

CITY of LAGUNA WOODS CITY COUNCIL AGENDA

Regular Meeting
Wednesday, January 21, 2026
2:00 p.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, CA 92637

Annie McCary
Mayor

Pearl Lee
Mayor Pro Tem

Cynthia Conners
Councilmember



Shari L. Horne
Councilmember

Carol Moore
Councilmember

Welcome to a meeting of the Laguna Woods City Council!

This meeting may be recorded, televised, and made publicly available.

Public Comments/Testimony: Public comments/testimony are accepted in-person and in writing. For more information, please refer to page three of this agenda.

Americans with Disabilities Act (ADA): It is the intention of the City of Laguna Woods to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City Clerk's Office at (949) 639-0500 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The City of Laguna Woods requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

REGULAR MEETING SCHEDULE

The Laguna Woods City Council meets regularly on the third Wednesday of each month at 2 p.m.

AGENDA POSTING AND AVAILABILITY

Regular and Adjourned Regular Meetings: Pursuant to California Government Code Section 54954.2, the City of Laguna Woods posts agendas at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637; on the City of Laguna Woods' website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 24-08, at least 72 hours in advance of regular and adjourned regular meetings. Agendas and agenda materials are available at Laguna Woods City Hall during normal business hours and on the City of Laguna Woods' website. Printed copies of agendas and agenda materials are provided at no charge in advance of meetings. After meetings have occurred, a per page fee is charged for printed copies except when prohibited by law.

Special and Emergency Meetings: Agenda posting and availability for special and emergency meetings is conducted pursuant to all applicable provisions of California Government Code.

AGENDA DISTRIBUTION LISTS

Electronic Distribution: The City of Laguna Woods provides notification of agenda posting and availability via email. To sign up for email notifications, visit www.cityoflagunawoods.org/email-notifications, email cityhall@cityoflagunawoods.org, or contact the City Clerk's Office at (949) 639-0500. Please note that the City of Laguna Woods is not responsible for, and makes no guaranties or warranties related to, the transmission or receipt of email notifications.

Mail Distribution: The City of Laguna Woods is able to mail agendas and/or agenda materials if provided with advance payment for postage and printing (if applicable). To request mail distribution, please email cityhall@cityoflagunawoods.org or contact the City Clerk's Office at (949) 639-0500.

FOR ADDITIONAL INFORMATION

For additional information regarding this agenda, please contact the City Clerk's Office at (949) 639-0500, cityhall@cityoflagunawoods.org, or 24264 El Toro Road, Laguna Woods, CA 92637.

AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, Yolie Trippy, City Clerk, City of Laguna Woods, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637; on the City's website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 24-08, pursuant to California Government Code Section 54954.2.

/s/ Yolie Trippy _____
YOLIE TRIPPY, CMC, City Clerk

1/16/26 _____
Date

OPTIONS FOR PUBLIC COMMENTS/TESTIMONY

1. In Person

Members of the public wishing to address the City Council on items appearing on this agenda are advised to indicate their interest in doing so by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

To ensure each speaker is provided with an uninterrupted opportunity to speak for the full time allotted, members of the City Council and City staff are asked to reserve any responses they wish to make to public comments until after each speaker has completed their comments.

Speakers are requested, but not required, to identify themselves, both on any speaker cards and in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

2. In Writing

Written public comments/testimony should be clearly marked as such and may be mailed or delivered to Laguna Woods City Hall (24264 El Toro Road, Laguna Woods, CA 92637) or sent via email (cityhall@cityoflagunawoods.org) provided that they are received by the City of Laguna Woods prior to 2:00 p.m. on the day of this meeting.

Written public comments/testimony will be provided to the Laguna Woods City Council and included in the City Clerk's written record of this meeting.

Parties submitting written public comments/testimony are requested, but not required, to identify themselves. Parties are advised that their names, email addresses, and any information submitted in writing to the City of Laguna Woods may be disclosed or become a matter of public record. No party should expect privacy of such information.

REMOTE VIEWING AND/OR LISTENING OPPORTUNITIES

The City of Laguna Woods plans to offer the following remote viewing and/or listening opportunities as a courtesy for this meeting. These opportunities are not guaranteed to be operable, technically feasible, or uninterrupted. The instructions provided are not guaranteed to be correct or all-inclusive as Zoom and YouTube may modify interfaces and interfaces may differ by device or application. Members of the public who wish to ensure that they are able to view and/or listen to this meeting should attend in person.

1. Zoom (on a computer)

The City of Laguna Woods plans to live stream this meeting on Zoom (audio and/or video). ***Public comments/testimony will not be accepted via Zoom.***

- Visit www.zoomgov.com
- Click on “Join” (if given an option select “by meeting ID”)
- Enter the following meeting ID: 161 548 2089
- Click on “Join”
- Open the Zoom application following the on-screen prompts
- Enter the following meeting passcode: 24264
- Follow any additional prompts and enter information as required by Zoom

Parties are advised that information they provide to Zoom may be publicly visible and/or visible to the City of Laguna Woods and others. No party should expect privacy of such information.

2. Zoom (on a telephone)

The City of Laguna Woods plans to live stream this meeting on Zoom (audio and/or video). ***Public comments/testimony will not be accepted via Zoom.***

- Call (669) 216-1590
- Follow the prompts and provide the information required by Zoom
- When prompted for a meeting ID enter 161 548 2089
- There is no participant ID; follow prompts to bypass
- If asked for a passcode enter 24264

Parties are advised that their telephone number and information provided to Zoom may be publicly visible and/or visible to the City of Laguna Woods and others. No party should expect privacy of such information.

3. YouTube

The City of Laguna Woods plans to live stream this meeting on YouTube (audio and/or video). ***Public comments/testimony will not be accepted via YouTube.***

- Visit www.youtube.com/@cityoflagunawoods
- Click on “Live”
- Click on “Laguna Woods Channel 3”

Parties are advised that information they provide to YouTube may be publicly visible and/or visible to the City of Laguna Woods and others. No party should expect privacy of such information.

4. Cable Television

The City of Laguna Woods plans to broadcast this meeting on cable television Channel 3 within Laguna Woods Village (audio and/or video). ***Public comments/testimony will not be accepted via cable television Channel 3.***

I. CALL TO ORDER

Introductory Notes: Members of the public wishing to address the City Council on items appearing on this agenda are advised to indicate their interest in doing so by submitting a speaker card to City staff or proceeding to the podium, one-by-one, at the time an item is considered.

Members of the public wishing to address the City Council on items *not* appearing on this agenda may do so during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise allowed by the City Council.

To ensure each speaker is provided with an uninterrupted opportunity to speak for the full time allotted, members of the City Council and City staff are asked to reserve any responses they wish to make to public comments until after each speaker has completed their comments.

Speakers are requested, but not required, to identify themselves, both on any speaker cards and in comments/testimony. Speakers are advised that their names and any information submitted on speaker cards or otherwise provided in writing to the City may be disclosed or become a matter of public record. No speaker should expect privacy of such information.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 International Holocaust Remembrance Day – January 27, 2026

Recommendation: Observe a moment of silence.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

About Public Comments on Non-Agenda Items: This is the time and place for members of the public to address the City Council on items *not* appearing on this agenda. As a reminder, each speaker will have the opportunity to speak once for up to three minutes, unless otherwise allowed by the City Council.

To ensure each speaker is provided with an uninterrupted opportunity to speak

for the full time allotted, members of the City Council and City staff are asked to reserve any responses they wish to make to public comments until after each speaker has completed their comments.

Please note that, pursuant to state law, the City Council is unable to take action on items not appearing on this agenda, but may ask clarifying questions of the speaker, engage in brief discussion, refer items to City staff, and/or schedule items for consideration at future meetings.

VI. CITY TREASURER'S REPORT

6.1 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of December 2025.

VII. CONSENT CALENDAR

About the Consent Calendar: All items appearing on the Consent Calendar are considered by the City Manager to be routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council or City staff requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

Members of the public may address the City Council on any item appearing on the Consent Calendar at the time the item is considered, regardless of whether or not the item has been removed from the Consent Calendar.

Items that are removed from the Consent Calendar will be considered after the items remaining on the Consent Calendar.

7.1 City Council Minutes

Recommendation: Approve the City Council meeting minutes for the regular meeting on December 17, 2025 and the adjourned regular meeting on December 22, 2025.

7.2 Payment Register

Recommendation: Approve the payment register dated January 21, 2026, 2025 in the amount of \$1,165,968.58.

VIII. PUBLIC HEARINGS

- 8.1 Conditional Use Permit CUP-2025-0003, a request by The Camino School/St. Nicholas Catholic Church for approval of a conditional use permit amending Conditional Use Permit CUP-291 to allow for the establishment of an educational institution use, alternative provisions to off-street parking regulations resulting in a reduction in available off-street parking stalls during certain hours, and installation of an outdoor shed at the property located at 24252 El Toro Road, Laguna Woods, CA 92637

Recommendation:

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2025-0003 TO AMEND CONDITIONAL USE PERMIT CUP-291 TO ALLOW FOR THE ESTABLISHMENT OF AN EDUCATIONAL INSTITUTION USE, ALTERNATIVE PROVISIONS TO OFF-STREET PARKING REGULATIONS RESULTING IN A REDUCTION IN AVAILABLE OFF-STREET PARKING STALLS DURING CERTAIN HOURS, AND INSTALLATION OF AN OUTDOOR SHED AT THE PROPERTY LOCATED AT 24252 EL TORO ROAD, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15301 OF TITLE 14 OF THE

CALIFORNIA CODE OF REGULATIONS

8.2 City Council Salary and Expense Reimbursement

Recommendation:

[Note: If the City Council wishes to proceed with this item, the actions staff would recommend are as follows:]

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 2.02 OF THE LAGUNA WOODS MUNICIPAL CODE INCREASING THE SALARY THAT EACH MEMBER OF THE CITY COUNCIL IS ELIGIBLE TO RECEIVE AND THE EXPENSES INCURRED IN THE PERFORMANCE OF OFFICIAL DUTIES THAT EACH MEMBER OF THE CITY COUNCIL IS ELIGIBLE TO BE REIMBURSED FOR, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

IX. CITY COUNCIL BUSINESS

9.1 Southern California Association of Governments 2026 General Assembly Delegate and Alternate Delegate

Recommendation: Appoint members of the City Council to serve as a delegate and alternate delegate at the Southern California Association of Governments' 2026 General Assembly on May 7, 2026 in Palm Desert, California.

9.2 City Council Term Limits
(agendized by Mayor Pro Tem Lee)

Recommendation: Direct staff to draft an ordinance for future consideration by the City Council that would – if placed on a future ballot by the City Council and subsequently approved by registered voters – enact term limits for members of the City Council.

X. CITY COUNCIL REPORTS AND COMMENTS

About City Council Reports and Comments: This is the time and place for members of the City Council to provide reports on meetings attended including, but not limited to, meetings of regional boards and entities to which they have been appointed to represent the City of Laguna Woods and meetings attended at the expense of the City of Laguna Woods pursuant to California Government Code Section 53232.3. Members of the City Council may also make other comments and announcements.

10.1 Coastal Greenbelt Authority
Mayor McCary, First Alternate: Mayor Pro Tem Lee, Second Alternate:
Councilmember Conners

10.2 Orange County Fire Authority
Councilmember Horne

10.3 Orange County Library Advisory Board
Councilmember Moore; Alternate: Mayor McCary

10.4 Orange County Mosquito and Vector Control District
Mayor Pro Tem Lee

10.5 San Joaquin Hills Transportation Corridor Agency
Councilmember Conners; Alternate: Mayor Pro Tem Lee

10.6 South Orange County Watershed Management Area
Councilmember Moore; Alternate: Mayor McCary

10.7 Liaisons to Laguna Woods Community Bridge Builders
Mayor McCary and Councilmember Horne

10.8 Other Comments and Reports

XI. CLOSED SESSION

Closed Session Note: While members of the public are not permitted to attend closed session, prior to convening in closed session, the City Council will accept public comments on items appearing on the closed session agenda.

XII. CLOSED SESSION REPORT

XIII. ADJOURNMENT

Next Regular Meeting:	Wednesday, February 18, 2026 at 2 p.m. Laguna Woods City Hall 24264 El Toro Road, Laguna Woods, CA 92637
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4.1

**INTERNATIONAL HOLOCAUST
REMEMBRANCE DAY – JANUARY 27, 2026
(*NO REPORT*)**

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6.1 CITY TREASURER'S REPORT

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City Treasurer's Report

Monthly Financial Snapshot

Financial Assets IN THE BANK as of December 31, 2025

BY FUND

General Fund (Operating) **\$5,413,087**

General Fund (Reserves) **\$4,651,600**

The General Fund is the City of Laguna Woods' primary operating fund and is used to account for the proceeds of revenue sources that are not legally restricted or committed to expenditures for specified purposes. Reserves for paid leave, self-insurance, and general contingencies are also included in the General Fund.

Special Revenue Funds **\$3,325,104**

These funds are used to account for the proceeds of revenue sources that are legally restricted or committed to expenditures for specified purposes. Most of these funds are legally restricted for public street purposes.

Total (All Funds) **\$13,389,791**

BY INVESTMENT TYPE

Cash and Cash Equivalents **\$870,246**
6.50% of portfolio

Pooled Money Investment Accounts **\$6,194,559**
46.26% of portfolio

This includes investments in a state government investment pool and in the California Asset Management Program pool.

Investments - Earning **\$6,324,986**
47.24% of portfolio

This includes certificates of deposit.

Total (All Funds) **\$13,389,791**

Financial Assets HELD IN TRUST FUNDS as of December 31, 2025

California Employers' Pension Prefunding Trust Fund (CEPPT) **\$578,918**

• **New Contributions** **\$262,828**

• **Gain/(Loss) from Month Prior** **\$424**

The CEPPT is used to prefund employee pension obligations.

California Employers' Retiree Benefit Trust Fund (CERBT) **\$159,590**

• **New Contributions** **\$0**

• **Gain/(Loss) from Month Prior** **[\$358]**

The CERBT is used to prefund statutorily required retiree medical benefits.

Notes: The City of Laguna Woods uses a modified accrual basis of accounting, which generally means that revenues are recognized when a transaction occurs, and expenditures are recognized when obligations are created. As such, this monthly financial snapshot reflects only revenue known and expenditures paid for the month referenced as of the date prepared. In some cases, financial statements from financial dealers, depositories, and institutions may not have been received as of the date prepared and, therefore, some revenue and expenditures may not be reflected. Certificates of deposit may also have accrued interest that is not reflected because it is not yet vested. For more information on the specific information included in this monthly financial snapshot, please refer to the full City Treasurer's Report.

