to the location from which they originated. The County operator, the

Illumination Foundation, will oversee the transportation of all patients in or out of the facility. To further protect Laguna Hills residents, the operator's employees have been directed to not patronize local businesses. We are also installing security features, such as the temporary fencing, and will be utilizing the hotel's existing security system to ensure the facility is run safely. In addition, security personnel will be patrolling on a 24/7 basis.

The City will be entitled to receive all transient occupancy tax (TOT) for the duration of the occupancy agreement, based upon rooms that are actually occupied.

Please find additional details about the implementation of the Project Roomkey program below:

- The program is designed to provide for temporary isolation during the COVID-19 crisis as part of Governor Newsom's 'Safer at Home' order.
 - The program will provide services based on direction from the State, in compliance with that order.
- The County is assuming all costs and liabilities for the program, including the lease, food services, janitorial services, security, mental health and medical treatment, transportation, and other wraparound services. All services will be performed onsite.
 - The County will provide for adequate management of the hotel and its occupants.
 - The staffing will include medical staff (nurses), a site supervisor, security, and program staff.
- All occupants will enter and exit the hotel property via transportation by a service provider.
- To the maximum extent possible, the use of the property will be limited to individuals from within the South Service Planning Area.
- All occupants will be required to sign a Code of Conduct that articulates the rules of participation in the program and provides for discharge if violated.
 - Any person who is discharged will be transported back to his/her location of origin.
- Once the Governor rescinds the 'Safer at Home' order, the County will take all reasonable measures to ramp down the program in a timely and safe manner based on direction from the State, with the goal of ending it within 60 days of the Governor's rescission.

- Once the decision to close is made, the County will use intake data to determine each occupant's location of origin and create an exit plan for their transportation and return.
- The County is responsible for cleaning and sterilizing the property once the program has concluded and prior to it being used as a hotel again.
- The County will take corrective action if the City reports negative impacts or concerning issues with the operation of the temporary program at the property.

We hope this information provides further assurance that we are doing everything we can to protect the health and safety of Laguna Hills residents. As discussed, the County will provide your City Manager with weekly statistics on facility operations and supplemental information as needed. Please reach out to either of us if you would like to further discuss the implementation of Project Roomkey.

Sincerely,



Lisa A. Bartlett
Supervisor, Fifth District



Frank Kim
County Executive Officer

cc: City Council
Don White, City Manager