CITY of LAGUNA WOODS
CITY COUNCIL
AGENDA

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

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

www.zoomgov.com ● Meeting ID: 161 548 2089 ● Passcode: 24264

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!

AMERICANS WITH DISABILITIES ACT ("ADA") NOTICE

The City of Laguna Woods ("City") intends to comply with the ADA.

The public portions of this meeting will be held in the Council Chambers at Laguna Woods City Hall. The Council Chambers is equipped with a hearing loop that can be used by individuals with t-coil or telecoil-enabled hearing aids or cochlear implants. No request for disability-related modification or accommodation is required to use the hearing loop.

Individuals who require disability-related modifications or accommodations to participate in this meeting – including, but not limited to, auxiliary aids or services – may request such modifications or accommodations by emailing cityhall@lagunawoods.gov or calling the City Clerk's Office at (949) 639-0500. Requests can also be made with the assistance of the California Relay Service by calling (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice to effectively facilitate the provision of reasonable modifications or 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.lagunawoods.gov); 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.lagunawoods.gov/email-notifications, email cityhall@lagunawoods.gov, 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@lagunawoods.gov 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@lagunawoods.gov, 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.lagunawoods.gov); 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

10/16/26
Date

I. CALL TO ORDER

Introductory Notes: Members of the public may provide public comments and testimony during this meeting in person, in writing, or remotely using Zoom. The *Laguna Woods City Council Guide to Public Participation* – which is included in the agenda packet for this meeting immediately following the agenda – contains additional information on how to provide public comments and testimony.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise stipulated by the City Council. Speakers may not yield their time, or any portion thereof, to any other speaker.

Speakers are requested, but not required, to identify themselves.

To ensure each speaker is provided with an uninterrupted opportunity to speak for the full time allotted, 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. For public hearings, the City Council and City staff are asked to reserve any responses they wish to make to public testimony until after the public hearing is closed.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 California Senate Bill 897 (2025-2026) and California Assembly Bill 113 (2025-2026) – Senator Steven Choi, Ph.D.

Recommendation: Receive and file.

4.2 Legislative Update – Assemblymember Diane Dixon

Recommendation: Receive and file.

4.3 Senior Mobility Program Annual Report – Fiscal Year 2025-26

Recommendation: Receive and file.

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 stipulated by the City Council.

Please note that, pursuant to state law, the City Council is unable to take action on or discuss items not appearing on this agenda, but may briefly respond to statements made or questions posed by speakers. The City Council may also refer items to City staff for follow up or response, request that City staff report back to the City Council at a subsequent meeting concerning items, or direct City staff to place items on a future agenda.

VI. CITY TREASURER'S REPORT

6.1 City Treasurer's Report

Recommendation: Receive and file the City Treasurer's Report for the month of September 2026.

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 September 16, 2026.

7.2 Payment Register

Recommendation: Approve the payment register dated October 21, 2026

in the amount of $739,232.76.

7.3 Investment of Financial Assets Policy and Related Committees

Recommendation:

1. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REVIEWING AND ADOPTING AN ANNUAL STATEMENT OF THE INVESTMENT POLICY, ADOPTING A NEW INVESTMENT POLICY, ELIMINATING THE INVESTMENT POLICY REVIEW COMMITTEE, AND RENEWING THE CITY COUNCIL'S DELEGATION OF INVESTMENT AUTHORITY TO THE CITY TREASURER PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 53607

   AND

2. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 1.6 PERTAINING TO THE ESTABLISHMENT AND OPERATION OF AN INVESTMENT COMMITTEE OF THE CITY COUNCIL

7.4 Federal and State Disaster Assistance

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REPEALING RESOLUTION NO. 23-04 AND MAKING DESIGNATIONS AND AUTHORIZATIONS RELATED TO APPLICATIONS, ASSURANCES, AND AGREEMENTS FOR FEDERAL AND STATE DISASTER FINANCIAL ASSISTANCE AND GRANT PROGRAMS INCLUDING, BUT NOT LIMITED TO, AUTHORIZING THE COMPLETION, EXECUTION, AND FILING OF THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES' DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES (OES-FPD-130) FORM

7.5 Conflict of Interest Code

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DETERMINING THAT NO CHANGES IN THE CONFLICT OF INTEREST CODE ADOPTED BY RESOLUTION NO. 18-27 ARE NECESSARY FOLLOWING THE REVIEW REQUIRED BY CALIFORNIA GOVERNMENT CODE SECTION 87306.5

7.6 Catch Basin Maintenance Services

Recommendation: Approve an extension of the agreement with United Storm Water, Inc. for catch basin maintenance services and authorize the City Manager to execute the extension, subject to approval as to form by the City Attorney.

7.7 Hazardous Waste Handling Services

Recommendation:

1. As permitted by Laguna Woods Municipal Code Section 3.06.100(b), waive the competitive bidding requirements set forth in Laguna Woods Municipal Code Section 3.06.080(c) for an extension of the agreement with WM Curbside, LLC for hazardous waste handling services;
2. Ratify the City Manager's one-month extension of the agreement with WM Curbside, LCC for hazardous waste handling services, from October 1, 2026 through October 31, 2026; and
3. Approve an extension and amendment of the agreement with WM Curbside, LLC for hazardous waste handling services and authorize the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney.

7.8 Pedestrian Accessibility Improvement Project: Phase 10

Recommendation:

1. Approve the Pedestrian Accessibility Improvement Project: Phase 10 plans and specifications as prepared by the project engineer;
2. Approve a notice of exemption for the Pedestrian Accessibility Improvement Project: Phase 10 finding that the project is categorically exempt from the California Environmental Quality Act ("CEQA") and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law; and
3. Award a contract agreement to Van Engineering, Inc. for the construction of the Pedestrian Accessibility Improvement Project:

Phase 10, in the amount of $129,974.00, plus authorized change orders not to exceed 10% ($12,997.40) of the base amount; and authorize 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.

7.9 Woods End Wilderness Preserve Trail Drainage and Improvement Project

Recommendation: Adopt a resolution titled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, AMENDING AND ADOPTING THE FISCAL YEAR 2026-27 BUDGET FOR FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT PROJECT

7.10 Traffic Signal Interconnect Conduit License Agreement

Recommendation: Approve a license agreement with the City of Laguna Hills (the "El Toro Road and Moulton Parkway Traffic Signal Interconnect Conduit License Agreement"), granting the City of Laguna Hills a license to use a designated portion of the City of Laguna Woods' signal interconnect conduits to install the City of Laguna Hills' own fiber optic cable to connect the northern area of the City of Laguna Hills' traffic signal network to the remainder of the City of Laguna Hills' network, and authorize the City Manager to execute the license agreement, subject to approval as to form by the City Attorney.

7.11 Public Safety Grant Program

Recommendation: Adopt a resolution titled:

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

VIII. PUBLIC HEARINGS

8.1 Objective Design Standards for Commercial Development

Recommendation:

1. Receive staff report;
2. Open public hearing;
3. Receive public testimony;
4. Continue the public hearing to the regular meeting of the City Council on November 18, 2026 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637; 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, ADDING SECTION 13.22.060 TO CHAPTER 13.22 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO THE ESTABLISHMENT OF OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT; ADOPTING OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT IN THE COMMUNITY COMMERCIAL (CC), NEIGHBORHOOD COMMERCIAL (NC), AND PROFESSIONAL AND ADMINISTRATIVE OFFICE (PA) ZONING DISTRICTS; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

8.2 Sign Program Amendment SP-2026-0002, a request by Philip Del Rio on behalf of The Artist Tree for approval of a sign program amendment to amend Sign Program SP-547 to allow for various additional and modified signage at 24330 El Toro Road, Laguna Woods, CA 92637

Recommendation:

1. Receive staff report;
2. Open public hearing;
3. Receive public testimony;
4. Close public hearing; and
5. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-2026-0002, TO AMEND SIGN PROGRAM SP-547, TO ALLOW FOR VARIOUS ADDITIONAL AND MODIFIED SIGNAGE AT 24330 EL TORO ROAD, LAGUNA WOODS, CA 92637, AND DETERMINING AND

CERTIFYING THAT THE RESOLUTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

IX. CITY COUNCIL BUSINESS

9.1 Cannabis Microbusinesses
(agendized by Councilmember Horne)

Recommendation:

1. Direct the City Manager to draft an ordinance for future consideration by the City Council that would – if adopted by the City Council at a future meeting – authorize the operation of cannabis microbusinesses (California Department of Cannabis Control License Type 12) of less than 2,000 square feet that engage in the manufacturing (use of non-volatile solvents, mechanical extraction, and/or infusion only; no volatile solvent extraction), distribution, and non-storefront retail sale (delivery only; no in-person transactions) of cannabis and cannabis products. No cultivation of cannabis would be allowed.; and
2. Direct the City Manager to draft a resolution for future consideration by the City Council that would – if adopted by the City Council at a future meeting – set the rate of the cannabis business tax authorized by Measure T (Ordinance No. 22-01) for microbusinesses at the higher of the following: (a) 10% of gross receipts received or generated from sales for each monthly reporting period, or (b) $35.00 per square foot of floor area (annual tax rate) prorated monthly to one-twelfth of the annual tax rate amount.

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 Other Comments and Reports

- League of California Cities (Cal Cities) Annual Conference & Expo, September 23-25, 2026 – Mayor McCary, Mayor Pro Tem Lee, and Councilmember Moore

- 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, November 18, 2026 at 2 p.m.
Laguna Woods City Hall
24264 El Toro Road, Laguna Woods, CA 92637

LAGUNA WOODS CITY COUNCIL
GUIDE TO PUBLIC PARTICIPATION

FOR THE MEETING ON OCTOBER 21, 2026

FREQUENTLY ASKED QUESTIONS

City's website www.lagunawoods.gov **Laguna Woods City Hall's address** 24264 El Toro Road, Laguna Woods, CA 92637 **City Clerk's Office's telephone number** (949) 639-0500	**Zoom website** www.zoomgov.com **Zoom meeting ID** 161 548 2089 **Zoom passcode** 24264

When and where does the City Council meet regularly?

The City Council meets regularly on the third Wednesday of each month at 2:00 p.m. All meetings are held at Laguna Woods City Hall, unless otherwise indicated on the agenda. A list of upcoming meetings, including dates and times, is available on the City's website and at Laguna Woods City Hall during normal working hours.

When and where are City Council agendas posted?

City Council agendas are posted in accordance with the Ralph M. Brown Act (California Government Code Section 54950, et seq.). For regular meetings, agendas are posted at least 72 hours in advance of each meeting, typically on the preceding Friday. Posting deadlines vary for adjourned, special, and emergency meetings. Agendas are posted on the City's website and at Laguna Woods City Hall.

Are email notifications available for newly posted City Council agendas?

Yes. To sign up for email notifications of newly posted City Council agendas, please visit the City's website, email cityhall@lagunawoods.gov, or call the City Clerk's Office at (949) 639-0500. Please note that the City is not responsible for, and makes no guaranties or warranties related to, the transmission or receipt of email notifications.

HOW TO PROVIDE PUBLIC COMMENTS AND TESTIMONY

IN PERSON

Individuals who would like to provide public comments or testimony 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, when public comments or testimony are called for, for the item. Public comments on items *not* appearing on this agenda will be accepted during Item V.

Each speaker will have the opportunity to speak for up to three minutes once per agenda item, unless otherwise stipulated by the City Council. Speakers may not yield their time, or any portion thereof, to any other speaker.

Speakers are requested, but not required, to identify themselves. Speakers are advised that their names and any other information verbalized, displayed, or provided in writing to the City may be publicly disclosed. No speaker should expect privacy of such information.

Speakers are able to provide printed materials (e.g., documents and photographs) to the City Council in connection with their public comments and testimony. Printed materials must be handed to the City Clerk at or immediately prior to this meeting (the City Clerk's position at the dais is marked by a title plate affixed to the front of the dais). There are five members of the City Council. If fewer than five printed copies are handed to the City Clerk, all members of the City Council will not receive the materials until after this meeting has been adjourned. Eight printed copies are encouraged, but not required (one for each of the five members of the City Council and one each for the City Manager, City Attorney, and City Clerk). Speakers may also provide supplemental materials as written public comments and testimony, following the instructions in the following section titled "IN WRITING."

The City's projectors and audiovisual systems are not available for use in connection with public comments and testimony. Speakers who wish to provide the City Council with pre-recorded audio or video content may do so by email in MP3, MOV, or MP4 formats by following the instructions in the following section titled "IN WRITING."

To ensure each speaker is provided with an uninterrupted opportunity to speak for the full time allotted, 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. For public hearings, the City Council and City staff are asked to reserve any responses they wish to make to public testimony until after the public hearing is closed.

IN WRITING

Individuals who would like to provide written public comments or written testimony may do so by emailing them to cityhall@lagunawoods.gov, mailing them to Laguna Woods City Hall,

or delivering them to Laguna Woods City Hall during normal working hours. Written public comments and written testimony will be accepted until the respective item is heard.

Written public comments and written testimony received by email no later than 10:00 a.m. the day of this meeting will be forwarded to the City Council prior to or at the beginning of this meeting. All other written public comments and written testimony received by email will be forwarded to the City Council after this meeting has been adjourned. Written public comments and written testimony received by email after 10:00 a.m. the day of this meeting, but before the respective item is heard, will still be part of the meeting record and will be announced to the City Council while the respective item is being heard.

The City Council has discretion whether to have written public comments and written testimony read aloud during this meeting. If written public comments and written testimony are read aloud, the same time limits will apply as apply to verbal public comments and verbal testimony. Individuals will not be able to comment or provide testimony twice on the same item through a combination of verbal public comments or verbal testimony and written public comments or written testimony read aloud.