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City of Laguna Woods
City Treasurer's Report
For the Month Ended December 31, 2025

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 11/30/25	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 12/31/25	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	\$ 653,420	\$ 829,459	\$ (1,165,899)	\$ 490,000	\$ 806,981	6.03%	
Money Market Funds, Multi-Bank Securities (MBS) Account (Note 4)	\$ 17,459	\$ 30,353	\$ (20,013)	\$ -	\$ 27,798	0.21%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	\$ 38,012	\$ 25,664	\$ (30,353)	\$ -	\$ 33,323	0.25%	
Petty Cash	\$ 632	\$ 168	\$ (70)	\$ -	\$ 730	0.01%	
Laguna Woods Civic Support Fund Checking Account	\$ 1,414	\$ -	\$ -	\$ -	\$ 1,414	0.01%	
Total Cash and Cash Equivalents	\$ 710,937	\$ 885,644	\$ (1,216,335)	\$ 490,000	\$ 870,246	6.50%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	\$ 2,548,634	\$ -	\$ -	\$ -	\$ 2,548,634	19.03%	
California Asset Management Program (CAMP - fair value) (Notes 2 and 3)	\$ 3,633,747	\$ 12,178	\$ -	\$ -	\$ 3,645,925	27.23%	
Total Pooled Money Investment Accounts	\$ 6,182,382	\$ 12,178	\$ -	\$ -	\$ 6,194,559	46.26%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	\$ 6,816,866	\$ -	\$ -	\$ (491,881)	\$ 6,324,985	47.24%	
Total Investments - Interest and Income Bearing	\$ 6,816,866	\$ -	\$ -	\$ (491,881)	\$ 6,324,985	47.24%	90.00%
TOTAL	\$ 13,710,185	\$ 897,822	\$ (1,216,335)	\$ (1,881)	\$ 13,389,791	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	\$ (2,516,709)	\$ 3,323,690	\$ 806,981
Money Market Funds, MBS Account	\$ 27,798	\$ -	\$ 27,798
Earned Interest in Transit and Accrued Interest, MBS Account	\$ 33,323	\$ -	\$ 33,323
Petty Cash	\$ 730	\$ -	\$ 730
LAIF	\$ 2,548,634	\$ -	\$ 2,548,634
CAMP	\$ 3,645,925	\$ -	\$ 3,645,925
Certificates of Deposit	\$ 6,324,985	\$ -	\$ 6,324,985
Laguna Woods Civic Support Fund Checking Account	\$ -	\$ 1,414	\$ 1,414
Totals	\$ 10,064,686	\$ 3,325,104	\$ 13,389,791

(See **NOTES** on Page 4 of 4)



City of Laguna Woods

City Treasurer's Report

For the Month Ended December 31, 2025

ITEM 6.1

CASH AND INVESTMENTS

CUSIP	Investment #	Issuer	Term	Purchase Date	Settlement Date	Par Value	Market Value	Book Value	Stated Rate (Note 4)	Coupon Type	1st Coupon Date	Rating or Rank (*)	Yield to Maturity 365 Days	Maturity Date
Certificate of Deposits (CDs, Federal Deposit Insurance Corporation (FDIC) Insured)														
59524LAA4	2023-1	MID CAROLINA CR UN	36 months	03/07/23	03/13/23	200,000	200,452	200,000	4.850	Monthly	04/13/23	Green***	4.850	03/13/26
23204HNV6	2023-4	CUSTOMERS BK	36 months	03/30/23	03/31/23	245,000	245,642	245,000	5.000	Semi-Annual	09/30/23	Green**	5.000	03/31/26
87868YAQ6	2023-7	TECHNOLOGY CR UN	36 months	05/19/23	05/30/23	245,000	246,306	245,000	5.000	Monthly	07/01/23	Green***	5.000	05/29/26
32022RRG4	2022-4	1ST FINL BK USA	48 months	06/15/22	06/24/22	245,000	244,405	245,000	3.150	Monthly	07/24/22	Green*	3.150	06/24/26
15643VAH5	2025-9	CENTRIS FED CR UN	12 months	09/26/25	10/03/25	245,000	245,544	245,000	3.900	Monthly	11/03/25	Green*	3.900	10/05/26
2546733P9	2023-5	CAPITAL ONE NATL ASSN (Note 4)	48 months	03/30/23	04/05/23	245,000	248,489	245,000	4.800	Semi-Annual	10/05/23	Green***	4.800	04/05/27
06051XSZ6	2025-2	BANK OF AMERICA NA	24 months	04/04/25	04/10/25	245,000	246,164	245,000	4.000	Semi-Annual	10/10/25	Green*	4.000	04/12/27
84464PCD7	2025-4	SOUTHPOINT BK	24 months	04/24/25	04/29/25	235,000	236,135	235,000	4.000	Monthly	05/29/25	Green***	4.000	04/29/27
50625LBN2	2022-3	LAFAYETTE FED CR	60 months	05/24/22	06/15/22	245,000	243,640	245,000	3.250	Monthly	07/15/22	Green***	3.250	06/15/27
33715LFS4	2024-7	FIRST TECHNOLOGY FED CR UN	36 months	08/13/24	08/21/24	245,000	246,725	245,000	4.100	Monthly	09/21/24	Green***	4.100	08/21/27
05612LED0	2025-3	BMW BK NORTH AMERICA	30 months	04/04/25	04/11/25	245,000	246,379	245,000	4.000	Semi-Annual	10/11/25	Green***	4.000	10/12/27
14042RUX7	2022-5	CAPITAL ONE NATL ASSN	60 months	10/06/22	10/13/22	245,000	248,393	245,000	4.500	Semi-Annual	04/13/23	Green*	4.500	10/13/27
22282XAB6	2024-1	COVANTAGE CR UN	48 months	01/12/24	01/24/24	245,000	246,615	245,000	4.050	Quarterly	04/24/24	Green***	4.050	01/24/28
90355GCE4	2023-2	UBS BANK USA	60 months	03/07/23	03/08/23	200,000	203,690	200,000	4.600	Monthly	04/08/23	Green*	4.600	03/08/28
919853QJ3	2025-5	VALLEY NATL BK	36 months	05/08/25	05/13/25	245,000	246,507	245,000	4.000	Semi-Annual	11/13/25	Green***	4.000	05/15/28
89854LAD5	2023-8	TTCU FED CR UN	60 months	07/19/23	07/26/23	245,000	252,492	245,000	5.000	Monthly	08/26/23	Green***	5.000	07/26/28
01882MAH5	2023-10	ALLIANT CR UN	60 months	11/07/23	11/15/23	245,000	255,493	245,000	5.350	Monthly	12/15/23	Green***	5.350	11/15/28
61690DMB1	2024-2	MORGAN STANLEY BANK NA	60 months	03/14/24	03/18/24	245,000	248,692	245,000	4.300	Semi-Annual	09/13/24	Green***	4.300	03/13/29
88241TVY3	2025-7	TEXAS EXCHANGE BK	48 months	05/08/25	05/16/25	245,000	246,539	245,000	4.000	Monthly	06/16/25	Green*	4.000	05/23/29
89235MPP0	2024-4	TOYOTA FINL SVGS BK	60 months	06/04/24	06/13/24	245,000	251,595	245,000	4.650	Semi-Annual	12/13/24	Green*	4.650	06/13/29
52171MAN5	2024-8	LEADERS CR UN	60 months	08/13/24	08/30/24	245,000	246,585	245,000	4.000	Monthly	09/30/24	Green***	4.000	08/30/29
02589AGD8	2025-1	AMERICAN EXPRESS NATL BK	60 months	01/23/25	01/29/25	245,000	248,236	245,000	4.200	Semi-Annual	07/29/25	Green***	4.200	01/29/30
05584CXB7	2025-6	BNY MELLON NATL ASSN	60 months	05/08/25	05/14/25	245,000	245,468	245,000	3.900	Semi-Annual	11/14/25	Green***	3.900	05/14/30
58404DXQ9	2025-8	MEDALLION BK	60 months	05/12/25	05/22/25	245,000	246,955	245,000	4.050	Monthly	06/22/25	Green***	4.050	05/22/30
38151PAL5	2025-10	GOLDMAN SACHS BK	60 months	09/30/25	10/08/25	245,000	243,682	245,000	3.750	Semi-Annual	04/08/26	Green*	3.750	10/08/30
61776NEB2	2025-11	MORGAN STANLEY PRIVATE BANK	60 months	11/13/25	11/19/25	245,000	244,162	245,000	3.800	Semi-Annual	05/19/25	Green***	3.800	11/19/30
Accrued Interest - Month End							33,323							
Total CDs						6,270,000	6,358,308	6,270,000						

(*) CDs are ranked using the Veribanc Rating System, a two-part color code and star classification system which tests the present standing and future outlook by reviewing an institution's capital strength, asset quality, management ability, earnings sufficiency, liquidity, and sensitivity to market risk. The table below summarizes the Veribanc color rankings. Veribanc star ratings of one to three, with three being best, are used to help review a possible future trend of an institutions health based on metrics from ten prior quarters. A rating of one, two, or three, are not necessarily an indicator of risk or an undesirable investment. The City reviews other rating systems and issuer financials before choosing any investment.

Veribanc Rating System	
Veribanc Rank	Color Meaning
Green	Highest rating, exceeds qualifications in equity and income tests
Yellow	Merits attention, meets minimal qualifications in equity and income tests
Red	Merits close attention, does not meet minimal qualifications for equity and has incurred significant losses

Government Pooled Money Investment Accounts (PMIA) (Notes 2 and 3)

N/A	N/A	Local Agency Investment Fund (LAIF)	N/A	Various	Various	2,539,360	2,548,634	2,539,360	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	California Asset Management Program (CAMP)	N/A	Various	Various	3,645,925	3,645,925	3,645,925	Note 3	Monthly	N/A	N/A	N/A	N/A
Total PMIA						6,185,285	6,194,559	6,185,285						

(See NOTES on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended December 31, 2025

ITEM 6.1

CASH AND INVESTMENTS

	Beginning Balances As of 11/30/25	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 12/31/25
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2) (CERBT holds all assets and administers the OPEB Trust)	\$ 159,948	\$ -	\$ (10)	\$ (349)	\$ 159,590
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2) (CEPPT holds all assets and administers the Employer Pension Contributions Trust)	<u>\$ 315,666</u>	<u>\$ 262,828</u>	<u>\$ (77)</u>	<u>\$ 501</u>	<u>\$ 578,918</u>
Total Other Funds - Held in Trust	<u><u>\$ 475,615</u></u>	<u><u>\$ 262,828</u></u>	<u><u>\$ (86)</u></u>	<u><u>\$ 152</u></u>	<u><u>\$ 738,509</u></u>

(See **NOTES** on Page 4 of 4)



City of Laguna Woods
City Treasurer's Report
For the Month Ended December 31, 2025

ITEM 6.1

CASH AND INVESTMENTS

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect December 2025 vendor invoicing processed after the date of this report.

Note 2 - During December 2025, transaction activity in pooled money investment accounts, investment accounts and fiduciary trusts included:

LAIF / The City made no deposits to or withdrawals from the LAIF account. The balance includes an adjustment in the amount of \$9,273.96 to reflect fair market value of the investment at June 30, 2025.

CAMP / The City made no deposits to or withdrawals from the CAMP account. Interest earned and posted in December 2025 was \$12,177.53.

Investments / The City withdrew \$490,000 upon maturity of the California Credit Union Certificate of Deposit and the Advia Credit Union Certificate of Deposit. The amount was transferred to the City's checking account. Investments were adjusted in the amount of (\$1,880.90) to report balances at fair market value as of December 31, 2025.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net loss of \$358.05 in December 2025.

Employer Pension Contributions Trust / The City made no withdrawals from the CEPPT account. There was a contribution in the amount of \$262,828 to the CEPPT account. The Trust experienced a net gain of \$424.12 in December 2025.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in December 2025 net of related fees were:

Pool	Earnings Post	Prior Period Earnings Deposited	Deposit for Period Ended	Current Month Gross Yield	Current Month / Quarter Earnings Will Post	Notes
LAIF	Quarterly	\$0.00	See Notes	4.025%	January 2026	The pool interest yield for December 2025 was 4.025% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted.
CAMP	Monthly	\$12,177.53	December 31, 2025	3.950%	January 2026	The monthly distribution yield for December 2025 was 3.950%. Earnings are paid on a monthly basis.

Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of \$30,352.78 and transferred out \$20,013.37 in Money Market Funds balances to the City's checking account in December 2025. Money Market Funds to be invested or paid out are classified separately on page 1 of 4. The Money Market Funds 30-day yield at December 31, 2025 was 2.85%. The City's portfolio also has \$33,322.75 in accrued interest, not yet vested.

The Capital One Certificate of Deposit with CUSIP #2546733P9 was originally purchased from Discover Bank, however, in Fiscal Year 2024-25 both companies merged. This CD will remain fully insured by the FDIC, separately from other Capital One CD investments.

City Treasurer's Certification

I, Elizabeth Torres, City Treasurer, do hereby certify:

- That all investment actions executed since the last report have been made in full compliance with the City's Investment of Financial Assets Policy; and
- That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.

Digitally signed by
Elizabeth Torres
Date: 2026.01.15
20:22:53 -08'00'

Elizabeth Torres, City Treasurer

7.0 CONSENT CALENDAR SUMMARY

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City of Laguna Woods

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Macon, City Manager

FOR: January 21, 2026 City Council Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the January 21, 2026 Consent Calendar by single motion and City Council action.

Background

All items appearing on the Consent Calendar are considered by the City Manager to be routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the City Council or City staff requests that specific items be removed from the Consent Calendar for separate discussion and consideration of action.

Members of the public may address the City Council on any item appearing on the Consent Calendar at the time the item is considered, regardless of whether or not the item has been removed from the Consent Calendar.

Items that are removed from the Consent Calendar will be considered after the items remaining on the Consent Calendar.

Summary

The January 21, 2026 Consent Calendar contains the following items:

- 7.1 Approval of the City Council meeting minutes for the regular meeting on December 17, 2025 (Attachment A) and the adjourned regular meeting on December 22, 2025 (Attachment B).
- 7.2 Approval of the payment register dated January 21, 2026 in the amount of

ITEM 7.0

\$1,165,968.58. A list of payments is included in the agenda packet; detailed information about individual payments is available at or from City Hall.

7.1 CITY COUNCIL MINUTES

**For additional information on this item,
please refer to Item 7.0 (Consent Calendar Summary).**

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**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
REGULAR MEETING
December 17, 2025
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor Horne called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:02 p.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: Horne, McCary, Conners, Lee, Moore
 ABSENT: -

All councilmembers participated in-person at the meeting location.

STAFF PRESENT: City Manager Macon, City Attorney Patterson, Administrative
 Services Director/City Treasurer Torres, City Clerk Trippy

All staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Mayor Pro Tem McCary led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

- 4.1 Marcia Milchiker – 40th Anniversary, South Orange County Community College District
 Board of Trustees
 (agenized by Mayor Horne)

City Clerk Trippy read the commendation.

Ms. Milchiker made comments.

Councilmembers made comments.

Mayor Horne called for a brief recess.

The meeting was called back to order at 2:22 p.m.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Damian Hickman and Ryan Hickman, Recycle from Home, commented on their program.

Councilmembers and City Manager Macon briefly responded to Mr. Hickman's comments.

Sandra Smolinsky, resident, expressed concerns regarding coyote traps.

City Manager Macon briefly responded to Ms. Smolinsky's comments.

VI. CITY TREASURER'S REPORT

6.1 City Treasurer Report

Administrative Services Director/City Treasurer Torres made a presentation.

Moved by Councilmember Moore, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to receive and file the City Treasurer's Report for the month of November 2025.

VII. CONSENT CALENDAR

Moved by Mayor Pro Tem McCary, seconded by Councilmember Lee, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 7.1-7.7.

7.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on November 19, 2025.

7.2 Payment Register

Approved the payment register dated December 17, 2025, in the amount of \$924,033.44.

7.3 Fiscal Years 2025-27 Budget Adjustments

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING CAPITAL PROJECTS FUND APPROPRIATIONS TO RETURN (TRANSFER) UNSPENT FUNDS TO THE GENERAL FUND AND UNASSIGNING THE UNSPENT FUNDS

7.4 Solid Waste Handling Services

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING AND AUTHORIZING THE EXECUTION OF A FIFTH AMENDMENT OF THE AGREEMENT WITH CR&R INCORPORATED FOR SOLID WASTE HANDLING SERVICES, AND DETERMINING AND CERTIFYING THAT THE FIFTH AMENDMENT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

7.5 Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 – Expanded Scope

1. Approved the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 – Expanded Scope” specifications as prepared by the project engineer.

AND

2. Approved a notice of exemption for the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 –Expanded Scope” finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorized the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Awarded a contract agreement to Bear Electrical Solutions, LLC for the construction of the “Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 – Expanded Scope”, including all four alternative bid items included in the bid solicitation, in the amount of \$180,775.00, plus authorized change orders not to exceed 20% (\$36,155.00) of the base amount; and authorized the City Manager to execute a contract agreement and approve change orders, subject to approval of the contract agreement as to form by the City Attorney.

7.6 Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway)

1. Approved the Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway) specifications as prepared by the project engineer.

AND

2. Approved a notice of exemption for the Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway) finding that the project is categorically exempt from the California Environmental Quality Act (CEQA) and authorized the City Manager to cause the notice of exemption to be filed pursuant to applicable law.

AND

3. Approved a cooperative agreement for the Pavement Management Plan Project (Eastbound Santa Maria Avenue between Santa Vittoria Drive and Moulton Parkway) with the City of Laguna Hills, and authorized the City Manager to execute the cooperative agreement, subject to approval as to form by the City Attorney.

AND

4. Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE “PAVEMENT MANAGEMENT PLAN PROJECT (EASTBOUND SANTA MARIA AVENUE BETWEEN SANTA VITTORIA DRIVE AND MOULTON PARKWAY)”

7.7 Measure M2 (OC Go) Expenditure Report

Adopted a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING AND CONCERNING THE MEASURE M2 EXPENDITURE REPORT FOR FISCAL YEAR 2024-25 COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025

VIII. PUBLIC HEARINGS

- 8.1 Conditional Use Permit CUP-2025-0003, a request by the Camino School/St. Nicholas Catholic Church for approval of a conditional use permit amending Conditional Use Permit CUP-291 to allow for the establishment of an educational institution use, alternative provisions to off-street parking regulations resulting in a reduction in available off-street parking stalls during certain hours, and installation of an outdoor shed at the property located at 24252 El Toro Road, Laguna Woods, CA 92637

City Manager Macon introduced the item and noted that it will instead be considered at the City Council's meeting on January 21, 2026 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to cancel the public hearing.

8.2 Community Development Block Grant (CDBG) Public Facilities & Improvements Project Proposals

City Manager Macon made a presentation.

Mayor Horne opened the public hearing.

With no requests to speak, the public hearing was closed.

Councilmembers discussed the item.

City Manager Macon responded to councilmember comments.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried unanimously a 5-0 vote, to:

1. Ratify the City Manager's submittal of a proposal to the County of Orange requesting \$500,000 in Community Development Block Grant (CDBG) funds under the Fiscal Year 2026-27 Public Facilities & Improvements grant program (County of Orange RFA #012-000089-NC) to support the "Pedestrian Accessibility Improvement Project: Phase 10", which generally consists of:
 - A \$250,000 primary project involving the reconstruction of two driveway crossings (one on Moulton Parkway generally south of the Mobil Station and one on Moulton Parkway south of The Coffee Bean and Tea Leaf before Laguna Country United Methodist Church); and
 - A \$250,000 waitlist/expanded scope project involving the installation of two new safety lights at two intersections (El Toro Road/Canyon Wren Lane and El Toro Road/Calle Corta).

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, RATIFYING THE SUBMITTAL OF A PROPOSAL TO THE COUNTY OF ORANGE FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS, PROSPECTIVELY ACCEPTING THE AWARD OF SUCH CDBG

FUNDS, MAKING RELATED AUTHORIZATIONS RELATED TO THE FISCAL YEAR 2026-27 PUBLIC FACILITIES & IMPROVEMENTS GRANT PROGRAM (COUNTY OF ORANGE RFA #012-000089-NC), AND DETERMINING AND CERTIFYING THAT THE SUBMITTAL OF A PROPOSAL AND ACCEPTANCE OF THE AWARD OF FUNDS IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

IX. CITY COUNCIL BUSINESS

9.1 Fiscal Year 2024-25 Annual Comprehensive Financial Report and Various Fiscal Year 2024-25-related Reports and Statements from Independent Auditors/Accountants

Administrative Services Director/City Treasurer Torres and Bob Callanan, CliftonLarsonAllen, made presentations.

City Manager Macon and Administrative Services Director/City Treasurer Torres recognized Melissa Leanza, Accountant, on the occasion of her upcoming retirement.

Councilmembers discussed the item and staff responded to questions.

Moved by Councilmember Connors, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to receive and file the following documents pertaining to Fiscal Year 2024-25:

- Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2025 (Fiscal Year 2024-25); and
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards; and
- Independent Auditor's Statements on Auditing Standards 114 Letter: The Auditor's Communication with Those Charged with Governance; and
- Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Worksheet No. 6 for the Fiscal Year Ended June 30, 2025; and
- Independent Accountants' Report on the Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds for the Fiscal Year Ended June 30, 2025.

9.2 California Employers' Pension Prefunding Trust Fund

City Manager Macon made a presentation.

Councilmembers discussed the item and staff responded to questions.

Moved by Councilmember Connors, seconded by Councilmember Lee, and carried

unanimously on a 5-0 vote, to:

1. Approve a contribution of \$262,828 to the California Employers' Pension Prefunding Trust Fund ("CEPPT") for investment in the CEPPT Strategy 1 portfolio and authorize the City Manager and Administrative Services Director/City Treasurer to cause such contribution to be made and to execute agreements, documents, and certifications necessary to do so.

AND

2. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEARS 2025-27 BUDGET AND WORK PLAN FOR FISCAL YEAR 2025-26 COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026, AND FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND APPROPRIATIONS FOR A CONTRIBUTION TO THE CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST FUND ("CEPPT"), AND MAKING RELATED AUTHORIZATIONS

9.3 Public Safety Grant Program

City Manager Macon made a presentation.

An unidentified member of the public spoke in support of security cameras and asked how the City is protecting places of worship.

City Manager Macon briefly responded to the member of the public's comments.

Kathryn Freshley, resident, asked about the legality of granting funds to private parties.

City Manager Macon briefly responded to Ms. Freshley's comments.

Cush Bhada, President of the Golden Rain Foundation of Laguna Woods, spoke in support of the proposed grant program and asked about eligibility for security camera funding.

City Manager Macon briefly responded to Mr. Bhada's comments.

Rabbi Joseph Mendelsohn, resident, asked about future plans for the proposed grant program.

City Manager Macon briefly responded to Mr. Mendelsohn's comments.

Councilmembers discussed the item and staff responded to questions.

Moved by Councilmember Conners, seconded by Mayor Pro Tem McCary, and carried unanimously on a 5-0 vote, to adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 5.1 PERTAINING TO THE ESTABLISHMENT OF A PUBLIC SAFETY GRANT PROGRAM AND RELATED FUNDING PROGRAMS, AND ALLOCATING EXISTING FISCAL YEARS 2025-26 AND 2026-27 GENERAL FUND BUDGET APPROPRIATIONS TO FUNDING PROGRAMS

- 9.4 Potential lease of a portion of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637

Mayor Horne recused herself from this item and left the meeting for the reasons previously stated at the City Council meeting on November 19, 2025.

City Manager Macon made a presentation and noted that the new recommendation is to take no action due to the City having not yet received the California Department of Housing and Community Development's Surplus Land Act findings letter.

Battalion Chief Romo, Orange County Fire Authority, and City Manager Macon responded to a question from Councilmember Moore.

Mayor Horne returned to the meeting at 3:49 p.m.

- 9.5 City Council Salary

Mayor Horne introduced the agenda item.

Councilmember Moore briefly left the meeting at 3:52 p.m. and then returned to the meeting.

Jonathan Adler, resident, expressed support for increasing City Council compensation.

Cush Bhada, resident, expressed support for increasing City Council compensation.

Councilmembers discussed the item and staff responded to questions.

Noel Hatch, resident, expressed support for increasing City Council compensation.

Moved by Councilmember Conners, seconded by Councilmember Lee, and carried on a 4-1 vote, with Councilmember Moore opposed, to direct staff to draft an ordinance for future consideration by the City Council that would – if adopted by the City Council – increase the salary that each member of the City Council is eligible to receive beginning with salaries paid for January 2027.

An unidentified member of the public commented on the timing of agenda items.

Mayor Horne moved items 11.1 and 11.2 to next on the agenda. There were no objections.

XI. CITY COUNCIL BUSINESS

11.1 City Council Organization – Office of the Mayor

Mayor Horne made comments.

Moved by Mayor Horne, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to appoint Annie McCary to serve as Mayor effective immediately through December 2026.

11.2 City Council Organization – Office of Mayor Pro Tem

Moved by Councilmember Conners, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to appoint Pearl Lee to serve as Mayor Pro Tem effective immediately through December 2026.

X. CITY COUNCIL REPORTS AND COMMENTS

10.1 Coastal Greenbelt Authority

No report

10.2 Orange County Fire Authority

Councilmember Horne provided a report.

10.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

10.4 Orange County Mosquito and Vector Control District

No report. Mayor Pro Tem Lee advised that the next meeting is December 18, 2025.

10.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Conners provided a report.

10.6 South Orange County Watershed Management Area

Councilmember Moore provided a report.

10.7 Liaisons to Community Bridge Builders

No report

10.8 Other Comments and Reports – None

XI. CITY COUNCIL BUSINESS

11.3 City Council Meeting Schedule

City Manager Macon made a presentation.

Moved by Councilmember Conners, seconded by Mayor Pro Tem Lee, and carried unanimously on a 5-0 vote, to:

1. Schedule an adjourned regular meeting of the City Council for December 22, 2025 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

AND

2. Approve a new City Council meeting schedule for January 2026 through June 2027.

XII. CLOSED SESSION – None

XIII. CLOSED SESSION REPORT – None

XIV. ADJOURNMENT

The meeting was adjourned at 4:24 p.m. The next adjourned regular meeting will be at 2:00 p.m. on Monday, December 22, 2025 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. The next regular meeting will be at 2:00 p.m. on Wednesday, January 21, 2026 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: January 21, 2026

ANNIE MCCARY, Mayor

**CITY OF LAGUNA WOODS CALIFORNIA
CITY COUNCIL MINUTES
ADJOURNED REGULAR MEETING
December 22, 2025
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

I. CALL TO ORDER

Mayor McCary called the Adjourned Regular Meeting of the City Council of the City of Laguna Woods to order at 2:01 p.m.

II. ROLL CALL

COUNCILMEMBER: PRESENT: McCary, Lee, Conners, Moore
 ABSENT: Horne

All councilmembers participated in-person at the meeting location.

STAFF PRESENT: City Manager Macon, City Attorney Patterson, City Clerk Trippy

All staff participated in-person at the meeting location.

III. PLEDGE OF ALLEGIANCE

Councilmember Moore led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS – None

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS – None

VI. CITY TREASURER’S REPORT – None; the monthly City Treasurer’s Report was provided at the regular meeting on December 17, 2025

VII. CONSENT CALENDAR – None

VIII. PUBLIC HEARINGS – None

IX. CITY COUNCIL BUSINESS

- 9.1 Potential lease of a portion of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637

City Manager Macon made a presentation.

Councilmembers discussed the item. City Manager Macon and Division Chief Summers, Orange County Fire Authority, responded to questions.

Moved by Councilmember Conners, seconded by Councilmember Moore, and carried unanimously on a 4-0-1 vote, with Councilmember Horne absent, to approve a ground lease agreement with the Orange County Fire Authority for the lease of a portion of the real property commonly known as City Centre Park located at 24121 Moulton Parkway, Laguna Woods, CA 92637 (Orange County Assessor's Parcel Number 616-012-18) to the Orange County Fire Authority for the construction, operation, and maintenance of a new fire station and for public safety purposes, and authorize the City Manager to execute the ground lease agreement, subject to approval as to form by the City Attorney.

X. CITY COUNCIL REPORTS AND COMMENTS

10.8 Other Comments and Reports

Councilmember Moore and Mayor Pro Tem Lee reported on a recent League of California Cities (Cal Cities) meeting that they attended.

10.1 Coastal Greenbelt Authority

No report

10.2 Orange County Fire Authority

No report

10.3 Orange County Library Advisory Board

No report

10.4 Orange County Mosquito and Vector Control District.

Councilmember Lee provided a report.