Individuals are requested, but not required, to identify themselves. Individuals are advised that their names and any other information provided in writing to the City may be publicly disclosed. No individuals should expect privacy of such information.

Individuals who wish to provide the City Council with pre-recorded audio or video content may do so by email in MP3, MOV, or MP4 formats. Pre-recorded audio or video content will not be played, shown, or read aloud during this meeting.

Written public comments and written testimony are not accepted on flash drives or other electronic devices. Individuals seeking to provide large files that cannot be emailed should divide files into several smaller files or consider using a file hosting or transfer service.

REMOTELY BY ZOOM

Public comments and testimony provided remotely by Zoom are subject to the same policies set forth in the preceding section titled “IN PERSON” and those set forth in this section.

Speakers will be allowed to turn on their cameras, but are not required to.

Speakers will not be allowed to share their screens.

Individuals are advised that names, telephone numbers, and any other information provided to or accessible by Zoom – including, but not limited to, audio and video from cameras and microphones – may be publicly visible and/or visible to the City and others. Such information may also be publicly disclosed. No party should expect privacy of such information.

Speakers who wish to provide the City Council with documents, photographs, or other written materials may do so by following the instructions in the preceding section titled "IN WRITING." Speakers who wish to provide the City Council with pre-recorded audio or video content may do so by following the instructions in the preceding section titled "IN WRITING."

The instructions that follow are provided as a courtesy only. Zoom is a third-party software program that is not owned or maintained by the City and, as such, instructions may change from time to time, or vary by application, browser, device, and/or version thereof. Individuals interested in attending and participating in this meeting remotely are advised to familiarize themselves with Zoom in advance of this meeting.

Using a computer, tablet, or similar device

- Visit www.zoomgov.com
- Click the "Join" button (if given an option, select "by meeting ID")
- Enter the following meeting ID: 161 548 2089
- Click the "Join" button
- Open Zoom following the on-screen prompts
- Enter the following meeting passcode: 24264
- Follow any additional on-screen prompts and enter information as required by Zoom
- Click the "Raise Hand" button when public comments or testimony are called for, for the item you wish to provide public comments or testimony on
- Click the "Unmute" button when you are called on to speak

Using a telephone

- Call (669) 216-1590
- Follow the prompts and provide the information required by Zoom
- Enter the following meeting ID: 161 548 2089
- There is no participant ID; follow prompts to bypass
- If asked for a passcode, enter the following passcode: 24264
- Press *9 to "raise your hand" when public comments or testimony are called for, for the item you wish to provide public comments or testimony on
- Press *6 to unmute your microphone when you are called on to speak

HOW TO HEAR AND/OR WATCH THIS MEETING REMOTELY

Audio and video of this meeting will be live streamed on Zoom. Audio will also be available by telephone. For more information on viewing and/or listening to this meeting, please refer to the preceding section titled "REMOTELY BY ZOOM."

The City also plans to:

- Live stream this meeting on YouTube (www.youtube.com/@cityoflagunawoods);

- Post a recording of this meeting on YouTube after this meeting;
- Live broadcast this meeting on Laguna Woods Village television channel 3; and
- Rebroadcast this meeting on Laguna Woods Village television channel 3 at 7:00 p.m. the same day, the following Monday at 8:00 p.m. the second Wednesday after at Noon, and the second Friday after at 1:00 p.m.

Neither public comments nor testimony will be accepted via YouTube or Laguna Woods Village television channel 3. In the event of technical difficulties affecting YouTube and/or Laguna Woods Village television channel 3, this meeting will proceed.

HOW TO VIEW CAPTIONING

The City plans to provide live, human-generated captioning for this meeting on the Laguna Woods Village television Channel 3 live broadcast, YouTube live stream, and recording posted on YouTube after this meeting.

Zoom's automatic captioning function will be activated on the Zoom live steam.

YouTube's automatic captioning function may be activated on the YouTube live stream and recording posted on YouTube after this meeting.

In all cases, individuals may need to enable captioning for captioning to be visible.

HOW TELEPHONIC OR INTERNET SERVICE DISRUPTIONS WILL BE HANDLED

Telephonic or internet service disruptions that prevent members of the public from attending or observing City Council meetings will be handled in accordance with City Administrative Policy 1.4. City Administrative Policy 1.4 is available on the City's website and at Laguna Woods City Hall during normal working hours.

HOW TO REQUEST MODIFICATIONS OR ACCOMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT ("ADA")

The City intends to comply with the ADA.

This meeting will be held in the Council Chambers at Laguna Woods City Hall. The Council Chambers is equipped with a hearing loop that can be used by individuals with t-coil or telecoil-enabled hearing aids or cochlear implants. No request for disability-related modification or accommodation is required to use the hearing loop.

Individuals who require disability-related modifications or accommodations to participate

in this meeting – including, but not limited to, auxiliary aids or services – may request such modifications or accommodations by emailing cityhall@lagunawoods.gov or calling the City Clerk's Office at (949) 639-0500. Requests can also be made with the assistance of the California Relay Service by calling (800) 735-2929/TTY (800) 735-2922. The City requests at least two business days' notice to effectively facilitate the provision of reasonable modifications or accommodations.

NOTICE REGARDING CHALLENGING QUASI-ADJUDICATIVE DECISIONS

California Code of Civil Procedure Section 1094.6 et seq. sets forth the procedure for judicial review of most quasi-adjudicative decisions of the Laguna Woods City Council, such as decisions regarding development projects. If an interested party wishes to challenge a decision in court, they may be limited to raising only the issues they or someone else raised prior to the Laguna Woods City Council voting on such decision, whether through verbal comments at the Laguna Woods City Council meeting during consideration of the decision and/or in written correspondence delivered to the City Clerk's Office at Laguna Woods City Hall prior to the decision being made. Judicial challenges may also be limited or barred where the interested party has not exhausted all available administrative remedies.

4.1

CALIFORNIA SENATE BILL 897 (2025-2026) AND CALIFORNIA ASSEMBLY BILL 113 (2025-2026) – SENATOR STEVEN CHOI, PH.D.

(NO WRITTEN REPORT)

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4.2
LEGISLATIVE UPDATE – ASSEMBLYMEMBER DIANE DIXON
(NO WRITTEN REPORT)

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4.3
SENIOR MOBILITY PROGRAM ANNUAL REPORT – FISCAL YEAR 2025-26

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Senior Mobility Program
Annual Report

Fiscal Year 2025-26 (July 1, 2025 - June 30, 2026)

The Senior Mobility Program subsidizes the cost of taxi travel for Laguna Woods residents who are at least 60 years of age. Made possible, in part, with the generous support of the Orange County Transportation Authority and Orange County's Measure M half-cent sales tax, the Senior Mobility Program promotes lifelong mobility through the provision of affordable, older adult-oriented transportation services.

5,374
Enrollment
This represents approximately **30.5%** of Laguna Woods residents who are at least 60 years of age (2020 U.S. Census).

76.1
Average Age of Participants
This is based on the age of participants at the time of enrollment.

76.0
Median Age of Participants
For comparison, the median age of Laguna Woods residents is **74.9** (2020 U.S. Census).

Subsidized Taxi Travel Provided

City Hall/Public Library
141 *Trips (One-Way)* | **350.10** *Miles Traveled*

John Wayne Airport
3,172 *Trips (One-Way)* | **40,240.99** *Miles Traveled*

Other; up to 10 miles
18,156 *Trips (One-Way)* | **79,276.70** *Miles Traveled*

Transportation Centers*
FREE FOR RESIDENTS

642 *Trips (One-Way)* | **3,871.60** *Miles Traveled*

VA Long Beach
126 *Trips (One-Way)* | **3,720.50** *Miles Traveled*

Other; over 10 miles
7,522 *Trips (One-Way)* | **125,076.10** *Miles Traveled*

**Irvine, Laguna Hills, Santa Ana*

Total:

29,759 *Trips (One-Way)*

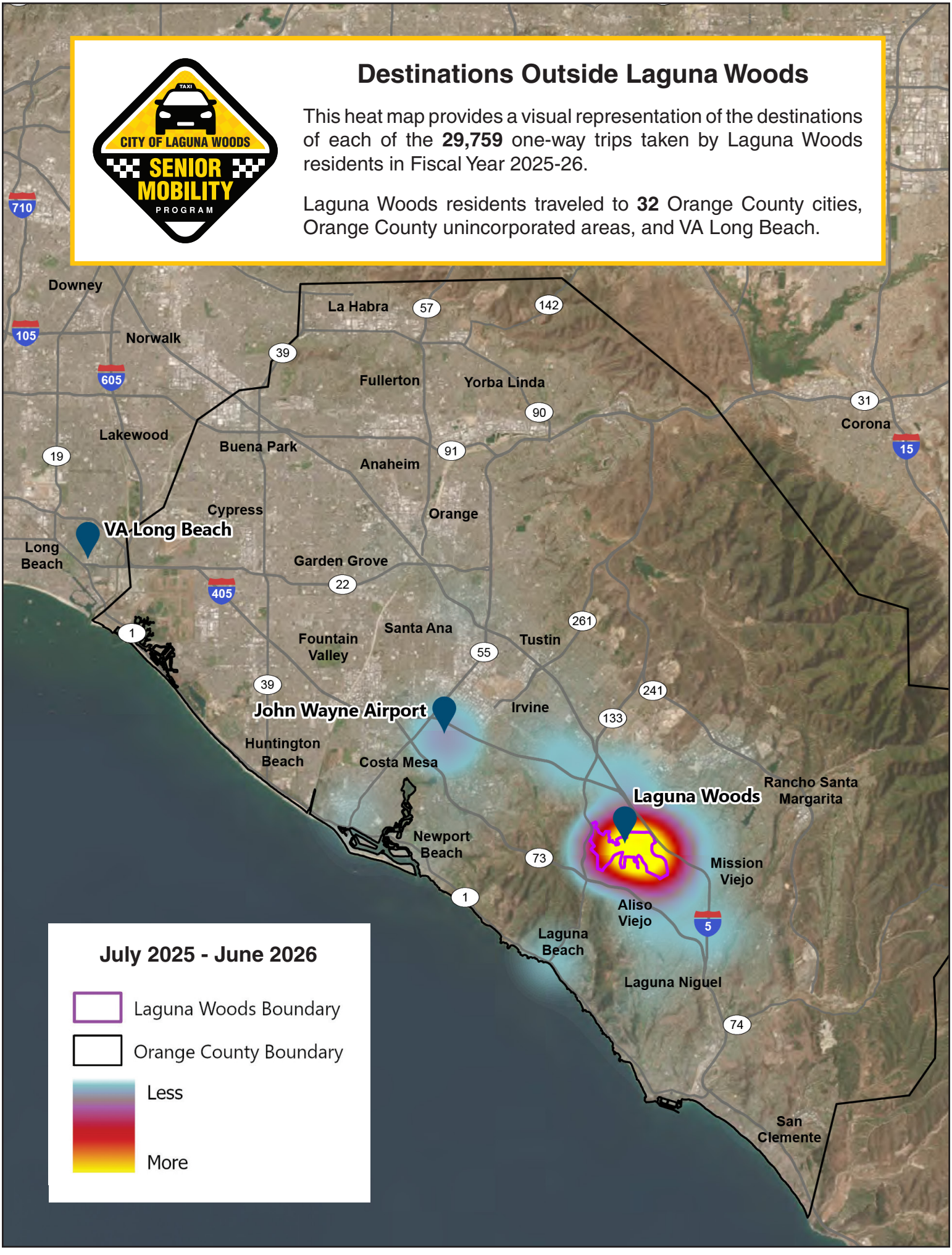
252,535.99 *Miles Traveled*

City Expenditures

$510,799.48

$292,847.82 *Outside Funding*

$217,951.66 *City's General Fund*


CITY OF LAGUNA WOODS
SENIOR MOBILITY PROGRAM
Destinations Outside Laguna Woods
This heat map provides a visual representation of the destinations of each of the 29,759 one-way trips taken by Laguna Woods residents in Fiscal Year 2025-26.
Laguna Woods residents traveled to 32 Orange County cities, Orange County unincorporated areas, and VA Long Beach.
Downey
La Habra
Norwalk
Fullerton
Yorba Linda
Corona
Lakewood
Buena Park
Anaheim
Cypress
Orange
VA Long Beach
Long Beach
Garden Grove
Santa Ana
Fountain Valley
Tustin
John Wayne Airport
Irvine
Huntington Beach
Costa Mesa
Laguna Woods
Rancho Santa Margarita
Newport Beach
Mission Viejo
Aliso Viejo
Laguna Beach
Laguna Niguel
San Clemente
710
105
605
57
142
39
90
31
15
19
91
405
22
1
261
55
241
133
73
5
74
July 2025 - June 2026
Laguna Woods Boundary
Orange County Boundary
Less
More

6.1
CITY TREASURER'S REPORT

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CITY OF LAGUNA WOODS

City Treasurer's Report
Monthly Financial Snapshot

September 2026
(prepared 10/15/26)

Financial Assets IN THE BANK as of September 30, 2026

BY FUND

General Fund (Operating) **$7,056,492**

General Fund (Reserves) **$4,762,600**

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 **$3,059,067**

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) **$14,878,159**

BY INVESTMENT TYPE

Cash and Cash Equivalents **$771,964**
5.19% of portfolio

Pooled Money Investment Accounts **$7,887,788**
53.02% of portfolio

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

Investments - Earning **$6,218,407**
41.79% of portfolio

This includes certificates of deposit.

Total (All Funds) **$14,878,159**

Financial Assets HELD IN TRUST FUNDS as of September 30, 2026

California Employers' Pension Prefunding Trust Fund *(CEPPT)* **$601,261**

- **New Contributions** **$0**
- **Gain/(Loss) from Month Prior** **($15,867)**

The CEPPT is used to prefund employee pension obligations.