10.5 San Joaquin Hills Transportation Corridor Agency

No report

10.6 South Orange County Watershed Management Area

No report

10.7 Liaisons to Community Bridge Builders

No report

X. CLOSED SESSION – None

XI. CLOSED SESSION REPORT – None

XII. ADJOURNMENT

The meeting was adjourned at 2:23 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, January 21, 2026, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, CMC, City Clerk

Approved: January 21, 2026

ANNIE MCCARY, Mayor

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7.2 PAYMENT REGISTER

**For additional information on this item,
please refer to Item 7.0 (Consent Calendar Summary).**

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CITY OF LAGUNA WOODS

PAYMENT REGISTER

January 21, 2026

ITEM 7.2

This Report Covers the Period 12/01/2025 through 12/31/2025

Date		Vendor Name	Description	Amount
Debit		<i>Automatic Bank Debits:</i>		
Debit	12/02/2025	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 10/31/25	4,512.16
Debit	12/02/2025	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 10/31/25	7,039.77
Debit	12/02/2025	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / December 2025	970.77
Debit	12/02/2025	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / November 2025	1,170.52
Debit	12/03/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 11/28/2025	47,388.28
Debit	12/03/2025	ADP TAX	Payroll Taxes / Pay Period Ended 11/28/2025	21,519.99
Debit	12/04/2025	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 11/28/2025	3,803.00
Debit	12/04/2025	NAVIA BENEFIT SOLUTIONS, INC	FSA Withdrawal / December 2025	18.60
Debit	12/08/2025	NAVIA BENEFIT SOLUTIONS, INC	125 Cafeteria Plan Administration / November 2025	200.00
Debit	12/11/2025	CALPERS - HEALTH	Employee Benefit Program / December 2025	20,982.51
Debit	12/11/2025	NAVIA BENEFIT SOLUTIONS, INC	FSA Withdrawal / December 2025	56.54
Debit	12/11/2025	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / December 2025	298,335.20
Debit	12/12/2025	ADP PAYROLL SERVICES	Processing Charges / PPE 10/31/25 & 11/14/25 & 11/28/25	886.81
Debit	12/12/2025	U.S. BANK	USB Analysis Service Charges / November 2025	56.43
Debit	12/16/2025	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 11/14/25	7,082.74
Debit	12/16/2025	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 11/14/25	4,512.16
Debit	12/17/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 12/12/2025	49,741.15
Debit	12/17/2025	ADP TAX	Payroll Taxes / Pay Period Ended 12/12/2025	22,203.92
Debit	12/18/2025	NAVIA BENEFIT SOLUTIONS, INC	FSA Withdrawal / December 2025	77.00
Debit	12/19/2025	ADP PAYROLL SERVICES	Payroll Processing Fees / November 2025	106.00
Debit	12/19/2025	CALPERS - RETIREMENT	CEPPT Contribution / December 2025	262,828.00
Debit	12/19/2025	MISSION SQUARE RETIREMENT	Payroll Deduction / Pay Period Ended 12/12/25	2,553.00
Debit	12/23/2025	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / January 2026	1,015.65
Debit	12/26/2025	NAVIA BENEFIT SOLUTIONS, INC	FSA Withdrawal / December 2025	3,534.08
Debit	12/30/2025	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 11/28/25	7,349.75
Debit	12/30/2025	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 11/28/25	5,126.60
Debit	12/31/2025	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 12/26/2025	49,078.21
Debit	12/31/2025	ADP TAX	Payroll Taxes / Pay Period Ended 12/26/2025	22,120.56
Check Number		<i>Checks:</i>		
8976	12/05/2025	AMAZON CAPITAL SERVICES	Office & Janitorial Supplies / October 2025	188.93
8977	12/05/2025	AT&T	Telephone / 458-3487 / November 2025	63.43
8978	12/05/2025	CHASE DESIGN, INC.	Website Design / September 2025	2,587.50
8979	12/05/2025	CLEARSOURCE FINANCIAL	Fee Study Services	5,070.00
8980	12/05/2025	COASTAL RISK MANAGEMENT	Cancelled Permit Refund	215.00
8981	12/05/2025	DATA TICKET, INC	Citation Processing / October 2025	2.07
8982	12/05/2025	EPIC IO TECHNOLOGIES, INC.	City Hall Internet Services / December 2025	201.45
8983	12/05/2025	ITERIS, INC	Traffic Engineering / November 2025	2,862.93
8984	12/05/2025	KARDENT	City Hall Refurbishment & Safety Project: Phase 5	1,200.00
8985	12/05/2025	ORANGE COUNTY CLERK-RECORDER	Document Recording Fee	100.00
8986	12/05/2025	ORKIN	City Hall Maintenance	134.00
8987	12/05/2025	RECREATION BRANDING SERVICES	Graphic Design & Printing Services	155.30
8988	12/05/2025	RINGCENTRAL, INC.	Telephone Services / December 2025	847.89
8989	12/05/2025	SECTIGO LIMITED	Document Signing Tokens	1,436.00

CITY OF LAGUNA WOODS

PAYMENT REGISTER

January 21, 2026

ITEM 7.2

This Report Covers the Period 12/01/2025 through 12/31/2025

	Date	Vendor Name	Description	Amount
8990	12/05/2025	SOUTHERN CALIFORNIA EDISON	Street Lighting - Residential / October 2025	2,701.79
8991	12/05/2025	STATE WATER RESOURCES	Annual Permit Fee / Fiscal Year 2025-26	10,920.00
8992	12/05/2025	TRIEPEI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / November 2025	445.15
8993	12/05/2025	VERIZON COMMUNICATIONS INC.	Fleet Software / November 2025	199.63
8994	12/05/2025	VIDIFLO, LLC	Audio System Maintenance	2,761.31
8995	12/05/2025	VISION SERVICE PLAN OF AMERICA	Employee Benefit Program / December 2025	232.13
8996	12/12/2025	ALLIANCE BUILDING MAINTENANCE, LLC	Janitorial Services / November 2025	6,571.00
8997	12/12/2025	AMAZON CAPITAL SERVICES	Office Supplies / November 2025	167.36
8998	12/12/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / November 2025	2,191.12
8999	12/12/2025	CHASE DESIGN, INC.	Website Design / November 2025	2,550.00
9000	12/12/2025	CHECKERED FLAG LAKE FOREST LP	Fleet Vehicle Washing / November 2025	90.00
9001	12/12/2025	EL TORO WATER DISTRICT	Woods End Wilderness Preserve Trail Drainage & Improvement Project	800.00
9002	12/12/2025	FAZE 3 GRAPHIX	Waste Enclosure Signage	66.68
9003	12/12/2025	FIRST RESPONSE AIR CONDITIONING & HEATING INC.	City Hall Maintenance	1,140.00
9004	12/12/2025	GOVERNMENT FINANCE OFFICERS	Membership Dues / October 2025 - September 2026	500.00
9005	12/12/2025	KONE INC.	City Hall Elevator Maintenance / December 2025	239.86
9006	12/12/2025	PARK CONSULTING GROUP, INC	Software Consulting Services / November 2025	1,262.50
9007	12/12/2025	PETTY CASH	Replenish Petty Cash / November 2025	168.00
9008	12/12/2025	RUTAN & TUCKER, LLP	Legal Services / October 2025	6,054.50
9009	12/12/2025	SMITH ARCHITECTS	City Hall Refurbishment & Safety Project: Phase 5	5,000.00
9010	12/12/2025	SOUTHERN CALIFORNIA EDISON	Electric Service / October - November 2025	8,646.71
9011	12/12/2025	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service - City Hall / November 2025	51.01
9012	12/12/2025	STAPLES	Office & Janitorial Supplies / November 2025	291.08
9013	12/12/2025	SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / November 2025	3,480.00
9014	12/12/2025	VIDIFLO, LLC	Audio Visual Enhancements	2,761.30
9015	12/19/2025	ALISO CREEK MINUTEMAN PRESS	Printing Services	95.90
9016	12/19/2025	APRIL BAUMGARTEN	Educational Assistance Program Reimbursement / Fiscal Year 2025-26	1,501.38
9017	12/19/2025	ARC DOCUMENT SOLUTIONS, LLC.	Document Scanning	265.24
9018	12/19/2025	AT&T	White Pages / December 2025	4.30
9019	12/19/2025	AT&T	Telephone / 583-1105 / November 2025	31.88
9020	12/19/2025	AT&T	Telephone / 581-9821 / November 2025	141.87
9021	12/19/2025	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / November 2025	3,395.00
9022	12/19/2025	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / November 2025	16,819.93
9023	12/19/2025	CAPTIONING UNLIMITED	Closed Captioning / November 2025	300.00
9024	12/19/2025	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / October - November 2025	20,732.00
9025	12/19/2025	CLIFTONLARSONALLEN, LLP	Financial Audit & Single Audit	18,165.00
9026	12/19/2025	COUNTY OF ORANGE	South Orange County Watershed Cost-Share / Fiscal Year 2025-26	7,347.22
9027	12/19/2025	COUNTY OF ORANGE	Automated Fingerprint ID System / November 2025	514.00
9028	12/19/2025	COYOTE WILDLIFE AND PEST SOLUTIONS, INC.	Animal Abatement Services	3,000.00
9029	12/19/2025	DELL MARKETING L.P.	Computer Equipment	2,103.52
9030	12/19/2025	DEPARTMENT OF JUSTICE	Fingerprinting Services	98.00
9031	12/19/2025	EVERON, LLC	Fire Monitoring / January - March 2026	310.81
9032	12/19/2025	GEOSYNTEC CONSULTANTS, INC	Engineering Services	17,789.36
9033	12/19/2025	JOHN L. HUNTER & ASSOCIATES, INC	Water Quality Services / September 2025	3,645.00
9034	12/19/2025	KARDENT	City Hall Refurbishment & Safety Project: Phase 5	2,000.00
9035	12/19/2025	KIMLEY HORN & ASSOCIATES, INC	Traffic Engineering Services	21,770.00

**CITY OF LAGUNA WOODS
PAYMENT REGISTER
January 21, 2026**

This Report Covers the Period 12/01/2025 through 12/31/2025

	Date	Vendor Name	Description	Amount
9036	12/19/2025	LAGUNA CANYON FOUNDATION	Engineering Services	2,150.25
9037	12/19/2025	LIFTECH ELEVATOR SERVICES, LLC	City Hall Refurbishment & Safety Project: Phase 4	70,651.50
9038	12/19/2025	MARC DONOHUE	Administrative Services / November 2025	300.00
9039	12/19/2025	NV5, INC.	Traffic Engineering / October 2025	17,962.20
9040	12/19/2025	ORANGE COUNTY REGISTER-NOTICES	Public Notices / November 2025	4,721.16
9041	12/19/2025	PARK CONSULTING GROUP, INC	Software Consulting Services / October 2025	687.50
9042	12/19/2025	PSOMAS	GIS Services / November 2025	1,808.75
9043	12/19/2025	PV MAINTENANCE INC	Street, City Hall & Park Maintenance / November 2025	13,795.89
9044	12/19/2025	RECREATION BRANDING SERVICES	Graphic Design Services / July - November 2025	1,837.68
9045	12/19/2025	RICOH USA, INC.	Copier Lease / January 2026	246.57
9046	12/19/2025	RUTAN & TUCKER, LLP	Legal Services / November 2025	4,335.00
9047	12/19/2025	SOUTHERN CALIFORNIA SHREDDING,	Shredding Services / November 2025	320.00
9048	12/19/2025	U.S. BANK	Credit Card Charges / November 2025	4,552.34
9049	12/19/2025	VERIZON WIRELESS	Building & Code Enforcement iPads Data Plans / November 2025	140.05
9050	12/19/2025	WM CURBSIDE, LLC	HHW & Sharps Program / November 2025	3,734.25

Total Bank Debits and Checks: \$ 1,165,898.58

Petty Cash Expenditures Paid Out (See Note 2)

Julie Kropa Notary Renewal Reimbursement

\$70.00

Total Petty Cash: \$70.00

TOTAL \$ 1,165,968.58

NOTES:

Note 1 - City Councilmembers are eligible to receive either a salary or vehicle reimbursement allowance in the amount of \$300 per month (\$3,600 per year). Such compensation is included in the City's regular payroll (see "ADP Payroll Services" under "Automatic Bank Debits"), unless waived by the Councilmember. For the month of December 2025, the following Councilmembers received compensation in the amount of \$300: Conners, Horne, Lee, and McCary.

Note 2 - Petty cash is reported as cash is paid out, not when the fund is replenished.

CITY OF LAGUNA WOODS
PAYMENT REGISTER
January 21, 2026

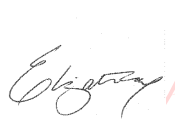
This Report Covers the Period 12/01/2025 through 12/31/2025

Date	Vendor Name	Description	Amount
Note 3 - The table below summarizes credit card expenditures paid via Check #9048 to U.S. Bank totaling \$4,552.34:			
	Microsoft	Office 365 Online Subscription / November 2025	\$141.75
	Microsoft	Office 365 Online Subscription / October 2025	\$512.50
	Microsoft	Office 365 Online Subscription / November 2025	\$512.50
	Sinch Mailgun	Computer Software	\$35.00
	Zoom	Video Conferencing	\$31.98
	Hightail	Computer Software	\$15.00
	Flowerful	Veterans Day Memorial Flowers	\$440.71
	Indeed	Job Posting	\$373.38
	UPS Store	Postage	\$5.37
	Minuteman Press	Printing Services	\$861.18
	PHRESH	Office Supplies	\$164.84
	Dsan	Office Supplies	\$1,197.14
	ChargePoint	Fleet Vehicle Charging Fees	\$230.00
	Stamps.com	Postage	\$30.99
Total Credit Card Reimbursement:			\$4,552.34

Administrative Services Director/City Treasurer's Certification

I, Elizabeth Torres, Administrative Services Director / City Treasurer, do hereby certify:

In accordance with California Government Code Section 37202, I hereby certify to the accuracy of the demands on cash summarized within;
That the City is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months; and
That the City is in compliance with California Government Code Section 27108.

 Digitally signed by
Elizabeth Torres
Date: 2026.01.15
20:25:01 -08'00'

Elizabeth Torres, Administrative Services Director/City Treasurer

8.1

**CONDITIONAL USE PERMIT CUP-2025-0003, A
REQUEST BY THE CAMINO SCHOOL/ST.
NICHOLAS CATHOLIC CHURCH FOR
APPROVAL OF A CONDITIONAL USE PERMIT
AMENDING CONDITIONAL USE PERMIT CUP-
291 TO ALLOW FOR THE ESTABLISHMENT OF
AN EDUCATIONAL INSTITUTION USE,
ALTERNATIVE PROVISIONS TO OFF-STREET
PARKING REGULATIONS RESULTING IN A
REDUCTION IN AVAILABLE OFF-STREET
PARKING STALLS DURING CERTAIN HOURS,
AND INSTALLATION OF AN OUTDOOR SHED
AT THE PROPERTY LOCATED AT 24252 EL
TORO ROAD, LAGUNA WOODS, CA 92637**

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City of Laguna Woods

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Macon, City Manager

FOR: January 21, 2026 City Council Meeting

SUBJECT: Conditional Use Permit CUP-2025-0003, a request by The Camino School/St. Nicholas Catholic Church for approval of a conditional use permit amending Conditional Use Permit CUP-291 to allow for the establishment of an educational institution use, alternative provisions to off-street parking regulations resulting in a reduction in available off-street parking stalls during certain hours, and installation of an outdoor shed at the property located at 24252 El Toro Road, Laguna Woods, CA 92637

Recommendation

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS,

CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2025-0003 TO AMEND CONDITIONAL USE PERMIT CUP-291 TO ALLOW FOR THE ESTABLISHMENT OF AN EDUCATIONAL INSTITUTION USE, ALTERNATIVE PROVISIONS TO OFF-STREET PARKING REGULATIONS RESULTING IN A REDUCTION IN AVAILABLE OFF-STREET PARKING STALLS DURING CERTAIN HOURS, AND INSTALLATION OF AN OUTDOOR SHED AT THE PROPERTY LOCATED AT 24252 EL TORO ROAD, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15301 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

Background

The Camino School/St. Nicholas Catholic Church (“Applicant”) has submitted a land use application seeking approval of Conditional Use Permit CUP-2025-0003, which would amend Conditional Use Permit CUP-291 to allow for the establishment of an educational institution use, alternative provisions to off-street parking regulations resulting in a reduction in available off-street parking stalls during certain hours, and installation of an outdoor shed at the property located at 24252 El Toro Road, Laguna Woods, CA 92637.

The project location is currently occupied by St. Nicholas Catholic Church. It is located generally south of El Toro Road between Moulton Parkway and Avenida Sevilla. The Orange County Assessor’s Parcel Number (“APN”) for the project location is 621-121-11 and the property owner is Saint Nicholas Church, a California unincorporated nonprofit association.

A vicinity map is included as Attachment B.

Table 1: Surrounding Land Uses

General Location	General Plan Land Use Designation	Land Use
North	Community Facilities / Residential Community	Lutheran Church of the Cross / Laguna Woods Village residences
South	Commercial / Residential Community	Willow Tree Center / Laguna Woods Village residences
East	Residential Community	Laguna Woods Village residences
West	Commercial / Community Facilities / Open Spaces	Willow Tree Center / Lutheran Church of the Cross / Laguna Woods Village Golf Course

The project location is within the Community Facilities-Private (CF-P) zoning district. Community Facilities-Private designates areas to “allow for the development of public and private community uses that serve residents, visitors, property owners, and workers in the City. Examples of permitted land uses include schools, hospitals, cultural venues,

churches, temples and places of worship” (Laguna Woods Municipal Code Section 13.13.010).

Laguna Woods Municipal Code Section 13.13.020 requires the approval of a conditional use permit prior to the establishment of certain uses in the Community Facilities-Private zoning district. Once a conditional use permit is approved, certain deviations from the approved site plan or other approved project documents require approval of a conditional use permit.

Conditional Use Permit CUP-291 was approved by the City Council on February 21, 2007 to allow for the replacement of the former parish hall building with a new parish hall building at the project location.

Discussion

The City Council is asked to conduct a public hearing on the application for Conditional Use Permit CUP-2025-0003 and, thereafter, consider approval of the same (Attachment A). Staff recommends approval, subject to the proposed conditions of approval (Exhibit A to Attachment A). The proposed conditions of approval would regulate the proposed use in a manner consistent with the purpose and intent of Laguna Woods Municipal Code Chapter 13.13 (Community Facilities Districts).

The proposed conditional use permit would:

- Allow an educational institution use providing Kindergarten through 8th grade instruction and services to operate within existing structures and facilities (including existing buildings and parking lots).
 - The educational institution use would provide instruction and services to students, Monday through Friday, between the hours of 8:00 a.m. and 3:30 p.m., with additional hours before and after for pick up, drop off, administration, and/or faculty purposes.
 - No more than 240 students would be allowed to be present at the project location at any single time.
 - Outdoor activities (e.g., recess, lunch, and physical education) would be limited to 9:30 to 10:15 a.m., and 12:15 to 1:45 p.m., in a designated area of the parking lot located generally southeast of the Olive Garden building (“outdoor play area”). The City Manager would be able to approve exceptions to the regular outdoor play area hours, provided that use of the outdoor play area does not begin earlier than 9:30 a.m. or exceed a total of two hours and 15 minutes on any single day.
 - No more than 60 students would be permitted to be present in the outdoor play area at any single time.

- The use of amplified sound (e.g., megaphones, public address systems, stereos, or music played through speakers) in connection with the outdoor play area would be prohibited.
- Portable safety barriers would be used to block vehicular traffic through the outdoor play area. The portable safety barriers would be removed and not be set out, at minimum, at any point between 2:30 p.m. on Friday and 7:00 a.m. on Monday of each week.
- Allow a new outdoor shed at the rear of the property between an existing building and the Laguna Woods Village perimeter wall running along Calle Aragon.
- Modify the off-street parking requirements previously approved by Conditional Use Permit CUP-291 to allow 83 of the 260 required off-street parking stalls to be used by the educational institution use during its hours of operation.
 - The educational institution use's outdoor play would be temporarily closed in the event that available off-street parking stalls are insufficient to accommodate all allowed uses at the project location (e.g., during large church events). Temporarily closing the outdoor play area would return 53 of the 83 educational institution parking spaces to general use.

The proposed conditional use permit would apply to the current (St. Nicholas Catholic Church) and proposed additional (The Camino School, an educational institution) use of the property, as well as eligible successors, at the project location.

Fiscal Impact

The City's expenses associated with processing this project are recovered through planning services fees.

Environmental Review

The City Council is asked to find that the project is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively "CEQA") pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

The City Council is also asked to find that, even if the project were subject to CEQA, it would be categorically exempt pursuant to Section 15301 of Title 14 of the California Code of Regulations, in that it consists of the operation or permitting of existing private structures,

facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. Section 15301 of Title 14 of the California Code of Regulations states explicitly that the “key consideration [in determining whether such an exemption applies to a project] is whether the project involves negligible or no expansion of use.”

The project does not include any construction and only allows the establishment of an educational institution use, alternative provisions to off-street parking regulations resulting in a reduction in available off-street parking stalls during certain hours, and installation of an outdoor shed at the project location. The principal use of the project location is as a church which, in the course of such operation, provides instruction and other group activities substantially similar to those that would be provided in connection with the proposed education institution use. The church also previously operated its own religious school at the project location. Most activities associated with the project would occur within existing structures and facilities (including existing buildings and parking lots) with no change to topographical features. Minor changes to existing structures, facilities, and mechanical equipment may occur in connection with the reclassification of three existing buildings to education occupancies (e.g., installation and/or modification of fire alarm and emergency voice/alarm communication systems). The installation of a new outdoor shed, which may be used by the church and/or the proposed education institution use, would add a new structure to the project location; however, its size (approximately 144 square feet, including both the shed and its concrete pad) is negligible.

Documents Available for Review

Related documents – including the applicant’s application and Conditional Use Permit CUP-291 – are available for public review at City Hall during normal working hours.

Report Prepared With: Nadia Cook, Planning & Environmental Services Director
Justin Faylona, Senior Planner

Attachments: A – Proposed Resolution
Exhibit A – Proposed Conditions of Approval
B – Vicinity Map

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**CITY OF LAGUNA WOODS
RESOLUTION NO. 26-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-2025-0003 TO AMEND CONDITIONAL USE PERMIT CUP-291 TO ALLOW FOR THE ESTABLISHMENT OF AN EDUCATIONAL INSTITUTION USE, ALTERNATIVE PROVISIONS TO OFF-STREET PARKING REGULATIONS RESULTING IN A REDUCTION IN AVAILABLE OFF-STREET PARKING STALLS DURING CERTAIN HOURS, AND INSTALLATION OF AN OUTDOOR SHED AT THE PROPERTY LOCATED AT 24252 EL TORO ROAD, LAGUNA WOODS, CA 92637, AND DETERMINING THAT THE CONDITIONAL USE PERMIT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15301 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, The Camino School/St. Nicholas Catholic Church (“Applicant”) submitted an application for Conditional Use Permit CUP-2025-0003 to amend Conditional Use Permit CUP-291 to allow for the establishment of an educational institution use, alternative provisions to off-street parking regulations resulting in a reduction in available off-street parking stalls during certain hours, and installation of an outdoor shed at the property located at 24252 El Toro Road, Laguna Woods, CA 92637 (“project” or “proposed project”); and

WHEREAS, on January 21, 2026, the City Council of the City of Laguna Woods, after giving notice thereof as required by law, held a public hearing regarding Conditional Use Permit CUP-2025-0003; and

WHEREAS, the City Council has carefully considered all pertinent testimony, as well as all information contained in the agenda report prepared for Conditional Use Permit CUP-2025-0003, as presented at the public hearing; and

WHEREAS, staff has reviewed the environmental form submitted by the Applicant in accordance with the City’s procedures. Based upon the information received and staff’s assessment of the information, Conditional Use Permit CUP-2025-0003 has been determined to not be subject to the California Environmental Quality Act (“CEQA”); however, even if the project were subject to CEQA, it would be categorically exempt pursuant to Section 15301 of CEQA; and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this resolution; and

WHEREAS, the City Council makes the following findings subject to the conditions of approval:

Findings for All Discretionary Permits

1. *The use or project proposed is consistent with the General Plan.*

The proposed project is consistent with the Community Facilities land use designation of the General Plan, which is intended to allow for “*public, institutional, and private uses that provide a variety of government and social services to the community.*” Churches and schools are explicitly identified in the General Plan Land Use Element as examples of uses allowed in the Community Facilities land use designation. The proposed project will not increase the size of any existing buildings and will add only one new structure to the project location (approximately 144 square feet, including both a shed and its concrete pad). The addition of the new structure will not result in non-compliance with the General Plan’s maximum floor area ratio of 0.30 for the Community Facilities land use designation. Policy Objective L-3.1 of the General Plan Land Use Element is to “*allow for commercial development that meets local needs and interests, particularly as it relates to the ability for residents to obtain a diversity of high-quality goods and services close to home.*” The proposed project allows for the establishment of an educational institution use which, while not necessarily commercial in nature (depending on how the educational use is organized and operated), will nevertheless help to meet local needs and interests by making available an educational institution use to serve local and surrounding communities.

2. *The use, activity or improvement(s) proposed is consistent with the provisions of the Zoning Code.*

The proposed use is consistent with the purpose and intent of the Community Facilities–Private (CF-P) zoning district, which is “*to provide for the development and preservation of high intensity commercial uses which serve the local community and regional area and are compatible with surrounding residential uses.*” The Laguna Woods Zoning Code explicitly allows educational institution uses in the CF-P zoning district with an approved conditional use permit. The project location has previously housed a religious school. The project location is principally used as a church which, in the course of such operation, provides instruction and other group activities substantially similar to those that will be provided by the educational institution use. There is no history of incompatibility between the previous religious school or the current church and the nearest residential uses. No incompatibilities with the nearest residential uses were identified as a result of the review of the Applicant’s application for this conditional use permit. Several of the conditions of approval for the proposed project address public health, safety, and general welfare (see Finding #5 below), which further promote consistency with the provisions of the Laguna Woods Zoning Code.

3. *The approval of the permit application is in compliance with the requirements of*

the California Environmental Quality Act.

Based on the information received from the Applicant and City staff's assessment of the same, the proposed project has been determined to not be subject to the California Environmental Quality Act ("CEQA"); however, even if the proposed project were subject to CEQA, it would be categorically exempt pursuant to Section 15301 of CEQA. Additional information is contained in Section 2 of this resolution and incorporated herein by this reference.

4. *The location, size, design and operating characteristics of the proposed use will not create conditions or situations that may be incompatible with other permitted uses in the vicinity.*

Most activities associated with the proposed project will occur within existing structures and facilities (including existing buildings and parking lots) with no change to topographical features. Minor changes to existing structures, facilities, and mechanical equipment may occur in connection with the reclassification of three existing buildings to education occupancies (e.g., installation and/or modification of fire alarm and emergency voice/alarm communication systems). The installation of a new outdoor shed, which may be used by the church and/or the education institution use, will add a new structure to the project location; however, its size (approximately 144 square feet, including both the shed and its concrete pad) is negligible. The project location has previously housed a religious school. The project location is principally used as a church which, in the course of such operation, provides instruction and other group activities substantially similar to those that will be provided by the educational institution use. There is no history of incompatibility between the previous religious school or the current church and the nearest residential uses. No incompatibilities with other permitted uses in the vicinity were identified as a result of the review of the Applicant's application for this conditional use permit. Existing access and internal circulation improvements, as modified by the proposed project's alternatives to off-street parking regulations (see findings A and B), appear to be sufficient to handle traffic generation by the proposed project. The potential noise impacts of the proposed project's designated outdoor activities area were evaluated by EPD Solutions, Inc. ("EPD"), a consultant retained by the Applicant. City staff and a consultant retained by the City reviewed EPD's findings as summarized in EPD's memorandum dated October 2025 and found that they can be reasonably relied upon to confirm that the proposed project will not create noise conditions or situations that may be incompatible with other permitted uses in the vicinity. The conditions of approval for the proposed project will ensure that appropriate measures are taken to avoid conditions or situations that may be incompatible with other permitted uses in the vicinity.

5. *The approval of the permit application will not result in conditions or circumstances contrary to the public health and safety and the general welfare.*

The conditions of approval for the proposed project will regulate its uses in a manner consistent with the purpose and intent of the CF-P zoning district as set forth in Laguna Woods Municipal Code Section 13.13.010(a) (*“The purpose and intent of this district is to allow for the development of public and private community uses that serve residents, visitors, property owners, and workers in the City. Examples of permitted land uses include schools, hospitals, cultural venues, churches, temples and places of worship.”*). As conditioned, the proposed project will not result in conditions or circumstances contrary to the public health and safety and the general welfare. Several of the conditions of approval relate to public health, safety, and general welfare including, but not limited to, reservation of the City’s rights to require additional security or safety measures, if warranted. Such conditions of approval will assist in protecting the public from potential risk or danger. The conditions of approval also explicitly require the proposed project to comply with all applicable, then-current requirements of the Laguna Woods Municipal Code and the California Building Standards Code, as well as federal, state, and local laws, rules, and regulations.