California Employers' Retiree Benefit Trust Fund *(CERBT)* **$164,182**

- **New Contributions** **$0**
- **Gain/(Loss) from Month Prior** **($5,182)**

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.*

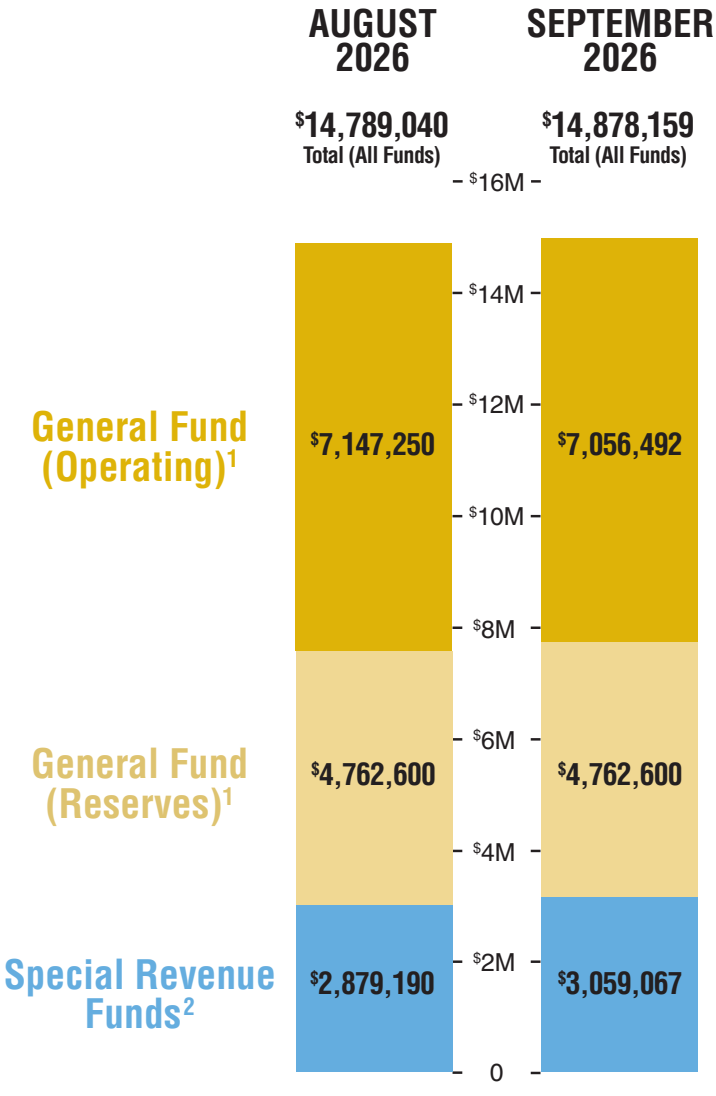
CITY OF LAGUNA WOODS

September 2026
(prepared 10/15/26)

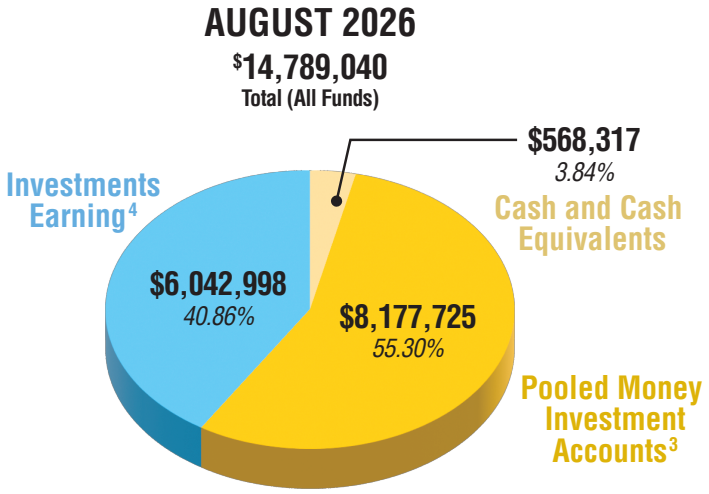
City Treasurer's Report
Monthly Financial Comparison

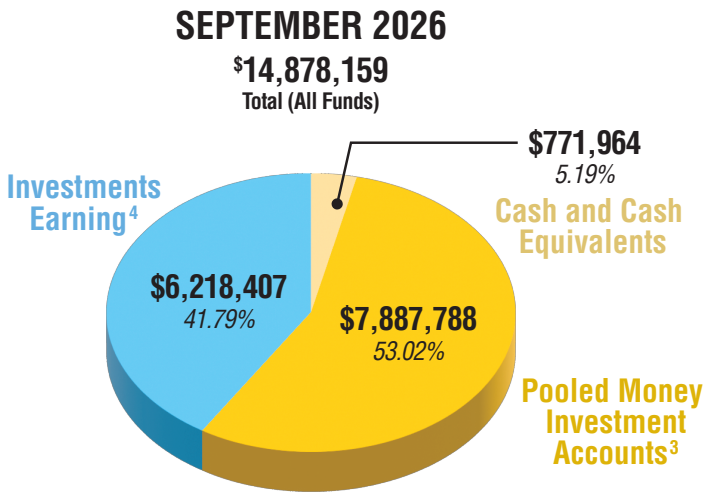
Comparison of Financial Assets IN THE BANK
August 2026 and September 2026

BY FUND



BY INVESTMENT TYPE





[1] *General Fund: 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.*

[2] *Special Revenue Funds: 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.*

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

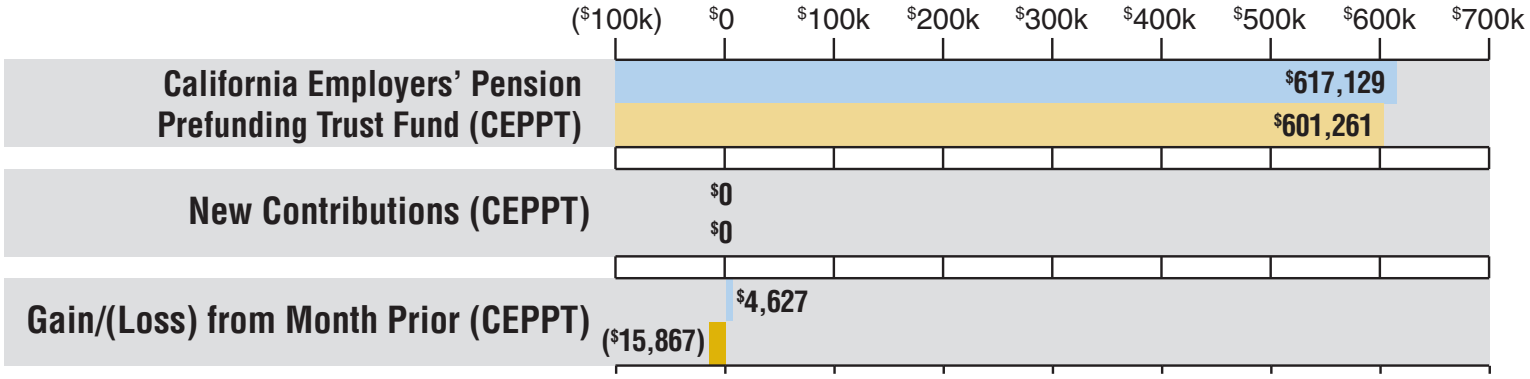
[4] *This includes certificates of deposit.*

Comparison of Financial Assets HELD IN TRUST FUNDS
August 2026 and September 2026

August 2026 | September 2026

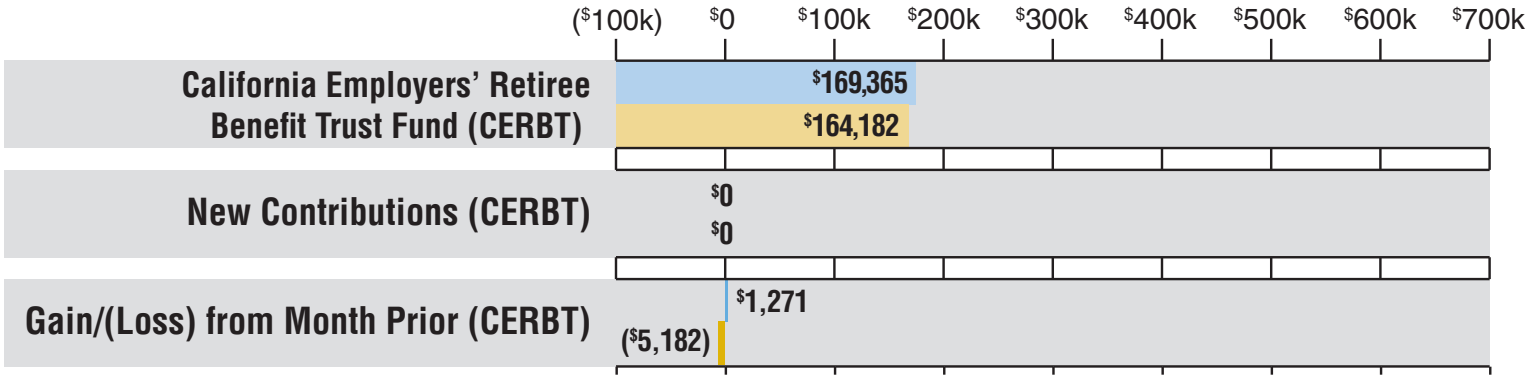
California Employers' Pension Prefunding Trust Fund (CEPPT)

The CEPPT is used to prefund employee pension obligations.



California Employers' Retiree Benefit Trust Fund (CERBT)

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 comparison reflects only revenue known and expenditures paid for the month referenced as of the date prepared. The amounts attributed to the month prior reflect the same amounts included on the monthly financial snapshot for the month prior. 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 comparison, 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 September 30, 2026

CASH AND INVESTMENTS

	Beginning Balances As of 08/31/26	Earnings & Receipts	Disbursements	Purchases, Transfers & Other Adjustments	Ending Balances As of 09/30/26	% of Total Cash & Investment Balances	Maximum % Allowed per Investment Policy
Cash and Cash Equivalents							
Analyzed Checking Account (Note 1)	$ 501,946	$ 889,917	$ (739,281)	$ 55,000	$ 707,581	4.76%	
Money Market Funds, Multi-Bank Securities (MBS) Account (Note 4)	$ 9,806	$ 16,496	$ (10,361)	$ -	$ 15,941	0.11%	
Earned Interest in Transit and Accrued Interest, MBS Account (Note 4)	$ 42,588	$ 21,043	$ (16,496)	$ -	$ 47,135	0.32%	
Petty Cash	$ 560	$ 140	$ (92)	$ -	$ 608	0.00%	
Laguna Woods Civic Support Fund Checking Account	$ 13,417	$ 0.06	$ (12,719)	$ -	$ 699	0.00%	
Total Cash and Cash Equivalents	$ 568,317	$ 927,595	$ (778,948)	$ 55,000	$ 771,964	5.19%	100.00%
Pooled Money Investment Accounts							
Local Agency Investment Fund (LAIF - fair value) (Notes 2 and 3)	$ 4,939,969	$ -	$ -	$ -	$ 4,939,969	33.20%	
California Asset Management Program (CAMP - fair value) (Notes 2 and 3)	$ 3,237,756	$ 10,063	$ -	$ (300,000)	$ 2,947,819	19.81%	
Total Pooled Money Investment Accounts	$ 8,177,725	$ 10,063	$ -	$ (300,000)	$ 7,887,789	53.02%	90.00%
Investments - Interest and Income Bearing							
Certificates of Deposit - non-negotiable (fair value) (Note 2)	$ 6,042,998	$ -	$ -	$ 175,409	$ 6,218,407	41.80%	
Total Investments - Interest and Income Bearing	$ 6,042,998	$ -	$ -	$ 175,409	$ 6,218,407	41.80%	90.00%
TOTAL	$ 14,789,040	$ 937,659	$ (778,948)	$ (69,591)	$ 14,878,159	100.00%	

Summary of Total Cash, Cash Equivalents, and Investments:

	General Fund	Special Revenue Funds	Totals
Analyzed Checking Account	$ (2,350,787)	$ 3,058,368	$ 707,581
Money Market Funds, MBS Account	$ 15,941	$ -	$ 15,941
Earned Interest in Transit and Accrued Interest, MBS Account	$ 47,135	$ -	$ 47,135
Petty Cash	$ 608	$ -	$ 608
LAIF	$ 4,939,969	$ -	$ 4,939,969
CAMP	$ 2,947,819	$ -	$ 2,947,819
Certificates of Deposit	$ 6,218,407	$ -	$ 6,218,407
Laguna Woods Civic Support Fund Checking Account	$ -	$ 699	$ 699
Totals	$ 11,819,092	$ 3,059,067	$ 14,878,159

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended September 30, 2026

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)														
15643VAH5	2025-9	CENTRIS FED CR UN	12 months	09/26/25	10/03/25	245,000	244,988	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	245,586	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	244,642	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	234,612	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	243,077	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	244,302	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	243,812	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	244,944	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	243,258	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	199,898	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	242,246	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	245,929	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	247,423	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	241,705	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	239,571	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	243,359	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	238,953	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	239,309	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	236,285	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	237,488	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	233,870	245,000	3.750	Semi-Annual	04/08/26	Green*	3.750	10/08/30
61776NE82	2025-11	MORGAN STANLEY PRIVATE BANK	60 months	11/13/25	11/19/25	245,000	233,916	245,000	3.800	Semi-Annual	05/19/25	Green***	3.800	11/19/30
59013LKJ2	2026-1	MERRICK BK	60 months	03/27/26	03/31/26	245,000	234,781	245,000	4.000	Monthly	05/01/26	Green*	4.000	03/31/31
949764WZ3	2026-2	WELLS FARGO BK	60 months	05/21/26	05/29/26	245,000	236,842	245,000	4.250	Monthly	06/29/26	Green*	4.250	05/29/31
15118R5L7	2026-3	CELTIC BK	60 months	06/03/26	06/24/26	245,000	236,160	245,000	4.200	Monthly	07/24/26	Green*	4.250	06/24/31
73319FEE5	2026-4	POPPY BK	60 months	09/16/26	09/25/26	245,000	241,452	245,000	4.750	Semi-Annual	03/25/27	Green***	4.750	09/25/31
		Accrued Interest - Month End					47,135							
		Total CDs				**6,315,000**	**6,265,542**	**6,315,000**						