6. *The approval of the permit application is in compliance with all City-required public facilities regulations.*

The proposed project has been evaluated against all City-required public facilities regulations through the conditional use permit process and is deemed to be in compliance, subject to the conditions of approval. The proposed project will not require the addition or modification of any public facilities, nor heightened levels of service for any public services operating from public facilities.

Findings for Alternatives to Off-Street Parking Regulations

- A. *Applicable off-street parking requirements are excessive or inappropriate due to the nature of the specific use involved or because of special circumstances applicable to the property.*

Conditional Use Permit CUP-291 (approved by the City Council on February 21, 2007) requires that the project location provide 260 off-street parking stalls for the church use. The proposed project will allow 83 of the 260 required off-street parking stalls to be used by the educational institution use, resulting in 177 available off-street parking stalls (154 standard stalls, 12 standard accessible stalls, three van-accessible stalls, and eight alternative vehicle stalls) for other allowed uses at the project location during the educational institution use’s hours of operation. Condition of Approval #23 will require the educational institution’s outdoor play area to be temporarily closed in the event that available off-street parking stalls are insufficient to accommodate all allowed uses at the project location (e.g., during large church events). Temporarily closing the outdoor play area will return 53 of the 83 educational institution parking spaces to general use.

With the proposed conditions of approval, requiring the project location to provide off-street parking stalls in addition to the 260 already required by Conditional Use Permit CUP-291 would be excessive and inappropriate. Condition of Approval #18 limits the educational institution use's hours of operation to certain morning and afternoon, weekday hours. Churches are typically busiest on evenings and weekends, which is confirmed by a review of the current church use's regular mass schedule posted on its website, which includes only one daily, weekday morning mass (at 9 a.m.), one monthly, weekday evening mass (at 7 p.m.), and seven weekend masses. Condition of Approval #23 effectively requires the church and educational institution uses to coordinate schedules to ensure that available off-street parking stalls are sufficient to accommodate all allowed uses at the project location at all times. The proposed project does not allow for off-site parking as a means of accommodating off-street parking requirements.

- B. *The proposed off-street parking facilities comply with the intent of the Zoning Code related to parking requirements.*

Laguna Woods Zoning Code Section 13.18.020 describes the intent of the City's off-street parking requirements as follows: *"The intent of the off-street parking regulations is to provide for the on-site, off-street parking of motor vehicles that are attracted by the use or uses on the premises. [...] It is intended that these regulations will result in the installation of properly designed parking facilities of sufficient capacity to minimize traffic congestion, enhance public safety, generally provide for the parking of motor vehicles at locations other than on the streets, and for safe passage of pedestrians to and from parked vehicles."*

The proposed project has been evaluated against all Zoning Code parking requirements through the conditional use permit process and is deemed to be in compliance, subject to the conditions of approval. The conditions of approval—including, without exception, Condition of Approval #23—are intended to ensure that parking demands generated by the proposed project and all other allowed uses at the project location are accommodated on-site at the project location. The proposed project does not allow for off-site parking as a means of accommodating off-street parking requirements.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that the project is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of

Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

After reviewing the entire project record, the City Council also hereby determines and certifies that, even if the project were subject to CEQA, it would be categorically exempt pursuant to Section 15301 of Title 14 of the California Code of Regulations, in that it consists of the operation or permitting of existing private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. Section 15301 of Title 14 of the California Code of Regulations states explicitly that the “key consideration [in determining whether such an exemption applies to a project] is whether the project involves negligible or no expansion of use.”

The project does not include any construction and only allows the establishment of an educational institution use, alternative provisions to off-street parking regulations resulting in a reduction in available off-street parking stalls during certain hours, and installation of an outdoor shed at the project location. The principal use of the project location is as a church which, in the course of such operation, provides instruction and other group activities substantially similar to those that would be provided in connection with the education institution use. The church also previously operated its own religious school at the project location. Most activities associated with the project would occur within existing structures and facilities (including existing buildings and parking lots) with no change to topographical features. Minor changes to existing structures, facilities, and mechanical equipment may occur in connection with the reclassification of three existing buildings to education occupancies (e.g., installation and/or modification of fire alarm and emergency voice/alarm communication systems). The installation of a new outdoor shed, which may be used by the church and/or the education institution use, would add a new structure to the project location; however, it’s size (approximately 144 square feet, including both the shed and its concrete pad) is negligible.

SECTION 3. The City Council hereby approves Conditional Use Permit CUP-2025-0003 (on file with the City Clerk’s Office), subject to the conditions of approval attached to this resolution (Exhibit A), both of which are incorporated herein by this reference.

SECTION 4. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED AND ADOPTED this XX day of XX 2026.

ANNIE MCCARY, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 26-XX** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the XX day of XX 2026, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

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City of Laguna Woods

Conditions of Approval for Conditional Use Permit CUP-2025-0003

Conditional Use Applicant (Applicant): The Camino School/St. Nicholas Catholic Church

Conditional Use Address: 24252 El Toro Road, Laguna Woods, CA 92637

Conditional Use Assessor's Parcel Number: 621-121-11

Property Owner of Assessor's Parcel Number 621-121-11 (Owner): Saint Nicholas Church, a California unincorporated nonprofit association

City Council Approval Date: [INSERT APPROVAL DATE HERE]

STANDARD CONDITIONS OF APPROVAL

1. The Owner and occupant(s) of the property to which this conditional use permit applies shall comply with all of the conditions of approval as part of CONDITIONAL USE PERMIT CUP-2025-0003 ("conditional use permit"). Failure to comply with any one or more of the conditions imposed herein constitute grounds for revocation of said conditional use permit by the City Council.

This conditional use permit allows all of the following:

- Establishment of an educational institution use, alternative provisions to off-street parking regulations resulting in a reduction in available off-street parking stalls during certain hours, and installation of an outdoor shed

This conditional use permit amends Conditional Use Permit CUP-291, which was approved on February 21, 2007. The conditions of approval for Conditional Use Permit CUP-291 continue to apply and are incorporated herein by this reference. The conditions of approval for Conditional Use Permit CUP-291 are supplemented by these additional conditions of approval for Conditional Use Permit CUP-2025-0003.

2. This conditional use permit shall be constructed, developed, used, operated, and permanently maintained in accordance with the terms of the application, plans, drawings, and conditions imposed herein.
3. The Owner and occupant(s) of the property to which this conditional use permit applies shall comply with all then-current requirements of the Laguna Woods Municipal Code and the California Building Standards Code, as well as federal, state, and local laws, rules, and regulations, as they pertain to the improvements and uses sought in this application, and such requirements are made a condition of this approval. These include, but are not limited to, all requirements related to building permits, encroachment permits, grading permits, and sign permits; engineering review, landscaping review, water quality review, and plan review, generally, of proposed construction plans; accessibility, including accessibility required by the

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federal Americans with Disabilities Act; best management practices and other actions or improvements required by National Pollutant Discharge Elimination System permit(s); and, restrictions on parking, circulation, lighting, and noise.

4. This conditional use permit does not eliminate the need to obtain building permits, encroachment permits, grading permits, or sign permits, nor does it include any action or finding as to compliance or approval of any other applicable federal, state or local ordinance, regulation, rule, or requirement.
5. This conditional use permit does not include any approval for signage, nor does it represent or imply that any signage proposed in connection with this application, or at any time in the future, will or will not be approved by the City.
6. **Public Safety Services:** In the event of repeated or disproportionately high numbers of calls for law enforcement or other public safety service, or based upon input from the Orange County Sheriff's Department (or successor law enforcement agency) or surrounding residents or businesses, the City Manager may require, at his/her/their discretion, that the Owner and occupant(s) of the property to which this conditional use permit applies provide at their own cost additional on-site security and/or safety measures, as may be reasonably calculated to address situations or circumstances leading to or causing such increased calls for service, or complaints or comments from surrounding residents or businesses. For the purpose of this condition, "repeated or disproportionately high numbers of calls" shall be determined following the nuisance abatement procedure set forth in Laguna Woods Municipal Code Chapter 1.08, as may change from time to time, with the City Council's declaration of a public nuisance required. Use of this remedy shall be at the sole discretion of the City and nothing in this condition shall prevent the City from initiating civil, criminal, or other legal or equitable proceedings as an alternative to the procedure outlined herein.
7. **Inspection:** City staff, or their authorized representatives, shall have the right to access and enter the property to which this conditional use permit applies to make reasonable Owner- or occupant(s) of the property to which this conditional use permit applies-authorized scheduled inspections, or unscheduled inspections in areas otherwise open to the public, to observe and enforce compliance with the conditions imposed herein. Except for inspections meant to investigate matters that would constitute imminent threats to public health, safety, or welfare, or inspections authorized by a court order, the City shall make reasonable efforts to request inspections of areas that are not open to the public at least seventy-two (72) hours in advance.
8. **Responsibility for Costs Incurred:** In accordance with policies adopted by the City, the Owner and occupant(s) of the property to which this conditional use permit applies shall be responsible for costs incurred as a result of local law enforcement,

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public safety, or code enforcement investigation/inspection that results in a finding of violation of any applicable laws and/or conditions imposed herein.

9. **Modification of Conditions of Approval:** Any request to modify conditions imposed herein shall be made in accordance with policies adopted by the City at the time such request is made.
10. **Revocation:** This conditional use permit may be revoked in accordance with Laguna Woods Municipal Code Section 13.24.080, as may change from time to time, for any of the reasons set forth therein, which include, but are not necessarily limited to, failure to comply with any condition imposed herein.
11. **Transfer:** In the event of transfer of the property to which this conditional use permit pertains, the transferee shall, prior to exercising the rights granted hereunder, arrange and attend a conference with the City to review the conditions imposed herein, and document the manner in which activities will occur and the manner in which conditions imposed herein will be met. The transferee may, alternatively, file with the City a signed letter confirming receipt of these conditions, prior to exercising the rights granted hereunder. In either case, the Owner's obligations with respect to this condition are satisfied by consenting to the recordation of these conditions in the office of the Clerk-Recorder for the County of Orange.
12. **Termination:** Upon approval, this conditional use permit shall become null and void (A) upon failure to obtain all necessary building permits to construct this project within 365 calendar days of the date this conditional use permit is approved, (B) upon the expiration of any building permit, due to inactivity, obtained to construct this project, or (C) after this project has been constructed, 365 calendar days after such time the approved use at the property to which this conditional use permit applies ceases to be operated as noted by lapse of California Department of Tax & Fee Administration (or successor agency) permit or date documented by City staff following site verification of abandonment or discontinuance. The City Manager may grant an extension of up to 365 calendar days to obtain any necessary building permit upon a showing of financial hardship or other adequate justification by the applicant, and provided the associated building plans comply with the then-current Laguna Woods Municipal Code and California Building Standards Code at the time the building permit(s) is(are) issued. Nothing in this condition is intended to, nor will be interpreted by the City, as limiting the ability for City-issued permits to be extended as allowed by applicable law.
13. **Indemnification:** The Owner and occupant(s) of the property to which this conditional use permit applies, and successor(s) in interest, shall as a condition of issuance of this approval, at its sole expense, defend, indemnify, and hold harmless the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers ("INDEMNITEES") from any claim, action, or proceeding

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against the INDEMNITEES to attach, set aside, void or annul an approval of the City Council or other decision-making body, or staff action concerning this conditional use approval, or its implementation, except when occurring solely as a result of the negligent or willful acts or omissions of the INDEMNITEES. The Owner and occupant(s) of the property to which this conditional use permit applies shall pay all of the City's defense costs incurred by counsel of the City's choosing, and shall reimburse the City for any and all court costs and other parties' attorney fees that the City may be required by a court to pay as a result of such defense. The Owner and occupant(s) of the property to which this conditional use permit applies may at their sole discretion participate in the defense of any such action under this condition, with its own counsel.

14. **Requirement to Acknowledge Conditions of Approval:** The Owner shall sign and have notarized (acknowledgement) the "Owner Acknowledgement of Conditions of Approval for Conditional Use Permit CUP-2025-0003" and return one wet-signed original to the City Manager with a copy of a recordable legal description of all affected properties in form acceptable to the City Manager.

SPECIAL CONDITIONS OF APPROVAL

15. Exhibit A (Site Plan) (Sheet A0.51) is attached hereto and incorporated by reference including, without exception, all of the requirements set forth therein as notes, standards, and details. Full compliance with Exhibit A is required.
16. This conditional use permit allows for the establishment of an educational institution use. The educational institution use shall only provide private or public school instruction and services to students in Kindergarten through 8th grade. The educational institution is not required to provide instruction and services for all grades between Kindergarten and 8th grade, but may not provide instruction and services for grades under Kindergarten (including, without limitation, training Kindergarten ("TK") or preschool) or above 8th grade. This conditional use permit does not authorize any "day care center" or other use required to be licensed by the State of California Department of Social Services.
17. No more than 240 students of the educational institution use may be present on the property to which this conditional use permit applies at any single time, inclusive of all of the following:
 - a) All students receiving instruction and services;
 - b) All students waiting to receive instruction and services (e.g., students being dropped off, waiting in vehicles, or formally or informally queuing);
 - c) All students using the outdoor play area designated as "PLAY AREA" on Exhibit A (Sheet A0.51);
 - d) All students in transit to or from the outdoor play area designated as "PLAY AREA" on

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Exhibit A (Sheet A0.51); and

- e) All students waiting to be picked up.
- 18. The educational institution use may only provide instruction and services to students between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday. Student drop off may begin as early as 7:00 a.m., Monday through Friday. Student pick up may end as late as 5:00 p.m., Monday through Friday. The use of amplified sound (e.g., megaphones, public address systems, stereos, or music played through speakers) in connection with student drop off or student pick up is prohibited.
- 19. The educational institution use shall operate indoors except that the outdoor play area designated as “PLAY AREA” on Exhibit A (Sheet A0.51) may be used for lunch, recess, and/or physical education from 9:30 a.m. to 10:15 a.m., and from 12:15 p.m. to 1:45 p.m. No more than 60 students may use the outdoor play area at any single time. The City Manager may authorize date- and time-specific exceptions to the time limitations set forth in this condition of approval, provided that use of the outdoor play area does not begin earlier than 9:30 a.m. or exceed a total of two hours and 15 minutes on any single day.
- 20. Noise associated with use of the outdoor play area designated as “PLAY AREA” on Exhibit A (Sheet A0.51) shall be minimized to the maximum extent feasible, including by limiting activity types and separating or bringing indoors students responsible for or contributing to shouting, yelling, or other avoidable noise. The use of amplified sound (e.g., megaphones, public address systems, stereos, or music played through speakers) in connection with the outdoor play area is prohibited.
- 21. The borders of the outdoor play area designated as “PLAY AREA” on Exhibit A (Sheet A0.51) that are not formed by a raised landscape planter shall be delineated with minimum 8 ½-foot by 3-foot, 4-inch galvanized steel portable safety barriers as shown on Exhibit A (Sheet A0.51). Portable safety barriers shall be set out no earlier than 7:00 a.m. on Mondays and shall be removed no later than 2:30 p.m. on the Friday after each Monday that they are set out, except as may be otherwise required to comply with any other conditions of approval including, but not limited to, Condition of Approval #23. Portable safety barriers shall be removed and not be set out at any point between 2:30 p.m. on Friday and 7:00 a.m. on Monday of each week. All portable safety barriers shall be stored indoors when not set out pursuant to this condition of approval. The City Manager may approve the use of alternate and/or additional portable safety barriers that the operator of the educational institution use or the Owner believes is necessary to safely delineate the outdoor play area. This condition of approval is intended to require a minimum level of delineation of the outdoor play area and is not to be interpreted as the City attesting to the safety, adequacy, or sufficiency of the specific manner of delineation, which remains the responsibility of the operator of the educational institution use and the Owner.

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22. Flaggers shall be provided to guide and manage vehicular traffic during all school drop-off and pick-up periods. At minimum, flaggers shall be stationed in the locations designated as “FLAGGER LOCATION” on Exhibit A (Site Plan Keynote 17 on Sheet A0.51) and shall operate in a manner that ensures safe ingress and egress, minimizes on-site circulation conflicts, and prevents queuing or congestion along adjacent public streets. Flaggers shall receive training sufficient to fully and responsibly perform their duties in advance of providing the services contemplated by this condition of approval. Flaggers shall wear reflective vests and such other uniforms, and be equipped with equipment and supplies, necessary to safely provide the services contemplated by this condition of approval.
23. Use of the outdoor play area designated as “PLAY AREA” on Exhibit A (Sheet A0.51) will temporarily reduce the existing supply of 260 off-street parking stalls—standard, accessible, and alternative-vehicle—which are required for the church use at the project location under Conditional Use Permit CUP-291 (approved by the City Council on February 21, 2007). A total of 53 off-street parking stalls will be unavailable when the portable safety barriers are set for the outdoor play area as contemplated in Condition of Approval #21, in addition to an additional 30 off-street parking stalls that will be unavailable as a result of designated staff/visitor parking, resulting in 177 available off-street parking stalls for other allowed uses at the project location: 154 standard stalls, 12 standard accessible stalls, three van-accessible stalls, and eight alternative vehicle stalls. In the event that available off-street parking stalls are insufficient to accommodate all allowed uses at the project location (e.g., the availability of off-street parking stalls in parking areas not located at the project location are impacted by individuals parking to attend uses at the project location), the outdoor play area shall be immediately closed with all portable safety barriers removed and stored indoors so as to allow for additional available off-street parking stalls to accommodate all allowed uses at the project location.

To promote compliance with this condition of approval, the City strongly advises the Owner to proactively suspend the educational institution use’s use of the outdoor play area on holy days of obligation, on days when the church is holding a liturgical celebration, and on days when a memorial, funeral, wedding, or other large event or function is scheduled to occur at the property location.

No off-street parking located on any property other than the property to which this conditional use permit applies shall be used to accommodate any portion of the off-street parking requirements set forth in these conditions of approval.

24. Administrators, faculty, parents, visitors, and other individuals associated with the educational institution use shall park vehicles only in the 30 off-street parking stalls designated as “DESIGNATED SCHOOL PARKING LOCATION” on Exhibit A (Sheet A0.51), excepting:

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- a) Use of accessible off-street parking stalls which are available elsewhere on the property to which this conditional use permit applies; and
- b) Use of the 17 off-street parking stalls identified as “DESIGNATED SCHOOL DROP-OFF/PICK-UP PARKING SPACES (17 SPACES)” on Exhibit A (Site Plan Keynote 18 on Sheet A0.51), subject to this condition of approval.

The number of off-street parking stalls available for use by administrators and faculty is limited to 20 of the 30 off-street parking stalls designated as “DESIGNATED SCHOOL PARKING LOCATION” on Exhibit A (Sheet A0.51).

Parents and other individuals dropping off or picking up students during drop-off or pick-up periods (see Condition of Approval #18) shall park vehicles only in the 17 off-street parking stalls identified as “DESIGNATED SCHOOL DROP-OFF/PICK-UP PARKING SPACES (17 SPACES)” on Exhibit A (Site Plan Keynote 18 on Sheet A0.51).

All administrators, faculty, parents, visitors, and other individuals expected to park one or more vehicles in connection with the educational institution use – including, without exception, all parents and legal guardians of students – shall be informed of the location of the designated off-street parking stalls, in writing, at least monthly and as necessary to facilitate compliance with this condition of approval. The operator of the educational institution use shall maintain written records of such notifications for a period of six months – including the actual emails, flyers, letters, newsletters, or other materials in which notifications were included – and provide the same to the City, in electronic format, within 72 hours of a written request from the City.

25. Irrespective of the Applicant’s submittals to obtain this conditional use permit, no off-street parking stalls shall be marked, striped, or signed as “reserved” or for exclusive use of the educational institution use.
26. The educational institution use shall not result in any exceedance of any maximum building or room occupancy established by applicable law or regulation, either on its own or when considered in conjunction with all other uses occurring at the property to which this conditional use permit applies.
27. This conditional use permit allows the installation of an outdoor shed identified as “(N) 8'-0" X 12'-6" STORAGE SHED PLACED ON (N) 6" CONCRETE PAD” on Exhibit A (Site Plan Keynote 20 on Sheet A0.51). The outdoor shed shall be installed on an 8-foot by 18-foot concrete pad and shall not exceed a maximum height of eight feet. The walls and sides of the outdoor shed shall be painted to match the building identified as “ABC BUILDING” on Exhibit A (Sheet A0.51) and shall be routinely repainted at least as frequently as every time the ABC BUILDING is repainted to ensure color matching at all times. The outdoor shed shall be used solely for storage purposes. No hazardous materials or waste shall be stored in the outdoor shed. The outdoor shed and concrete pad on which it is placed shall be maintained in good

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working order, free from visible damage or defects, and free from fading, peeling, chipping, cracking, or other deterioration.

28. Irrespective of the Applicant's submittals to obtain this conditional use permit, the building square footages referenced in Conditional Use Permit CUP-291 and shown on the building footprints on Exhibit A (Sheet A0.51) shall control for purposes of determining compliance with parking requirements, occupancy, and all other applicable laws and regulations.
29. Prior to commencing operation of the educational institution use, approvals shall be obtained from the City and Orange County Fire Authority, and all improvements shall be made, regarding the following for the three areas identified in whole or in part as including one or more "classrooms" on Exhibit A (Sheet A0.51):
 - a) Classification as Educational Occupancies pursuant to the California Building Standards Code; and
 - b) Installation of an Emergency Voice/Alarm Communication System as required by California Fire Code Section 907.2.3.

No Educational Occupancies use shall occur outside of the three areas identified in whole or in part as including one or more "classrooms" on Exhibit A (Sheet A0.51).

[EXHIBIT A FOLLOWS]

ITEM 8.1 – Exhibit A to Attachment A

**OWNER ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL FOR
CONDITIONAL USE PERMIT CUP-2025-0003 (“ACKNOWLEDGEMENT”)**

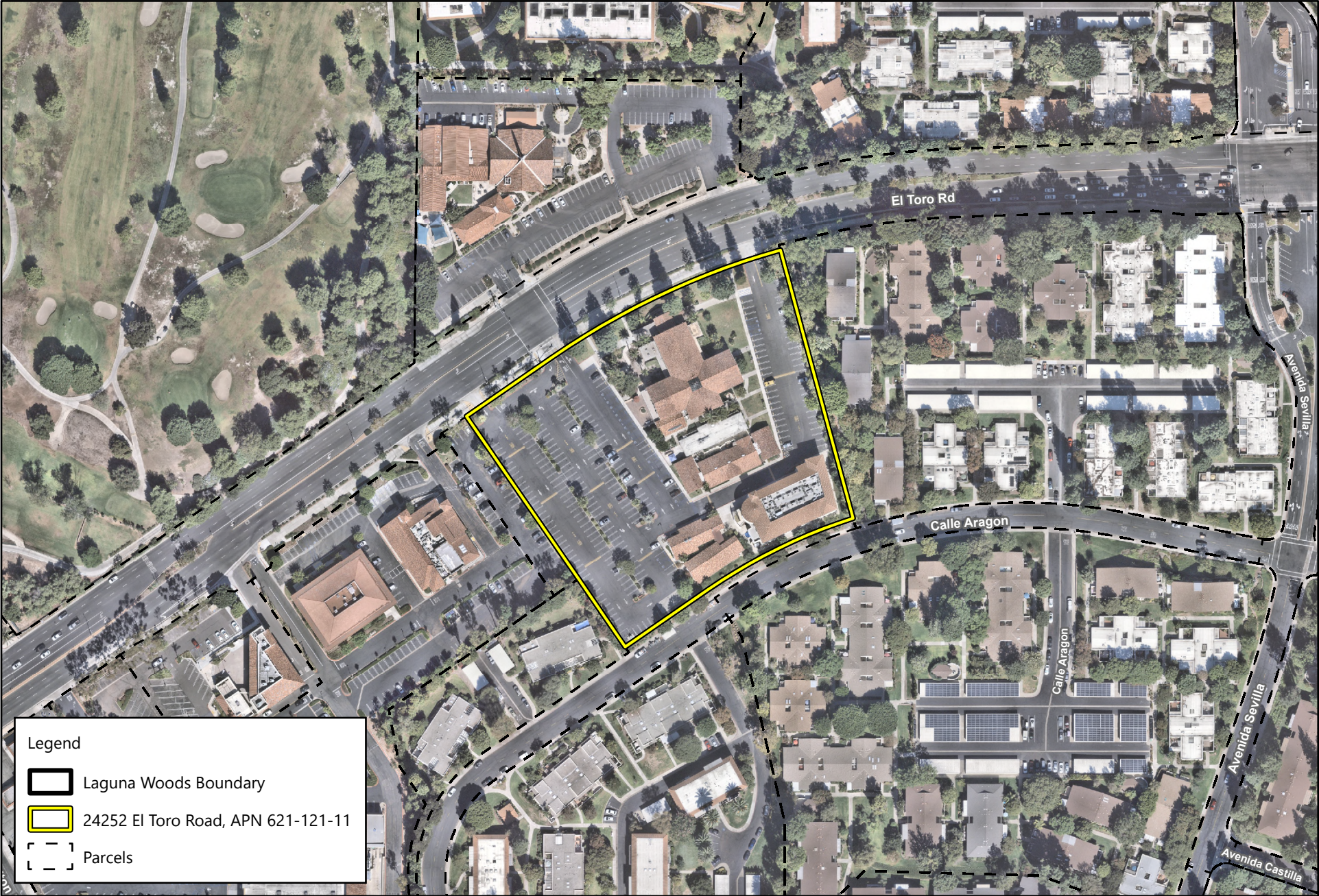
1. **ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL.** The person or persons executing this ACKNOWLEDGEMENT on behalf of the Owner has reviewed all Conditions of Approval for Conditional Use Permit CUP-2025-0003 and has had the opportunity to consult with legal counsel regarding them as the Owner has deemed appropriate.
2. **PURPOSE.** The purpose of this ACKNOWLEDGEMENT is to ensure the Owner is aware of the Conditions of Approval for Conditional Use Permit CUP-2025-0003, which “run with the land.” References to “Owner” in the Conditions of Approval for Conditional Use Permit CUP-2025-0003 are not intended to, and will not be interpreted by the City as, conferring any additional legal responsibility or liability upon the Owner beyond that which otherwise exists in applicable law, or otherwise changing the Owner’s existing legal obligations.
3. **RECORDATION.** The person or persons executing this ACKNOWLEDGEMENT on behalf of the Owner consents to the recordation of the Conditions of Approval for Conditional Use Permit CUP-2025-0003, including this ACKNOWLEDGEMENT, in the office of the Clerk-Recorder for the County of Orange.
4. **AUTHORITY TO EXECUTE.** The person or persons executing this ACKNOWLEDGEMENT on behalf of the Owner represents and warrants that he/she/they has/have the authority to so execute this ACKNOWLEDGEMENT and to bind the Owner to its obligations hereunder.
5. **SEVERABILITY.** If any term, condition or covenant of this ACKNOWLEDGEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this ACKNOWLEDGEMENT shall not be affected thereby and the ACKNOWLEDGEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

Property Owner – Saint Nicholas Church, a California unincorporated nonprofit association

Signature: _____ Date: _____

Full Name: _____ Title: _____

SIGNATURE MUST BE NOTARIZED; ATTACH ACKNOWLEDGEMENT.



Legend

Laguna Woods Boundary

24252 El Toro Road, APN 621-121-11

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8.2
CITY COUNCIL SALARY AND EXPENSE
REIMBURSEMENT

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City of Laguna Woods

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Macon, City Manager

FOR: January 21, 2026 City Council Meeting

SUBJECT: City Council Salary and Expense Reimbursement

Recommendation

[Note: If the City Council wishes to proceed with this item, the actions staff would recommend are as follows:]

1. Receive staff report.

AND

2. Open public hearing.

AND

3. Receive public testimony.

AND

4. Close public hearing.

AND

5. Approve the introduction and first reading of an ordinance – read by title with further reading waived – titled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 2.02 OF THE LAGUNA WOODS MUNICIPAL CODE INCREASING THE SALARY THAT EACH MEMBER OF THE CITY COUNCIL IS ELIGIBLE TO RECEIVE AND THE EXPENSES INCURRED IN THE PERFORMANCE OF

OFFICIAL DUTIES THAT EACH MEMBER OF THE CITY COUNCIL IS ELIGIBLE TO BE REIMBURSED FOR, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

On December 17, 2025, acting on an item agendized by then-Mayor (now Councilmember) Horne, the City Council voted 4-1 with Councilmember Moore opposed, to direct staff to draft an ordinance for future consideration by the City Council that would – if adopted by the City Council – increase the salary that each member of the City Council is eligible to receive beginning with salaries paid for January 2027.