(*) 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	4,945,499	4,939,969	4,945,499	Note 3	Quarterly	N/A	N/A	N/A	N/A
N/A	N/A	California Asset Management Program (CAMP)	N/A	Various	Various	2,947,819	2,947,819	2,947,819	Note 3	Monthly	N/A	N/A	N/A	N/A
		Total PMIA				**7,893,318**	**7,887,789**	**7,893,318**						

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended September 30, 2026

CASH AND INVESTMENTS

	Beginning Balances As of 08/31/26	Contributions / (Withdrawals)	Administrative Fees & Investment Expense	Unrealized Gain / (Loss)	Ending Balances As of 09/30/26
Other Post-Employment Benefits (OPEB) Trust					
CalPERS California Employers' Retiree Benefit Trust (CERBT) (Note 2)	$ 169,365	$ -	$ (10)	$ (5,173)	$ 164,182
(CERBT holds all assets and administers the OPEB Trust)					
Employer Pension Contributions Trust					
CalPERS California Employers' Pension Prefunding Trust (CEPPT) (Note 2)	$ 617,129	$ -	$ (115)	$ (15,752)	$ 601,261
(CEPPT holds all assets and administers the Employer Pension Contributions Trust)					
Total Other Funds - Held in Trust	$ 786,493	$ -	$ (125)	$ (20,925)	$ 765,443

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

City of Laguna Woods

City Treasurer's Report

For the Month Ended September 30, 2026

CASH AND INVESTMENTS

Notes:

Note 1 - Analyzed Checking Account / Monthly activity reported does not reflect September 2026 vendor invoicing processed after the date of this report.

Note 2 - During September 2026, 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 ($5,529.80) to reflect fair market value of the investment at June 30, 2026.

CAMP / The City made no deposits to the CAMP account. The City withdrew $300,000 and transferred the amount to the City's checking account for the purchase of a Certificate of Deposit. Interest earned and posted in September 2026 was $10,063.47.

Investments / There were no maturities of investments. The City invested $245,000 cash balance in the Poppy Bank Certificate of Deposit for a 60-month term at a 4.750% yield rate. Investments were adjusted in the amount of ($69,591.40) to report balances at fair market value as of September 30, 2026.

OPEB Trust / The City made no contributions to or withdrawals from the OPEB Trust. The OPEB Trust experienced a net loss of ($5,182.45) in September 2026.

Employer Pension Contributions Trust / The City made no contributions to or withdrawals from the CEPPT account. The Trust experienced a net loss of ($15,867.49) in September 2026.

Note 3 - Investment earnings on pooled money investment accounts deposited and reported in September 2026 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	3.908%	October 2026	The average pool interest yield for September 2026 was 3.908% and the City's yield will be slightly lower based on allocation ratios and administrative fees to be deducted. Earnings are paid on a quarterly basis.
CAMP	Monthly	$10,063.47	September 30, 2026	3.870%	October 2026	The monthly distribution yield for September 2026 was 3.870%. Earnings are paid on a monthly basis.

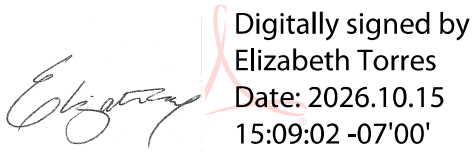
Note 4 - CDs / The stated earnings rate for CDs is a fixed rate for the full term. The City earned interest of $16,495.94 and transferred out $10,360.81 in Money Market Funds balances to the City's checking account in September 2026. Money Market Funds to be invested or paid out are classified separately on page 1 of 4. The Money Market Funds 30-day yield at September 30, 2026 was 2.78%. The City's portfolio also has $47,134.96 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.



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: October 21, 2026 City Council Meeting

SUBJECT: Consent Calendar Summary

Recommendation

Approve all proposed actions on the October 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 October 21, 2026 Consent Calendar contains the following items:

7.1 City Council Minutes

Approval of the City Council meeting minutes for the regular meeting on September 16, 2026.

7.2 Payment Register

Approval of the payment register dated October 21, 2026 in the amount of $739,232.76. A list of payments is included in the agenda packet; detailed information about individual payments is available at or from City Hall.

7.3 Investment of Financial Assets Policy and Related Committees

1. Adoption of a resolution reviewing and adopting an annual statement of the investment policy, adopting a new investment policy, eliminating the Investment Policy Review Committee and renewing the City Council's delegation of investment authority to the City Treasurer pursuant to California Government Code Section 53607; and

2. Adoption of a resolution adopting Administrative Policy 1.6 pertaining to the establishment and operation of an Investment Committee of the City Council.

An agenda report is included with additional information.

7.4 Federal and State Disaster Assistance

Adoption of a resolution repealing Resolution No. 23-04 and making designation and authorizations related to applications, assurances, and agreements for federal and state disaster financial assistance and grant programs including, but not limited to, authorizing the completion, execution, and filing of the California Governor's Office of Emergency Services' Designation of Applicant's Agent Resolution for Non-State Agencies (OES-FPD-130) Form. The State of California requires all non-state agency applicants for federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act, to designate authorized agents for the same by resolution approved by the respective governing body within three years preceding the date of any application for such financial assistance. The proposed resolution would continue the City's practice of designating the City Manager and Administrative Services Director/City Treasurer as the City's agents and make related authorizations. Resolution No. 23-04 contains previous designations and authorizations that would be superseded by the proposed resolution. Resolution No. 23-04 is available at or from City Hall.

7.5 Conflict of Interest Code

Adoption of a resolution determining that no changes in the conflict of interest code adopted by Resolution No. 18-27 are necessary following the review required by California Government Code Section 87306.5. State law requires the City to review its conflict of interest codes at least every even-numbered year and identify whether any changes in conflict of interest codes are necessitated by changed circumstances by October 1 of the same year. Staff has reviewed the existing conflict of interest code (Attachment B) and determined that there are no changed conditions that necessitate changes. Staff recommends that the City Council review the existing conflict of interest code and, if no

changed circumstances are identified that necessitate changes, adopt the proposed resolution (Attachment A).

7.6 Catch Basin Maintenance Services

Approval of an extension of the agreement with United Storm Water, Inc. for catch basin maintenance services and authorization for the City Manager to execute the extension, subject to approval as to form by the City Attorney. The proposed extension is for one year from November 1, 2026 through October 31, 2027 with no changes to rates or other terms. The proposed extension is allowed for in the existing agreement and would ensure service continuity during the El Niño event and upcoming wet season.

7.7 Hazardous Waste Handling Services

1. As permitted by Laguna Woods Municipal Code Section 3.06.100(b), waiver of the competitive bidding requirements set forth in Laguna Woods Municipal Code Section 3.06.080(c) for an extension of the agreement with WM Curbside, LLC for hazardous waste handling services;

2. Ratification of the City Manager's one-month extension of the agreement with WM Curbside, LCC for hazardous waste handling services, from October 1, 2026 through October 31, 2026; and

3. Approval of an extension and amendment of the agreement with WM Curbside, LLC for hazardous waste handling services and authorization for the City Manager to execute the extension and amendment, subject to approval as to form by the City Attorney.

The recommendations would extend WM Curbside's existing services through June 30, 2027. Staff is proposing this extension to allow the next competitive procurement process for hazardous waste handling services to result in an agreement that would take effect concurrently with the next two-year budget. The proposed rate changes in Attachment B only memorialize existing rates; WM Curbside is offering to continue existing rates unchanged through June 30, 2027.

7.8 Pedestrian Accessibility Improvement Project: Phase 10

1. Approval of the Pedestrian Accessibility Improvement Project: Phase 10 plans and specifications as prepared by the project engineer;

2. Approval of a notice of exemption for the Pedestrian Accessibility Improvement Project: Phase 10 finding that the project is categorically exempt from the California Environmental Quality Act ("CEQA") and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law; and

3. Award of a contract agreement to Van Engineering, Inc. for the construction of the Pedestrian Accessibility Improvement Project: Phase 10, in the amount of $129,974.00, plus authorized change orders not to exceed 10% ($12,997.40) of the base amount; and authorization for 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.

An agenda report is included with additional information.

7.9 Woods End Wilderness Preserve Trail Drainage and Improvement Project

Adoption of a resolution amending and adopting the Fiscal Year 2026-27 budget for Fiscal Year 2026-27 commencing July 1, 2026 and ending June 30, 2027, increasing General Fund and Capital Projects Fund appropriations for the Woods End Wilderness Preserve Trail Drainage and Improvement Project. The proposed resolution would increase the budget for the Woods End Wilderness Preserve Trail Drainage and Improvement Project by $32,949 to accommodate final project expenses.

7.10 Traffic Signal Interconnect Conduit License Agreement

Approval of a license agreement with the City of Laguna Hills (the "El Toro Road and Moulton Parkway Traffic Signal Interconnect Conduit License Agreement"), granting the City of Laguna Hills a license to use a designated portion of the City of Laguna Woods' signal interconnect conduits to install the City of Laguna Hills' own fiber optic cable to connect the northern area of the City of Laguna Hills' traffic signal network to the remainder of the City of Laguna Hills' network, and authorization for the City Manager to execute the license agreement, subject to approval as to form by the City Attorney. The proposed license agreement would allow the City of Laguna Hills to achieve redundant traffic signal network connectivity by connecting Laguna Hills' north network to the rest of their network using the City of Laguna Woods' existing signal interconnect conduits.

7.11 Public Safety Grant Program

Adoption of a resolution adopting modifications to Administrative Policy 5.1 pertaining to the establishment of a public safety grant program and related funding programs, and modifying allocations of existing fiscal years 2025-26 and 2026-27 General Fund budget appropriations to funding programs. The proposed resolution (Attachment A) would modify Administrative Policy 5.1 to reallocate funds between existing grant funding programs based on demand; add non-structural technical services (e.g., information technology support) as an eligible reimbursable expense from the Connect Orange County Incentives Funding Program, subject to the existing maximum reimbursement amount; and, make timing more flexible for the Connect Orange County Incentives Funding Program. A redline version of Administrative Policy 5.1 identifying the proposed modifications is included as Attachment B.

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
September 16, 2026
2:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

I. CALL TO ORDER

Mayor McCary called the Regular Meeting of the City Council of the City of Laguna Woods to order at 2:00 p.m.

II. ROLL CALL

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

(Note: The pledge of allegiance occurred prior to Roll Call.)

Micki Nozaki, resident, led the pledge of allegiance.

IV. PRESENTATIONS AND CEREMONIAL MATTERS

4.1 Constitution Day and Citizenship Day – September 17, 2026; Constitution Week – September 17-23, 2026

City Clerk Trippy read the proclamation.

Councilmembers made comments.

Moved by Councilmember Moore, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

4.2 Hunger Action Month – September 2026

City Clerk Trippy read the proclamation.

Hallie Stohler-Plaza, OC Hunger Alliance Director, Abound Food Care, made comments

Councilmembers made comments.

Moved by Councilmember Moore, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

4.3 Fire Prevention Week – October 4-10, 2026

City Clerk Trippy read the proclamation.

Reid Gibson, Division Chief, Orange County Fire Authority, and Milton Neira, Orange County Fire Authority, made comments.

Councilmembers made comments.

Moved by Councilmember Moore, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to approve and present the proclamation.

Mayor McCary called for a brief recess to take photos.

The meeting was called back to order at 2:28 p.m.

4.4 Orange County Mosquito and Vector Control District Presentation
(agendized by Mayor Pro Tem Lee)

Mayor Pro Tem Lee introduced the item.

An Orange County Mosquito & Vector Control District video regarding West Nile Virus was played.

Brian Brannon, Public Information Officer, Orange County Mosquito & Vector Control District, made a presentation.

Councilmembers discussed the item and Mr. Brannon responded to related questions.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

City Clerk Trippy read written public comments from Alex Brown regarding OC Animal Care.

VI. CITY TREASURER'S REPORT

6.1 City Treasurer Report

Administrative Services Director/City Treasurer Torres made a presentation.

Moved by Councilmember Conners, seconded by Councilmember Horne, and carried unanimously on a 5-0 vote, to receive and file the City Treasurer's Report for the month of August 2026.

VII. CONSENT CALENDAR

Moved by Councilmember Horne, seconded by Councilmember Moore, and carried unanimously on a 5-0 vote, to approve Consent Calendar items 7.1-7.3.

7.1 City Council Minutes

Approved the City Council meeting minutes for the regular meeting on August 12, 2026, and the regular meeting on August 19, 2026.

7.2 Payment Register

Approved the payment register dated September 16, 2026, in the amount of $841,565.55.

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

1. Approved the final record plans and specifications reflecting completion of the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 – Expanded Scope" as prepared by the project engineer;
2. Accepted the project completion of the contract agreement with Bear Electrical Solutions, LLC for the construction of the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 – Expanded Scope" and authorized the City Manager to execute and record, or cause to be executed and recorded, a notice of completion with the County of Orange; and
3. Authorized the City Manager to release the contract retention payment withheld by state law, and exonerate project posted bonds, for the "Americans with Disabilities Act (ADA) Pedestrian Accessibility Improvement Project: Phase 9 – Expanded Scope", 35 days following recordation of the notice of completion with the County of Orange to the extent allowed by state law.

VIII. PUBLIC HEARINGS

8.1 Orange County Enhanced Mobility for Seniors and Individuals with Disabilities (EMSD) Grant Program

City Manager Macon made a presentation.

Councilmembers discussed the item and staff responded to questions.

Mayor McCary opened the public hearing.

Jose Campos, on behalf of the Golden Rain Foundation of Laguna Woods, spoke in support of the item.

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

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

1. Ratify and approve the City Manager's submission of an application to the Orange County Transportation Authority for funding from the 2026 Orange County Enhanced Mobility for Seniors and Individuals with Disabilities ("EMSD") Grant Program to support the City's Senior Mobility Program;
2. Determine and certify that the public hearing and submittal of an application for funding from the EMSD Grant Program are not subject to the California Environmental Quality Act ("CEQA") pursuant to sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3; and
3. Adopt a resolution titled:

> A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, DETERMINING AND CERTIFYING THAT THERE ARE NO NON-PROFIT AGENCIES READILY AVAILABLE TO PROVIDE THE SERVICE PROPOSED IN THE CITY'S APPLICATION TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY FOR FUNDING FROM THE 2026 ORANGE COUNTY ENCHANCED MOBILITY FOR SENIORS ANND INDIVIDUALS WITH DISABILITIES ("EMSD") GRANT PROGRAM; AND DETERMINING AND CERTIFYING THAT THE RESOLUTION IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS

IX. CITY COUNCIL BUSINESS

9.1 Building, Planning, Encroachment, and Grading Permit Fees

City Manager Macon made a presentation.

Moved by Councilmember Horne, seconded by Councilmember Conners, and carried unanimously on a 5-0 vote, to approve the second reading and adopt an ordinance – read by title with further reading waived – titled:

> AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 10.02.050 TO

CHAPTER 10.02 OF TITLE 10 (BUILDINGS AND CONSTRUCTION) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO THE WAIVER OR REDUCTION OF CITY-ENACTED BUILDING FEES FOR SPECIFIED PURPOSES INCLUDING, BUT NOT LIMITED TO, PURPOSES CONSISTENT WITH CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 17951.5 AND 17951.7 AND LAGUNA WOODS GENERAL PLAN HOUSING ELEMENT PROGRAMS H-1.2.5. AND H-2.2.2.; AND DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

9.2 Wildfire Detection Cameras

City Manager Macon made a presentation, which included playing an AlertCalifornia video.

Reid Gibson, Division Chief, Orange County Fire Authority, made a presentation.

Councilmembers discussed the item. Staff and Division Chief Gibson responded to questions.

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

1. Approve a site access and use memorandum of understanding with The Regents of the University of California on behalf of the University of California, San Diego for the benefit of its Scripps Institution of Oceanography for the purposes of installing, monitoring, and maintaining a network of cameras and related equipment to be used by the ALERTCalifornia public safety program, and authorize the Mayor to execute the site access and use memorandum of understanding, subject to approval as to form by the City Attorney; and
2. Approve a memorandum of understanding with Laguna Woods Mutual No. 50 to allow the City to install, operate, and maintain wildfire detection cameras at The Towers located at 24055 Paseo Del Lago W, Laguna Woods, CA 92637, and authorize the Mayor to execute the memorandum of understanding, subject to approval as to form by the City Attorney.

9.3 Transit Shelter and Street Furniture Project

City Manager Macon made a presentation.

Sue Quam, resident, made comments.

Councilmembers discussed the item and staff responded to questions.

X. CITY COUNCIL REPORTS AND COMMENTS

10.1 Coastal Greenbelt Authority

Councilmember Conners provided a report.

10.2 Orange County Fire Authority

Councilmember Horne provided a report, including playing an Orange County Fire Authority video.

Reid Gibson, Division Chief, Orange County Fire Authority, made comments.

10.3 Orange County Library Advisory Board

Councilmember Moore provided a report.

10.4 Orange County Mosquito and Vector Control District

Mayor Pro Tem Lee provided a report and responded to a question from Councilmember Conners.

10.5 San Joaquin Hills Transportation Corridor Agency

Councilmember Conners provided a report.

10.6 South Orange County Watershed Management Area

No report

10.7 Other Comments and Reports

- League of California Cities (Cal Cities) Orange County Division Meeting & Board of Directors Election, August 27, 2026 – Mayor McCary and Councilmember Moore

  Mayor McCary and Councilmember Moore provided reports.

- Other Comments and Reports – None

XI. CLOSED SESSION – None

XII. CLOSED SESSION REPORT – None

XIII. ADJOURNMENT

The meeting was adjourned at 4:20 p.m. The next regular meeting will be at 2:00 p.m. on Wednesday, October 21, 2026, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

_____
YOLIE TRIPPY, CMC, City Clerk

Approved: October 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
October 21, 2026

This Report Covers the Period 09/01/2026 through 09/30/2026

	Date	Vendor Name	Description	Amount
Debit		***Automatic Bank Debits:***		
Debit	09/02/2026	GLOBAL PAYMENTS / OPEN EDGE	Credit Card Processing Fees / August 2026	1,543.29
Debit	09/03/2026	NAVIA BENEFIT SOLUTIONS, INC.	Employee Benefit Program / August & September 2026	83.55
Debit	09/04/2026	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 08/07/26	6,974.36
Debit	09/04/2026	CALPERS - RETIREMENT	Retirement Contributions / Pay Period Ended 08/07/26	3,790.72
Debit	09/04/2026	DELTA DENTAL OF CALIFORNIA	Employee Benefit Program / September 2026	796.03
Debit	09/09/2026	CALPERS - HEALTH	Employee Benefit Program / September 2026	20,484.93
Debit	09/09/2026	NAVIA BENEFIT SOLUTIONS, INC.	125 Cafeteria Plan Administration / August 2026	200.00
Debit	09/10/2026	NAVIA BENEFIT SOLUTIONS, INC.	Employee Benefit Program / September 2026	20.00
Debit	09/10/2026	COUNTY OF ORANGE - SHERIFF	Law Enforcement Services / September 2026	302,146.58
Debit	09/10/2026	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 09/04/26	38,272.48
Debit	09/10/2026	ADP TAX	Payroll Taxes / Pay Period Ended 09/04/26	17,722.66
Debit	09/11/2026	NAVIA BENEFIT SOLUTIONS, INC.	Employee Benefit Program / September 2026	32.41
Debit	09/11/2026	ADP PAYROLL SERVICES	Payroll Processing Fees / August 2026	601.00
Debit	09/14/2026	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 09/04/26	4,130.92
Debit	09/15/2026	AIRESPRING, INC.	City Hall Internet Service / September 2026	597.64
Debit	09/15/2026	U.S. BANK	Bank Service Charges / August 2026	68.70
Debit	09/18/2026	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 08/21/26	2,534.84
Debit	09/18/2026	CALPERS - RETIREMENT	Retirement Contribution / Pay Period Ended 08/21/26	6,878.38
Debit	09/18/2026	ADP PAYROLL SERVICES	Payroll Processing Fees / August 2026	111.00
Debit	09/24/2026	NAVIA BENEFIT SOLUTIONS, INC.	Employee Benefit Program / September 2026	173.36
Debit	09/24/2026	ADP WAGE PAY	Payroll Transfer / Pay Period Ended 09/18/26	42,089.65
Debit	09/24/2026	ADP TAX	Payroll Taxes / Pay Period Ended 09/18/26	20,217.11
Debit	09/25/2026	MISSION SQUARE RETIREMENT	Employee Benefit Program / Pay Period Ended 09/18/26	2,587.32
Check Number		***Checks:***		
9704	09/03/2026	ALLIANCE BUILDING MAINTENANCE, LLC	Janitorial Services / July 2026	3,050.00
9705	09/03/2026	AMAZON CAPITAL SERVICES	Office Supplies / July 2026	1,078.09
9706	09/03/2026	AT&T	Telephone / 458-3487 / August 2026	53.70
9707	09/03/2026	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / July 2026	5,166.00
9708	09/03/2026	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / August 2026	44,577.96
9709	09/03/2026	CARAHSOFT TECHNOLOGY CORP	Computer Software	5,149.80
9710	09/03/2026	GOVERNMENT FINANCE OFFICERS	Membership Dues / October 2026 - September 2027	500.00
9711	09/03/2026	LSA ASSOCIATES, INC.	Planning Services / July 2026	1,123.98
9712	09/03/2026	MARC DONOHUE	Administrative Services / July 2026	300.00
9713	09/03/2026	PETTY CASH	Replenish Petty Cash / August 2026	-
9714	09/03/2026	RINGCENTRAL, INC.	Telephone Services / September 2026	948.93
9715	09/03/2026	RJM DESIGN GROUP	Landscape Architectural Services / July 2026	827.25
9716	09/03/2026	STAPLES	Office & Janitorial Supplies / August 2026	703.77
9717	09/03/2026	VIDIFLO, LLC	Broadcast Equipment	3,669.45
9718	09/11/2026	AT&T	White Pages / September 2026	4.33
9719	09/11/2026	CALIFORNIA JPIA	Pollution Liability Insurance Program / Fiscal Year 2026-27	500.00
9720	09/11/2026	CAPTIONING UNLIMITED	Closed Captioning / August 2026	500.00
9721	09/11/2026	CHASE DESIGN, INC.	Video Production & Website Maintenance Services / August & September 2026	15,014.20
9722	09/11/2026	CITY OF LAGUNA BEACH	Animal Control & Shelter Services / September 2026	10,755.00

CITY OF LAGUNA WOODS
PAYMENT REGISTER
October 21, 2026

This Report Covers the Period 09/01/2026 through 09/30/2026

	Date	Vendor Name	Description	Amount
9723	09/11/2026	GENERAL NETWORKS CORPORATION	IT Support Services / August 2026	216.45
9724	09/11/2026	HI STANDARD AUTOMOTIVE	Fleet Vehicle Modifications	3,074.14
9725	09/11/2026	IRWIN B BORNSTEIN, CPA	Financial Consulting Services / August 2026	1,872.00
9726	09/11/2026	KARDENT	Design Services	9,797.12
9727	09/11/2026	KEY CODE MEDIA, INC.	Council Chambers ADA Podium	12,224.61
9728	09/11/2026	KONE, INC.	City Hall Elevator Maintenance / September 2026	239.86
9729	09/11/2026	MARC DONOHUE	Administrative Services / August 2026	475.00
9730	09/11/2026	MILLSTEN ENTERPRISES, INC.	Woods End Wilderness Preserve Trail - Retention	26,258.34
9731	09/11/2026	ON POINT LAND SURVEYING, INC.	Survey Document Preparation	170.00
9732	09/11/2026	PARK CONSULTING GROUP, INC.	Software Consulting Services / July 2026	3,825.00
9733	09/11/2026	PV MAINTENANCE, INC.	Street, City Hall & Park Maintenance / August 2026	11,801.88
9734	09/11/2026	SOUTHERN CALIFORNIA EDISON	Electric Service / July & August 2026	10,951.81
9735	09/11/2026	SWEEPING CORPORATION OF AMERICA	Street Sweeping Services / August 2026	3,584.40
9736	09/11/2026	TRIPEPI, SMITH AND ASSOCIATES, INC.	Broadcasting Services / August 2026	2,107.10
9737	09/11/2026	VERIZON COMMUNICATIONS INC.	Fleet Software / August 2026	293.02
9738	09/18/2026	ALLIANCE BUILDING MAINTENANCE, LLC	Janitorial Services / August 2026	2,933.00
9739	09/18/2026	AT&T	Telephone / 583-1105 / August 2026	30.18
9740	09/18/2026	AT&T	Telephone / 581-9821 / August 2026	155.00
9741	09/18/2026	NV5, INC.	Engineering Services / August 2026	29,200.35
9742	09/18/2026	SOUTHERN CALIFORNIA GAS COMPANY	Gas Service / August 2026	15.29
9743	09/18/2026	SOUTHERN CALIFORNIA NEWS GROUP	Public Notices / August 2026	7,274.91
9744	09/18/2026	BRIGHTVIEW LANDSCAPE SERVICES, INC.	Landscape Maintenance / April 2026	9,640.00
9745	09/25/2026	AETNA BEHAVIORAL HEALTH, LLC	Employee Benefit Program / October 2026	33.06
9746	09/25/2026	BEAR ELECTRICAL SOLUTIONS, INC.	Traffic Signal Maintenance / August 2026	9,574.50
9747	09/25/2026	CAPTIONING UNLIMITED	Closed Captioning / September 2026	300.00
9748	09/25/2026	COUNTY OF ORANGE	Automated Fingerprint ID System / September 2026	572.00
9749	09/25/2026	COUNTY OF ORANGE	Law Enforcement Services	1,323.90
9750	09/25/2026	COUNTY OF ORANGE	Water Quality Support Annual Fee / Fiscal Year 2026-27	402.91
9751	09/25/2026	DEPARTMENT OF JUSTICE	Fingerprinting Services	49.00
9752	09/25/2026	EVERON, LLC	Fire Monitoring / October - December 2026	310.81
9753	09/25/2026	LSA ASSOCIATES, INC.	Planning Services / August 2026	846.04
9754	09/25/2026	MOBILE MODULAR MANAGEMENT CORP	City Hall Refurbishment & Safety Project: Phase 5	1,500.00
9755	09/25/2026	ORANGE COUNTY COUNCIL OF GOVERNMENTS	Annual Dues / Fiscal Year 2026-27	11,669.77
9756	09/25/2026	RICOH USA, INC.	Copier Lease / October 2026	246.57
9757	09/25/2026	SOUTHERN CALIFORNIA SHREDDING	Shredding Services / August 2026	420.00
9758	09/25/2026	U.S. BANK	Credit Card Charges / August 2026	9,773.75
			Total Bank Debits and Checks:	**$ 739,141.16**

Petty Cash Expenditures Paid Out (See Note 2)

Chaupain Bakery	Interagency Coordination Meeting Breakfast	$91.60
	Total Petty Cash:	**$91.60**

TOTAL $ 739,232.76

CITY OF LAGUNA WOODS
PAYMENT REGISTER
October 21, 2026

This Report Covers the Period 09/01/2026 through 09/30/2026

Date	Vendor Name	Description	Amount

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 September 2026, 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.