Laguna Woods Municipal Code Chapter 2.02 (“City Council Generally”) makes members of the City Council eligible to receive a salary of \$300 per month (\$3,600 per year). The existing salary amount was established by Ordinance No. 99-07, adopted April 21, 1999.

California Government Code Section 36516 allows city councils to establish salaries for members thereof, by ordinance, up to a maximum amount per month based on population. For Laguna Woods, the current maximum salary is \$950 per month (\$11,400 per year), unless otherwise approved by a majority of registered voters. Ordinances may not contain provisions that provide automatic future increases in salary.

California Government Code Section 36516.5 allows changes in salaries for all members of a city council to take effect at the beginning of any newly elected member’s term of office.

California Government Code sections 36514.5 and 53232.2 allow members of city councils to be reimbursed for actual and necessary expenses incurred in the performance of official duties, subject to certain conditions. Such reimbursements are not considered “salary,” pursuant to California Government Code Section 36516(e).

Discussion

Today’s meeting is an opportunity for City Council action and public input on an ordinance that would increase the salary that each member of the City Council is eligible to receive beginning with salaries paid for January 2027. As the City Council salary is established in a Laguna Woods Municipal Code chapter that also addresses expense reimbursement, staff recommends that, if the City Council wishes to proceed with this item, it also proceeds with amendments to the chapter’s expense reimbursement provisions.

The proposed ordinance would:

- Increase the salary that each member of the City Council is eligible to receive to an amount yet unspecified, beginning with salaries paid for January 2027. The increased

amount would need to be added in place of each instance of “[INSERT AMOUNT HERE]” in the proposed ordinance, prior to any motion to approve the introduction and first reading of the proposed ordinance.

- As is currently the case, members of the City Council would be able to waive any or all of their salaries (California Government Code Section 36516(f)).
- Allow members of the City Council to be reimbursed for lodging, mileage, registration, transportation, and other costs incurred only when approved by the City Council and only in amounts consistent with California Government Code Section 53232.2 and other applicable law. *[Note: The City’s preference is to pay costs that are included in City Council-adopted budgets directly, rather than requiring members of the City Council to advance those costs and then be reimbursed. The proposed ordinance would only apply to costs incurred directly by members of the City Council.]*

Fiscal Impact

The Fiscal Years 2025-27 Budget & Work Plan was adopted assuming City Council salaries of \$300 per month. Increased salaries would require a budget adjustment for the period of January through June 2027. Thereafter, the increased salaries would be incorporated into the development of future budgets and work plans.

Environmental Review

The City Council is asked to find that the proposed ordinance is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guidelines Section 15378(b)(2) excludes “[c]ontinuing administrative. . . activities, such as . . . general policy and procedure making” and Section 15378(b)(5) excludes “[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” from its definition of “project.”

Attachment: A – Proposed Ordinance

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**CITY OF LAGUNA WOODS
ORDINANCE NO. 26-XX**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING CHAPTER 2.02 OF THE LAGUNA WOODS MUNICIPAL CODE INCREASING THE SALARY THAT EACH MEMBER OF THE CITY COUNCIL IS ELIGIBLE TO RECEIVE AND THE EXPENSES INCURRED IN THE PERFORMANCE OF OFFICIAL DUTIES THAT EACH MEMBER OF THE CITY COUNCIL IS ELIGIBLE TO BE REIMBURSED FOR, AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, California Government Code Section 36516 allows city councils to establish salaries for members thereof, by ordinance, up to a maximum amount per month based on population; and

WHEREAS, California Government Code Section 36516 requires city councils to consider the adoption of an ordinance to increase compensation in open session during at least two regular meetings of the city council; and

WHEREAS, Laguna Woods Municipal Code Chapter 2.02 establishes the salary that each member of the City Council is eligible to receive and contains provisions regarding the expenses incurred in the performance of official duties that each member of the City Council is eligible to be reimbursed for; and

WHEREAS, the City Council wishes to increase the salary that each member of the City Council is eligible to receive from \$300 per month to \$[INSERT AMOUNT HERE] per month, beginning with salaries paid for January 2027; and

WHEREAS, the City Council finds that increasing the salary that each member of the City Council is eligible to receive is necessary due to the existing salary having remained unchanged since it was first adopted in 1999 and not keeping pace with inflation; and

WHEREAS, the City Council also wishes to modify and update provisions of the Laguna Woods Municipal Code related to the expenses incurred in the performance of official duties that each member of the City Council is eligible to be reimbursed for in a manner that is consistent with California Government Code Section 36514.5; and

WHEREAS, at the regular meeting on January 21, 2026, the City Council held a duly noticed public hearing on this Ordinance at which it considered all of the information, evidence, and testimony presented, both written and oral; and

WHEREAS, at the regular meeting on February 18, 2026, the City Council considered this Ordinance for a second time in open session and also considered all of the

information, evidence, and testimony presented, both written and oral.

THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council hereby finds that increasing the salary that each member of the City Council is eligible to receive is necessary due to the existing salary having remained unchanged since it was first adopted in 1999 and not keeping pace with inflation.

SECTION 3. After reviewing the entire project record, the City Council hereby determines and certifies that the Ordinance is not subject to the California Environmental Quality Act of 1970, Public Resources Code Section 21000, et. seq., as amended and implementing State CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations (collectively “CEQA”) pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3. CEQA Guidelines Section 15378(b)(2) excludes “[c]ontinuing administrative. . . activities, such as . . . general policy and procedure making” and Section 15378(b)(5) excludes “[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” from its definition of “project.”

SECTION 4. Chapter 2.02 (City Council Generally) of the Laguna Woods Municipal Code is hereby amended to read as set forth in Exhibit A, attached to this Ordinance and incorporated herein by this reference.

SECTION 5. This Ordinance shall take effect and be in full force and operation 30 calendar days after adoption.

SECTION 6. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 7. The Mayor shall sign this Ordinance.

SECTION 8. The City Clerk shall certify to the passage of this Ordinance and shall

cause this Ordinance to be published or posted as required by law.

SECTION 9. All of the above-referenced documents and information have been and are on file with the City Clerk of the City.

PASSED, APPROVED AND ADOPTED this XX day of XX 2026.

ANNIE MCCARY, Mayor

ATTEST:

YOLIE TRIPPY, CMC, City Clerk

APPROVED AS TO FORM:

ALISHA PATTERSON, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Ordinance No. 26-XX** was duly introduced and placed upon its first reading at a regular meeting of the City Council on the XX day of XX 2026, and that thereafter, said Ordinance was duly adopted and passed at a regular meeting of the City Council on the XX day of XX 2026 by the following vote to wit:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

YOLIE TRIPPY, CMC, City Clerk

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EXHIBIT A CODE AMENDMENTS

Chapter 2.02 (“City Council Generally”) of the Laguna Woods Municipal Code is amended to read as follows (additions shown with underlining, deletions shown with ~~strikethrough~~):

CHAPTER 2.02. CITY COUNCIL ~~GENERALLY~~

Sec. 2.02.010. ~~Compensation for City Councilmembers~~ City Council Salary.

(a) In accordance with Government Code § 36516 and Government Code § 1223, each member of the City Council shall be entitled to a salary in an amount of \$300.00 per month for all months prior to January 2027. Such compensation shall be payable in the same manner as salaries are paid to other officers and employees of the City. Alternatively, each member of the City Council may, in lieu of the \$300.00 per month compensation, accept a vehicle reimbursement allowance in the amount of \$300.00 per month.

(b) In accordance with California Government Code Section 36516 et al., each member of the City Council shall be eligible to receive a salary of \$[INSERT AMOUNT HERE] per month, beginning with salaries paid for the month of January 2027. Salaries shall be payable at the same time and by the same methods as City employees are regularly paid for the first pay period of each month, except when a member of the City Council assumes office in which case their first payment may occur in an alternate pay period, regardless of whether it is the first pay period of the month. Salaries shall be subject to all applicable payroll taxes and withholdings. Any member of the City Council may choose to waive any or all of their salary by filing written notice of such with the City Clerk’s Office.

Sec. 2.02.020. ~~Expenses of Councilmembers~~ City Council Expense Reimbursement.

~~In accordance with Government Code § 36514.5 an adopted City policy, and upon submission of an itemized account, any Councilmember may also be reimbursed for the actual and necessary expenses incurred in the performance of official duties. Notwithstanding the foregoing, any Councilmember who elects to receive a vehicle reimbursement allowance in lieu~~

~~of compensation under Section 2.02.010 shall be ineligible for reimbursement of mileage expenses relating to the use of the Councilmember's personal vehicle within Orange County, incurred in the performance of official duties.~~

- (a) Generally. In accordance with California Government Code sections 36514.5 and 53232.2, each member of the City Council may be reimbursed for actual and necessary expenses incurred in the performance of official duties, subject to the provisions of this section and compliance with other applicable laws.
- (b) Applicability. This section does not apply to the City's direct payment of expenses on behalf of members of the City Council (e.g., the City's payment of conference registration and lodging costs using a City-issued check or credit card). Such payments shall comply with all applicable laws and City Council policies including, but not limited to, City Council-adopted budgets.
- (c) Definitions. For purposes of this section only, the following definitions shall apply, in addition to those set forth in Section 3.18.030 of this Code:

(05) Performance of official duties shall mean:

- a. Participation as a representative of the City in any conference, event, meeting, organized educational activity, or other occurrence;
- b. Participation in any conference, event, meeting, organized educational activity, or other occurrence for the purpose of education or training relevant to their elected office; or
- c. Any activity described in Article 2.4 of California Government Code (commencing with Section 53234).

- (d) Conditions for Reimbursement.

(1) All expenses for which reimbursement is sought shall be approved by the City Council, in a public meeting, before the expense is incurred.

- a. Requested reimbursements that can be accommodated within adopted City Council department budgets shall be agendaized as part of the consent calendar section of the public meeting agenda.
- b. Requested reimbursements that cannot be accommodated within adopted City Council department budgets shall be agendaized as part of the new business section of the public meeting agenda, together with a corresponding budget adjustment for City Council consideration.
- c. Requested reimbursements that are included in a City Council-adopted budget shall be deemed approved on the date such budget was adopted.

(2) All expenses for which reimbursement is sought shall require the presentation of receipts (or comparable documentation) substantiating that the expenses were incurred by the member of the City Council.

(3) Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the City Council at the time of booking. If the group rate is unavailable, comparable lodging shall be used in the following order of availability: (i) the lowest government or group rate, (ii) a rate not to exceed the Internal Revenue Service rate described in subsection (5) of this section.

(4) Transportation and travel costs shall not exceed the lowest government or group rate offered by the provider of such transportation or travel, provided a government or group rate is available to the member of the City Council at the time of booking. If no government or group rate is available, transportation or travel costs shall be reimbursed at a rate not to exceed the Internal Revenue Service rate described in subsection (5) of this section.

(5) Except as otherwise set forth in this section, expenses shall only be reimbursed at rates equal to or less than Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Internal Revenue Service Publication 463, or any successor publication, when such rates apply.

(6) Members of the City Council shall not be reimbursed for expenses incurred for the purchase of products containing alcohol, cannabis, or tobacco nor for expenses incurred due to a spouse or other person's accompaniment or participation in transportation or travel. This section shall not be interpreted as preventing the reimbursement of lodging, transportation, or travel costs at rates compliant with subsections (3) and (4) of this section, provided such rates are not increased as a result of more than single occupancy.

(7) The City Manager and City Treasurer may pay reimbursements to members of the City Council provided such reimbursements comply with this section. The City Manager may refer any reimbursement request to the City Council for a compliance determination.

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9.1

**SOUTHERN CALIFORNIA ASSOCIATION OF
GOVERNMENTS 2026 GENERAL ASSEMBLY
DELEGATE AND ALTERNATE DELEGATE**

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City of Laguna Woods

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Christopher Macon, City Manager

FOR: January 21, 2026 City Council Meeting

SUBJECT: Southern California Association of Governments 2026 General Assembly Delegate and Alternate Delegate

Recommendation

Appoint members of the City Council to serve as a delegate and alternate delegate at the Southern California Association of Governments' 2026 General Assembly on May 7, 2026 in Palm Desert, California.

Background

The Southern California Association of Governments ("SCAG") is a joint powers authority comprised of local governments and agencies from six counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura), including the City of Laguna Woods. Under federal law, SCAG is designated as a "metropolitan planning organization." Under state law, SCAG is designated as a "regional transportation planning agency" and a "council of governments." More information is available on SCAG's website at <https://scag.ca.gov>.

SCAG will host its annual General Assembly on May 7, 2026 in Palm Desert, California. The General Assembly will take place during SCAG's annual Regional Conference. Each year, member agencies appoint a delegate (and an alternate delegate to act in place of the delegate if they are unable to attend) to propose and vote on policy matters on their behalf at the General Assembly. Delegates are able to bring any policy matter, in the form of a proposed resolution or SCAG bylaw revision, before the General Assembly. The deadline to submit proposed resolutions and/or SCAG bylaw revisions is February 6, 2026 at 5 p.m.

Discussion

Today's meeting is an opportunity for City Council action and public input on the selection of delegates for SCAG's 2026 General Assembly. SCAG has requested that the City Council

appoint a delegate and alternate delegate. If only one member of the City Council attends, there is no requirement to appoint an alternate delegate. If no member of the City Council attends, there is no requirement to appoint a delegate or alternate delegate.

Fiscal Impact

SCAG offers the delegate a complimentary hotel accommodation for the night of May 7, 2026 and validated overnight parking. If the delegate is unable to attend, SCAG offers the same to the alternate delegate.

Councilmembers Horne and Moore have been appointed by the Orange County Council of Governments to serve on SCAG policy committees. As policy committee members, SCAG also offers them complimentary hotel accommodations for the night of May 7, 2026 and validated overnight parking, if they choose to attend.

9.2

**CITY COUNCIL TERM LIMITS
(AGENDIZED BY MAYOR PRO TEM LEE)**

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City of Laguna Woods

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Mayor Pro Tem Lee

FOR: January 21, 2026 City Council Meeting

SUBJECT: City Council Term Limits
(agendized by Mayor Pro Tem Lee)

Recommendation

Direct staff to draft an ordinance for future consideration by the City Council that would – if placed on a future ballot by the City Council and subsequently approved by registered voters – enact term limits for members of the City Council.

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