Note 3 - The table below summarizes credit card expenditures paid via Check #9758 to U.S. Bank totaling $9,773.75:

Microsoft	Microsoft 365 Business Premium Plan / July 2026	$422.40
Microsoft	Microsoft 365 Business Basic Plan / August 2026	$8.40
Microsoft	Microsoft Entra ID Plan / August 2026	$141.75
Microsoft	Microsoft 365 Business Premium Plan / August 2026	$422.40
Sinch Mailgun	Computer Software	$35.00
Zoom	Video Conferencing	$31.98
Hightail	Computer Software	$15.00
Sectigo	Document Signing Subscription	$3,294.00
Stamps.com	Postage	$130.99
USPS	Postage	$90.30
Land's End	Office Supplies	$287.60
Phresh Waters	Office Supplies	$29.97
Elkay	Office Supplies	$368.47
Uline	Office Supplies	$132.65
ChargePoint	Fleet Vehicle Charging Fees	$180.00
League of California Cities	Division Meeting / McCary & Moore	$60.00
League of California Cities	Annual Conference / Lee & McCary	$100.00
GovernmentJobs.com	Job Posting	$199.00
Tri County Trappers	Animal Abatement Services	$3,160.00
Nitterhouse Masonry	Office Supplies	$305.71
Home Depot	Office Supplies	$11.74
KC Power Clean	Office Supplies	$245.00
Home Depot	Office Supplies	$51.55
Amazon	Office Supplies	$32.33
Harbor Freight	Office Supplies	$17.51
	Total Credit Card Reimbursement:	**$9,773.75**

CITY OF LAGUNA WOODS
PAYMENT REGISTER
October 21, 2026

This Report Covers the Period 09/01/2026 through 09/30/2026

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.



Elizabeth Torres, Administrative Services Director/City Treasurer

7.3
INVESTMENT OF FINANCIAL ASSETS POLICY

For additional information on this item,
please refer to Item 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: October 21, 2026 City Council Meeting

SUBJECT: Investment of Financial Assets Policy and Related Committees

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Recommendation

1. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, REVIEWING AND ADOPTING AN ANNUAL STATEMENT OF THE INVESTMENT POLICY, ADOPTING A NEW INVESTMENT POLICY, ELIMINATING THE INVESTMENT POLICY REVIEW COMMITTEE, AND RENEWING THE CITY COUNCIL'S DELEGATION OF INVESTMENT AUTHORITY TO THE CITY TREASURER PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 53607

   AND

2. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADOPTING ADMINISTRATIVE POLICY 1.6 PERTAINING TO THE ESTABLISHMENT AND OPERATION OF AN INVESTMENT COMMITTEE OF THE CITY COUNCIL

Background

Local government investment policies and activities are subject to standards and limitations set forth in California Government Code, including Section 53601 et seq., which describes permissible investment types and maximum investments.

California Government Code Section 53607 requires that the City Council review the City's investment policy, as it relates to any delegation of investment authority, at least annually. Separately, California Government Code Section 53646 speaks to the advisability of regular

investment policy reviews.

The existing investment policy was last reviewed and adopted by the City Council at the regular meeting on September 17, 2025.

The City Council last voted to renew its delegation of investment authority to the City Treasurer at the regular meeting on September 17, 2025.

At the regular meeting on December 11, 2024, the City Council appointed Councilmember Conners and Councilmember Lee to serve on the standing Investment Policy Review Committee in 2025 and 2026. The Investment Policy Review Committee is responsible for conducting at least biannual reviews of the adequacy and effectiveness of the investment policy and preparing related recommendations for City Council consideration.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the proposed review and adoption of an annual statement of the investment policy, adoption of a new investment policy, and renewal of the City Council's delegation of investment authority to the City Treasurer pursuant to California Government Code Section 53607 (Attachment A). The recommendation also includes actions that would replace the Investment Policy Review Committee with a new Investment Committee (attachments A and B). The Investment Committee would have similar responsibilities as the Investment Policy Review Committee, plus new responsibilities related to the City's funds invested separately with independent fiduciaries (e.g., the other post-employment benefits and retiree medical trust funds invested with the California Public Employees' Retirement System).

The Investment Policy Review Committee, City Manager, and City Treasurer have reviewed the existing investment policy and recommended modifications. The proposed investment policy is included as Exhibit A to Attachment A. A redline version identifying the proposed modifications is included as Attachment C.

The Investment Policy Review Committee and City Manager recommend that the City Council renew delegation of investment authority to the City Treasurer. Doing so would be consistent with best practices related to internal control, as well as the investment process outlined in the investment policy.

Fiscal Impact

Sufficient funds to support this project are included in the City's budget.

Report Prepared With: Liz Torres, Administrative Services Director/City Treasurer

Attachments: A – Proposed Resolution (Investment of Financial Assets Policy)

Exhibit A – Proposed Administrative Policy 2.2
B – Proposed Resolution (Investment Committee)
Exhibit A – Proposed Administrative Policy 1.6
C – Proposed Modifications to Existing Investment of Financial Assets Policy - Redline

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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, REVIEWING AND ADOPTING AN ANNUAL STATEMENT OF THE INVESTMENT POLICY, ADOPTING A NEW INVESTMENT POLICY, ELIMINATING THE INVESTMENT POLICY REVIEW COMMITTEE, AND RENEWING THE CITY COUNCIL'S DELEGATION OF INVESTMENT AUTHORITY TO THE CITY TREASURER PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 53607

WHEREAS, the California legislature has declared that the deposit and investment of public funds by local officials and agencies is an issue of statewide concern (California Government Code sections 53600.6 and 53630.1); and

WHEREAS, the City Council is able to invest surplus monies not required for the immediate necessities of the City in accordance with California Government Code sections 5921 and 53601 et seq.; and

WHEREAS, the City's investment policy is contained in Administrative Policy 2.2 and was last adopted by the City Council on September 17, 2025; and

WHEREAS, on December 11, 2024, the City Council appointed Councilmember Conners and Councilmember Lee to serve on the standing Investment Policy Review Committee from January 1, 2025 through December 31, 2026, as called for in the investment policy; and

WHEREAS, the Investment Policy Review Committee has worked with the City Manager and City Treasurer to review the adequacy and effectiveness of the existing investment policy; and

WHEREAS, the Investment Policy Review Committee (at a special meeting on October 5, 2026), City Manager, and City Treasurer have recommended that the City Council adopt modifications to the existing investment policy to ensure its continued adequacy and effectiveness, and those modifications have been incorporated into the administrative policy attached hereto as Exhibit A; and

WHEREAS, California Government Code Section 53607 provides that the authority of City Council to invest or to reinvest City funds, or to sell or exchange securities so purchased, may be delegated for a one-year period by the City Council to the City Treasurer, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires. Subject to review, the City Council may renew the delegation of authority annually; and

WHEREAS, the City Council last renewed its delegation of investment authority to the City Treasurer on September 17, 2025; and

WHEREAS, the Investment Policy Review Committee (at a special meeting on October 5, 2026) and City Manager have recommended that the City Council renew its delegation of investment authority to the City Treasurer pursuant to California Government Code Section 53607 for a one-year period.

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

SECTION 1. After independent review and consideration, the administrative policy attached hereto as Exhibit A is adopted and is a statement of the City's investment policy. The City Council receives and files said statement in accordance with the City's investment policy and applicable California Government Code and Laguna Woods Municipal Code provisions. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous City investment policies.

SECTION 2. After independent review and consideration, the City Council renews its delegation of investment authority to the City Treasurer for a one-year period, as described in Administrative Policy 2.2, and in accordance with applicable California Government Code (including, but not limited to, California Government Code Section 53607) and Laguna Woods Municipal Code provisions (including, but not limited to, Laguna Woods Municipal Code Chapter 2.10).

SECTION 3. 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 21st day of October 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 21st day of October 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

ADMINISTRATIVE POLICY 2.2

INVESTMENT OF FINANCIAL ASSETS

2.2.01. Statement of Purpose.

This Administrative Policy is intended to assist the City of Laguna Woods with the investment of the City of Laguna Woods' financial assets in a manner that ensures adequate safety and liquidity, while maximizing yield (return) and complying with the requirements of California Government Code sections 53600 and 53635 et seq.

2.2.02. Scope.

This Administrative Policy generally applies to all financial assets and investment activities of the City of Laguna Woods. Such funds are accounted for, or disclosed, in annual audited financial statements and include the General Fund, Special Revenue Funds, and the Capital Projects Fund. Funds belonging to the Laguna Woods Civic Support Fund and funds invested separately with independent fiduciaries, including funds held and managed by the California Public Employees' Retirement System ("CalPERS") for the purpose of funding employee retirement obligations and other post-employment benefits ("OPEB") are exempt from this Administrative Policy.

2.2.03. Objectives.

The objectives of the City of Laguna Woods' investment activities, in priority order, shall be:

1. Safety – Safety of principal shall be the foremost objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio and the mitigation of credit risk and interest rate risk. This Administrative Policy recognizes that market conditions may warrant the sale of individual securities that would incur market losses in order to protect from further capital losses. The intent of this Administrative Policy is to ensure that capital losses are minimized on a portfolio level rather than on each transaction. To attain the safety objective, diversification of investments among a variety of securities with independent returns and institutions is required.

2. Liquidity – The investment portfolio shall remain sufficiently liquid (i.e., capable of

being converted to cash quickly) in order to enable the City of Laguna Woods to meet all reasonably anticipated cash demands and operational requirements and to maintain compliance with all applicable indenture agreements. Since unusual or unanticipated cash demands and operational requirements may occur from time-to-time, the portfolio shall primarily consist of investments in securities with active secondary and resale markets.

3. Yield (Return) – The investment portfolio shall be designed in a manner that seeks to attain the highest rate of return, consistent with established safety and liquidity objectives. While it is acknowledged and understood that occasional measurement losses may occur, the rate of return on the investment portfolio should be designed to attain a market rate of return throughout budgetary and economic cycles for similar investments.

2.2.04. Delegation of Authority.

Investment Committee of the City Council

The Investment Committee shall be responsible for biannually reviewing the adequacy and effectiveness of the this Administrative Policy and, if modifications are identified as necessary or advantageous, making recommendations regarding the same to the City Council. This includes, but is not limited to, assessing whether this Administrative Policy is furthering its intended purpose of ensuring adequate safety and liquidity of the City of Laguna Woods' financial assets, while maximizing yield (return) and complying with the requirements of California Government Code sections 53600 and 53635 et seq.

The City Council shall appoint two of its members to serve on the Investment Committee for terms two calendar years in length, commencing on January 1 of each odd-numbered year. In making such appointments, the City Council shall designate one appointee to serve as the Chair of the Investment Committee and the other to serve as Vice Chair.

The Investment Committee shall be subject to all applicable provisions of the Ralph M. Brown Act (California Government Code Section 54950-54963).

City Treasurer

In accordance with California Government Code Section 53607, the City Council delegates its statutory authority to invest or to reinvest funds, or to sell or exchange securities so purchased, for a one-year period to the City Treasurer. Such delegation of authority is subject to annual review and renewal by the City Council, as well as revocation at the City Council's discretion. Adoption of this Administrative Policy shall constitute renewal of such delegation for an additional one-year period beginning at the date of adoption.

No person other than the City Treasurer or Acting City Treasurer (hereafter referred to jointly

as the "City Treasurer") shall engage in an investment transaction using the City of Laguna Woods' financial assets. The City Treasurer shall additionally be responsible for all investment transactions undertaken and shall establish and maintain a system of internal controls to regulate all investing activities.

Pursuant to Laguna Woods Municipal Code Section 2.10.010, the City Treasurer is appointed by, and reports to, the City Manager. The City Manager may serve as, or appoint, an Acting City Treasurer at any time during the absence of a permanent City Treasurer. During his/her/their appointment, the Acting City Treasurer shall have all of the powers and duties of the City Treasurer.

The City Treasurer and City Manager (with respect to his/her/their role appointing and supervising the City Treasurer, and participating in investment decisions) shall be relieved of personal responsibility for an individual investment's performance or losses, market price changes, and the performance of or losses incurred by the overall portfolio provided that (1) actions were undertaken in accordance with this Administrative Policy and applicable federal and state law, (2) significant deviations from expectations were reported to the City Council in a timely manner, and (3) appropriate action was taken to mitigate future adverse developments.

2.2.05. Public Trust.

The City Council, City Manager, City Treasurer, and all individuals authorized to participate in investment decisions on behalf of the City of Laguna Woods shall act as custodians of the public trust and recognize that the investment portfolio is subject to public review and evaluation. The City of Laguna Woods' overall approach to investment shall be designed and managed with a degree of professionalism that is worthy of the public trust and will avoid any transactions that might impair public confidence.

2.2.06. Prudence.

The City Council, City Manager, City Treasurer, and all individuals authorized to make investment decisions on behalf of the City of Laguna Woods, are considered to be trustees and, therefore, fiduciaries who shall adhere to the prudent investor standard. The prudent investor standard is summarized in California Government Code Section 53600.3, as follows:

> *"All governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and*

the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

2.2.07. Ethics and Conflicts of Interest.

As set forth in the City of Laguna Woods' Conflict of Interest Policy, and as otherwise required by the Political Reform Act and Fair Political Practices Commission, public officials who manage public investments shall file economic interest disclosures.

In addition to federal, state and local statutes relating to conflicts of interest, the City Council, City Manager, City Treasurer, and all individuals authorized to make investment decisions on behalf of the City of Laguna Woods shall refrain from personal business association or activity that conflicts with proper execution of this Administrative Policy, or which could impair their ability to make impartial investment decisions.

2.2.08. Internal Controls and Routine External Review.

The City Treasurer shall develop, implement, and maintain a system of internal controls designed to ensure the effectiveness and efficiency of investment activities, compliance with applicable laws and regulations, and the reliability of financial reporting. Such internal controls shall seek to prevent the loss of public funds due to fraud, error, misrepresentation, and unanticipated market changes.

As a part of their annual review of internal controls, the City of Laguna Woods' independent, external auditors shall review internal controls related to investment activities.

2.2.09. Authorized Financial Dealers, Depositories, and Institutions.

In accordance with California Government Code Section 53601.5, investments shall either be purchased (1) directly from the issuer, (2) from an institution licensed by the State of California as a Broker-Dealer, as defined in California Corporations Code Section 25004, (3) from a member of a federally regulated securities exchange, (4) from a national or state-chartered bank, from a savings association or federal association, as defined by California Financial Code Section 5102, or (5) from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank. In addition, investments shall only be purchased from entities or deposits made in qualified public depositories, as established by state law, with full knowledge of applicable state law, at least five years' experience providing similar services to California municipalities, and in good standing with the Federal Insurance Regulatory Authority, Securities and Exchange Commission ("SEC"), and California Department of Securities.

The selection of financial dealers, depositories, and institutions shall follow a periodic competitive procurement process (e.g., requests for proposals or requests for qualifications) and be subject to ultimate approval of the City Council or City Manager in accordance with established purchasing regulations and policies. The nature of the competitive procurement process, frequency thereof, and submittals required, shall be designed and determined by the City Treasurer.

On an annual basis, the City Treasurer shall send a copy of the current version of this Administrative Policy to all financial dealers, depositories, and institutions approved to do business with the City of Laguna Woods. Receipt of this Administrative Policy shall be considered confirmation that the parties to whom they were distributed understand the City of Laguna Woods' authorized investment types and requirements thereof.

2.2.10. Authorized Investments.

Investments are governed by California Government Code, and further limited by the provisions of this Administrative Policy. The types of investments listed in the table below are authorized and shall be invested subject to the limits and requirements set forth therein. Credit criteria and maximum percentages listed in the table below are calculated at the time the investment is purchased.

Type of Investment	Maximum Percent of Portfolio Investment	Maximum Amount of Individual Investment	Minimum Credit Quality and Requirements	Maximum Maturity*
Federal Deposit Insurance Corporation (FDIC) Insured Accounts	100%	-	-	N/A
Bankers' Acceptances	20% (no more than 5% with one bank)	-	-	180 days
Commercial Paper	15% (no more than 10% of a single issuer)	-	Highest letter and number rating by an NRSRO**	397 days
Local Government Investment Pools	90%	-	See Section 2.2.11 of this Administrative Policy	N/A
Joint Powers Authority Pools	90%	-	Must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess	N/A

Type of Investment	Maximum Percent of Portfolio Investment	Maximum Amount of Individual Investment	Minimum Credit Quality and Requirements	Maximum Maturity*
			of $500 million, and has at least five years' experience investing in instruments authorized by California Government Code Section 53601, subdivisions (a) to (o)	
Money Market Mutual Funds	10%	-	Standard & Poor's AAA or Moody's Aaa; and Must retain an investment advisor registered with the SEC (or exempt from registration) has assets under management in excess of $500 million, and has at least five years' experience investing in money market instruments	N/A
Certificates of Deposit (Negotiable)	30% (no more than 10% with one bank or issuer)	$250,000	Issued by a nationally or state-chartered bank, or state or federal savings and loan association, as defined by California Financial Code Section 5102, and fully insured by the Federal Deposit Insurance Corporation ("FDIC") or collateralized in accordance with Section 2.2.15 of this Administrative Policy	5 years
Certificates of Deposit (Non-Negotiable)	90%			
Repurchase Agreements	10% (no more than 20% of a single issuer)	-	Collateralized in accordance with Section 2.2.15 of this Administrative Policy	30 days

Type of Investment	Maximum Percent of Portfolio Investment	Maximum Amount of Individual Investment	Minimum Credit Quality and Requirements	Maximum Maturity*
United States Treasury Obligations	90% of overall portfolio for any one investment type	-	Explicit full faith and credit guarantee of the United States Government	5 years
United States Agency Obligations		-	Implied full faith and credit guarantee of the United States Government	5 years
State of California and Other States-issued Obligations	20% of overall portfolio for any one investment type (no more than 5% of a single issuer)	-	-	3 years
California Local Government-issued Municipal Obligations		-	-	3 years
Medium-Term Notes	20%	-	Nationally Recognized Statistical Ratings Organization Rating: "A" rating category or its equivalent	5 years

* No investment shall be made with a maturity rate more than five years from the date of purchase.
** Issuing entity must be organized and operating within the United States as a general corporation, have assets in excess of $500 million, and have debt other than commercial paper, if any, rated by a NRSRO in a rating category of "A" or its equivalent or higher; or the issuing entity must be organized within the United States as a special purpose corporation, trust, or limited liabiliy corporation, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

2.2.11. Local Government Investment Pools.

While local government investment pools generally provide significant safety and liquidity, the City Treasurer shall complete a thorough investigation prior to making any such investment and consider the same during the monthly compliance review required by Section 2.2.13 of this Administrative Policy. Due diligence in investigations shall generally include a review of written statements of investment policies, objectives, fees schedules, and reporting schedules, as well as issues related to (1) eligible investors and securities, (2) the permitted frequencies and sizes of deposits and withdrawals, (3) security safeguards, including settlement processes, (4) the frequency with which securities are priced and the program audited, (5) the treatment of gains and losses, including interest calculations and distribution, (6) whether and, if so, how reserves, retained earnings, and similar funds are

utilized by the investment pool, and (7) whether the investment pool is eligible for and, if so, accepts bond proceeds. In addition, only local government investment pools with at least five years' experience providing similar services to other California municipalities may be utilized. Similar due diligence and investigative procedures shall be performed prior to investing in any other pooled investment funds, such as money market mutual funds.

When investments are held in more than one local government investment pool at the same time, the City Treasurer shall review yield rates for each investment pool at least twice per month – once during the preparation of each monthly investment report to the City Council required by Section 2.2.17 of this Administrative Policy and again at the end of each month. If the percent change between the yield rates is 5% or more at the time of review, the City Treasurer shall ensure that no less than 60% of total investments in investment pools are held in the investment pool with the highest yield rate, unless a lower amount is necessary to meet reasonably anticipated, short-term cash flow needs.

2.2.12. Prohibited Investments.

Notwithstanding those types of investments that are otherwise prohibited by law or this Administrative Policy, any type of investment not specifically listed in Section 2.2.10 of this Administrative Policy including, but not limited to, financial derivatives (e.g., inverse floaters, range notes, interest only strips derived from a pool of mortgages, and securities that could result in a zero-interest accrual if held to maturity) and foreign investments (e.g., indices and currencies), are prohibited.

2.2.13. Monthly Internal Compliance Review of Investment Portfolio.

Investments shall be in compliance with the ratings and other requirements set forth in this Administrative Policy at the time of purchase. It is acknowledged and understood that some investments may not fully comply with the same following purchase. The City Treasurer shall review the overall investment portfolio on a monthly basis and identify any investments that no longer comply with this Investment Policy. Non-compliant investments shall be reported to the City Council, City Manager, and City Attorney within 10 business days of discovery and corrected as soon as practical.

2.2.14. Safekeeping and Custody.

All investments shall be registered in the name of the City of Laguna Woods and all interest, payments, and withdrawals shall indicate the City of Laguna Woods as the sole payee.

All investments, except for FDIC Insured Accounts, Local Government Investment Pools, and Money Market Funds shall be held by a third-party custodian designated by the City Treasurer and evidenced by custodial agreements or safekeeping receipts. Third-party custodians shall comply with the requirements set forth in Section 2.2.09 of this Administrative Policy.

All security transactions, where applicable, shall use a Delivery-versus-Payment ("DVP") settlement procedure with the City of Laguna Woods' payment due at the time of delivery, which ensures that securities are deposited with the third-party custodian prior to the release of funds.

2.2.15. Collateralization.

Collateral for bank deposits and certificates of deposit shall be 110% of the market value of principal and accrued interest. Collateral can be either United States Treasury securities or United States Agency securities.

Collateral for repurchase agreements shall be 102% of the market value of principal and accrued interest. Collateral can be either United States Treasury securities or United States Agency securities. The City Treasurer is authorized to grant the right of collateral substitution for repurchase agreements.

All collateral shall be held by an independent third party with whom the City of Laguna Woods has a current custodial agreement or master repurchase agreement. Evidence of ownership (safekeeping receipt) must be supplied to the City of Laguna Woods and retained.

2.2.16. Diversification.

The overall investment portfolio shall be diversified to avoid incurring unreasonable and avoidable risk associated with concentrating investments in unvaried investment types, maturity segments, or financial depositories and institutions. In a diversified portfolio, occasional measurement losses may occur. Such losses shall be considered within the overall portfolio's investment return.

2.2.17. Reporting.

The City Treasurer shall prepare and submit a monthly investment report to the City Council. The report shall include a summary of all investment transactions for the preceding month, as required by California Government Code Section 53607, as well as similar information that would be required by California Government Code Section 53646(b) if the City of Laguna Woods prepared quarterly investment reports, to the extent that such information is available.

The report shall contain, at a minimum, the following information that is subject to this Administrative Policy: the type of investment, issuer, date of maturity, par value and costs of each investment, market value, and a description of any investments, including loans and security lending programs, that are under the management of contracted parties. For funds in local government investment pools, the report shall also include a current market value as of the date of the report and the source of that same valuation. The report shall also comply with Government Accounting Standard Board ("GASB") Statement No. 40 and

include the following:

A. Certification that all investment actions executed since the last report have been made in full compliance with this Administrative Policy; and

B. Certification that the City of Laguna Woods is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.

2.2.18. Annual City Council Review and Adoption of this Administrative Policy.

This Administrative Policy shall be reviewed, modified as necessary, and adopted, at least annually, to ensure its consistency with the objectives set forth in Section 2.2.03 of this Administrative Policy and applicable law. The Administrative Policy shall be adopted by resolution of the City Council at a duly noticed public meeting. Such annual review shall be in addition to the reviews conducted by the Investment Committee as described in Section 2.2.04 of this Administrative Policy.

2.2.19. Relationship to Federal and State Laws.

Where federal or state laws are more restrictive than or contradict this Administrative Policy, such laws shall take precedence. Where this Administrative Policy is more restrictive than federal or state laws, this Administrative Policy shall take precedence. The City Treasurer shall advise the Investment Policy Review Committee of any contradictions of federal or state law for consideration during its reviews conducted as described in Section 2.2.04 of this Administrative Policy.

2.2.20. Attachments.

Attachment A, "Glossary of Terms and Acronyms," is incorporated by reference.

Attachment B, "California Municipal Treasurers Association Investment Policy Certification"

City Council Approval: October XX, 2026

Attachment A, "Glossary of Terms and Acronyms"

This Glossary of Terms and Acronyms contains common investment terminology to provide users with a better understanding of basic investment terms. It is intended to be used as a basic reference only, is not intended to be all inclusive, and should not be treated as a substitute for professional counsel or analysis.

ACCRUED INTEREST: Coupon interest accumulated on a bond or note since the last interest payment or, for a new issue, from the dated date to the date of delivery.

BANK DEPOSITS: Deposits in banks or other depository institutions that may be in the form of demand accounts (checking) or investments in accounts that have a fixed term and negotiated rate of interest.

BANKERS' ACCEPTANCE: A draft or bill or exchange accepted by a bank or trust company. The accepting institution, as well as the issuer, guarantees payment of the bill.

BOND PROCEEDS: The money paid to the issuer by the purchaser or underwriter of a new issue of municipal securities. These moneys are used to finance the project or purpose for which the securities were issued and to pay certain costs of issuance as may be provided in the bond contract.

BONDS: A debt obligation of a firm or public entity. A bond represents the agreement to repay the debt in principal and, typically, in interest on the principal.

BROKER: A person or firm that acts as an intermediary by purchasing and selling securities for others rather than for its own account.

CALIFORNIA ASSET MANAGEMENT PROGRAM ("CAMP"): A joint powers authority that operates a voluntary investment fund for public agencies.

CASH FLOW: A comparison of cash receipts (revenues) to required payments (debt service, operating expenses, etc.).

CERTIFICATE OF DEPOSIT ("CDs"): A short-term, secured deposit in a financial institution that usually returns principal and interest to the lender at the end of the loan period. CDs differ in terms of collateralization and marketability. CDs appropriate to public agency investing include:

Negotiable Certificates of Deposit – Generally, short-term debt instruments that pay interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. The majority of negotiable CDs mature within six months while the average maturity is two weeks. Negotiable CDs are traded in a secondary market and are payable upon order to the bearer or initial depositor (investor). Negotiable CDs are

insured by the FDIC up to $250,000, but they are not collateralized beyond that amount.

Non-Negotiable Certificates of Deposit – CDs that carry a penalty if redeemed prior to maturity. A secondary market does exist for non-negotiable CDs, but redemption includes a transaction cost that reduces returns to the investor. Non-negotiable CDs issued by banks and savings and loans are insured by the FDIC up to the amount of $250,000, including principal and interest. Amounts deposited above this amount may be secured with other forms of collateral through an agreement between the investor and the issuer. Collateral may include other securities, including treasuries or agency securities (e.g., issued by the Federal National Mortgage Association ("FNMA")).

COLLATERALIZATION OF DEPOSITS: A process by which a bank or other financial institution pledges securities or other deposits for the purpose of securing the repayment of deposited funds.

COMMERCIAL PAPER: An unsecured short-term promissory note issued by corporations or municipalities, with maturities ranging from two to 397 days.

COUNTY POOLED INVESTMENT FUNDS: The aggregate of all funds from public agencies placed in the custody of the county treasurer or chief finance officer for investment and reinvestment.

COUPON: The annual rate of interest that a bond's issuer promises to pay the bondholder in the bond's face value; a certificate attached to a bond evidencing interest due on a payment date.

CREDIT RATING: The credit worthiness of an investment. Credit ratings are issued by NRSROs registered with the SEC. Three highly recognized NRSROs are Standard and Poor's, Moody's, and Fitch. The organizations use a primary letter designation (numbers or symbols may follow the letter designation) to indicate the quality of an investment. As an example, short-term ratings by Standard and Poor's of A-1+ and Moody's of P-1 indicate a prime or high-grade quality investment. Long-term prime or high-grade quality investments would be rated AAA or Aaa by Standard and Poor's and Moody's, respectively. Rates beginning with letters B or C would typically indicate an investment of speculative and higher risk quality.

CREDIT RISK: The chance that an issuer will be unable to make scheduled payments of interest and principal on an outstanding obligation. Another concern for investors is that the market's perception of an issuer/borrower's credit will cause the market value of a security to fall, even if default is not expected.

CUSTODIAN: A bank or other financial institution that keeps custody of stock certificates and other assets.

DEALER: Someone who acts as a principal in all transactions, including underwriting,

buying, and selling securities, including from his/her/their own account.

DELIVERY-VERSUS-PAYMENT ("DVP"): The payment of cash for securities as they are delivered and accepted for settlement.

DERIVATIVE: Securities that are based on, or derived from, some underlying asset, reference date, or index.

DISCOUNT: The difference between the par value of a security and the cost of the security, when the cost is below par. Investors purchase securities at a discount when return to the investor (yield) is higher than the stated coupon (interest rate) on the investment.

DISCOUNT RATE: The interest rate used in discounted cash flow analysis to determine the present value of future cash flows. The discount rate in discounted cash flow analysis takes into account not just the time value of money, but also the risk or uncertainty of future cash flows; the greater the uncertainty of future cash flows, the higher the discount rate.

DIVERSIFICATION: The allocation of different types of assets in a portfolio to mitigate risks and improve overall portfolio performance.

FEDERAL DEPOSIT INSURANCE CORPORATION ("FDIC"): A federal agency that insures bank deposits, currently up to $250,000 per entity.

FIDUCIARY: An individual who holds something in trust for another and bears liability for its safekeeping.

GOVERNMENT ACCOUNTING STANDARDS BOARD ("GASB"): A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

INDEX: An indicator that is published on a periodic basis that shows the estimated price and/or yield levels for various groups of securities.

INTEREST: The amount a borrower pays to a lender for the use of his/her/their money.

INTEREST RATE RISK: The risk that an investment's value will change due to a change in the absolute level of interest rates, spread between two rates, shape of the yield curve, or any other interest rate relationship.

JOINT POWERS AUTHORITY POOLS: Investment pools involving the joint exercise of common investment powers between two or more public agencies with shares of beneficial interest issued pursuant to California Government Code Section 6509.7.

LIQUIDITY: The measure of the ability to convert an instrument to cash on a given date at full

face or par value.

LOCAL AGENCY INVESTMENT FUND ("LAIF"): A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

LOCAL GOVERNMENT INVESTMENT POOLS: Investment pools that include CAMP and LAIF. These funds are not subject to the same SEC rules applicable to money market mutual funds. For this Administrative Policy, joint powers authority pools are not considered "local government investment pools."

MARKET VALUE: The price at which a security is trading and presumably could be purchased or sold at a particular point in time.

MATURITY: The date on which the principal or stated value of an investment becomes due and payable.

MEDIUM-TERM NOTES: Corporate or depository institution debt securities meeting certain minimum quality standards (as specified in California Government Code Section 53601) with a maximum remaining maturity of five years or less, issued by (a) corporations organized and operating within the United States or (b) depository institutions licensed by the United States or any state and operating within the United States. Instruments separately defined in, or authorized by, this Administrative Policy are not considered "Medium-Term Notes."

MONEY MARKET MUTUAL FUNDS ("MMFs"): Mutual funds that invest exclusively in short-term money market instruments. MMFs seek the preservation of capital as a primary goal while maintaining a high degree of liquidity and providing income representative of the market for short term investments.

MORTGAGE-BACKED SECURITIES ("MBS"): Securities created when a mortgagee or a purchaser of residential real estate mortgages creates a pool of mortgages and markets undivided interests or participations in the pool. MBS owners receive a pro-rata share of the interest and principal cash flows (net of fees) that are "passed through" from the pool of mortgages. MBS are complex securities whose cash flow is determined by the characteristics of the mortgages that are pooled together. Investors in MBS face prepayment risk associated with the option of the underlying mortgagors to pre-pay or payoff their mortgage. Most MBS are issued and/or guaranteed by federal agencies and instrumentalities (e.g., Government National Mortgage Association ("GNMA"), Federal National Mortgage Association ("FNMA"), and Federal Home Loan Mortgage Corporation ("FHLMC")).

MUNICIPAL NOTES, BONDS, AND OTHER OBLIGATIONS: Obligations issued by state and local governments to finance capital and operating expenses.

MUTUAL FUNDS: An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

NATIONALLY RECOGNIZED STATISTICAL RATINGS ORGANIZATION ("NRSRO"): A credit rating agency registered as a "Nationally Recognized Statistical Ratings Organization" with the Securities and Exchange Commission, consistent with the Credit Rating Agency Reform Act, the Dodd-Frank Wall Street Reform and Consumer Protection Act, and other applicable legislation and rulemaking, as may change from time-to-time.

NEW ISSUE: Securities sold during the initial distribution of an issue in a primary offering by the underwriter or underwriting syndicate.

NOTE: A written promise to pay a specified amount to a certain entity on demand or on a specified date. Usually bearing a short-term maturity of a year or less (though longer maturities are issued—see "Medium-Term Notes").

PAR VALUE: The principal amount of a note or bond which must be paid at maturity. Par, also referred to as the "face amount" of a security, is the principal value stated on the face of the security. A par bond is one sold at a price of 100 percent of its principal amount.

PORTFOLIO: Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

PREMIUM: The difference between the par value of a security and the cost of the security, when the cost is above par. Investors pay a premium to purchase a security when the return to the investor (yield) is lower than the stated coupon (interest rate) on the investment.

PRICE: The amount of monetary consideration required by a willing seller and a willing buyer to sell an investment on a particular date.

PRINCIPAL: The face value or par value of a debt instrument, or the amount of capital invested in a given security.

PRUDENT INVESTOR STANDARD: A standard of conduct where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing funds. The test of whether the standard is being met is if a prudent person acting in such a situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

REPURCHASE AGREEMENTS: An agreement of one party (for example, a financial institution) to sell securities to a second party (such as a local agency) and simultaneous agreement by the first party to repurchase the securities at a specified price from the second party on demand or at a specified date.

RISK: The uncertainty of maintaining the principal or interest associated with an investment due to a variety of factors.

SAFEKEEPING SERVICE: Offers storage and protection of assets provided by an institution serving as an agent.

SAFETY: In the context of investing public funds, safety relates to preserving the principal of an investment in an investment portfolio; local agencies address the concerns of safety by controlling exposure to risks.

SECURITIES AND EXCHANGE COMMISSION ("SEC"): The federal agency responsible for supervising and regulating the securities industry.

TRUSTEE OR TRUST COMPANY: A financial institution with powers to act in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

UNDERWRITER: A dealer that purchases a new issue of municipal securities for resale.

UNITED STATES AGENCY OBLIGATIONS: Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises, including federal agency mortgage-backed securities. Types of instruments may include mortgage-backed securities from the Federal National Mortgage Association ("FNMA") including Fannie Mae and Freddie Mac securities.

UNITED STATES TREASURY OBLIGATIONS: Debt obligations of the United States government sold by the Treasury Department in the forms of bills, notes, and bonds. Bills are short-term obligations that mature in one year or less and are sold at a discount. Notes are obligations that mature between one year and 10 years. Bonds are long-term obligations that generally mature in 10 years or more.

YIELD: The current rate of return on an investment security generally expressed as a percentage of the securities current price.

YIELD CURVE: A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

Attachment B, "California Municipal Treasurers Association Investment Policy Certification"

The City of Laguna Woods' Investment of Financial Assets policy, as adopted by the City Council on April 4, 2022, was certified by the California Municipal Treasurers Association ("CMTA") on June 27, 2022.



California Municipal Treasurers Association

Investment Policy Certification

CALIFORNIA REPUBLIC

Issued on 06/27/2022

City of Laguna Woods

The California Municipal Treasurers Association certifies that the investment policy of the City of Laguna Woods complies with the current State statutes governing the investment practices of local government entities located within the State of California.

CMTA

President

06/27/2022

Date

Since receiving certification, the City of Laguna Woods' substantive modifications of the Investment of Financial Assets policy have been limited to updating this Attachment B, increasing the maximum amount of portfolio investment for non-negotiable certificates of deposit, increasing the maximum maturity and clarifying minimum credity quality and requirements for commercial paper, eliminating the limit on the amount of United States Treasury Obligations and United States Agency Obligations that can be invested with a single issuer, adding a performance standard for local government investment pools, replacing the Investment Policy Review Committee with an Investment Committee, and making changes responsive to the CMTA Investment Scorecards received as part of the June 27, 2022 certification.

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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, ADOPTING ADMINISTRATIVE POLICY 1.6 PERTAINING TO THE ESTABLISHMENT AND OPERATION OF AN INVESTMENT COMMITTEE OF THE CITY COUNCIL

WHEREAS, the City Council wishes to establish a practical means for the City Council to provide independent review and oversight of the City of Laguna Woods' investment policies and activities, in addition to the reporting required by other administrative policies.

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. The administrative policy attached hereto as Exhibit A is adopted and is a statement of the City's Investment Committee policy. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous versions of Administrative Policy 1.6.

SECTION 3. 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 21st day of October 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 21st day of October 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

City of Laguna Woods

ADMINISTRATIVE POLICY 1.6

INVESTMENT COMMITTEE

1.6.01. Statement of Purpose.

This Administrative Policy is intended to establish a practical means for the City Council to provide independent review and oversight of the City of Laguna Woods' investment policies and activities, in addition to the reporting required by other administrative policies.

1.6.02. Establishment.

An Investment Committee is established as a standing committee of the City Council.

1.6.03. Membership.

The City Council shall appoint two of its members to serve on the Investment Committee for terms two calendar years in length, commencing on January 1 of each odd-numbered year. In making such appointments, the City Council shall designate one appointee to serve as the Chair of the Investment Committee and the other to serve as Vice Chair.

The City Council may remove or replace any member of the Investment Committee, or modify Chair or Vice Chair designations, with or without cause, following a publicly noticed vote of a majority of the quorum of the members of the City Council present at the time.

1.6.04. Responsibilities.

The Investment Committee shall be responsible for the following:

1. Biannually reviewing the adequacy and effectiveness of the City of Laguna Woods' Investment of Financial Assets Policy (Administrative Policy 2.2) and, if modifications are identified as necessary or advantageous, making recommendations regarding the same to the City Council. This includes, but is not limited to, assessing whether the Investment of Financial Assets Policy is furthering its intended purpose of ensuring adequate safety and liquidity of the City of Laguna Woods' financial assets, while maximizing yield (return) and complying with the requirements of California Government Code sections 53600 and 53635 et seq.

2. Biannually reviewing the performance of and strategies associated with the City of Laguna Woods' funds invested separately with independent fiduciaries including, but not limited to, funds held and managed by the California Public Employees' Retirement System ("CalPERS") for the purpose of funding employee retirement obligations and other post-employment benefits and, if modifications are identified as necessary or advantageous, making recommendations regarding the same to the City Council.

3. Notifying the City Council when the Investment Committee believes it is necessary to retain outside financial experts, legal counsel, or other appropriate specialists to support the Investment Committee's work. This provision shall not be interpreted as limiting the Investment Committee's ability to consult with or receive services from the City Attorney's Office.

4. Annually reviewing the adequacy of this Administrative Policy and, if modifications are identified as necessary or advantageous, making recommendations regarding the same to the City Council.

5. Receiving a biennial presentation from the City Attorney's Office regarding the role of the Investment Committee and the responsibilities of members thereof.

Members of the Investment Committee are hereby advised to exercise an appropriate degree of professional skepticism in the performance of their responsibilities.

1.6.05. Meetings.

The Investment Committee shall meet regularly on the second Wednesdays of March and September at 3 p.m. Additional meetings including, but not limited to, special meetings, may be called by the Chair or both members of the Investment Committee.

The Investment Committee shall be subject to all applicable provisions of the Ralph M. Brown Act (California Government Code Section 54950-54963).

1.6.06. Staff Support.

The City Manager and/or their designee shall provide clerical, analytical, professional, and technical support to the Investment Committee, but shall not be members thereof.

1.6.07. Administrative Policy Dissemination.

All members of the Investment Committee shall be provided with and acknowledge receipt of a copy of this Administrative Policy when this Administrative Policy is adopted or amended, as part of their appointment to the Investment Committee, and in conjunction with each biennial City Attorney's Office presentation pursuant to Section 1.6.04 of this Administrative Policy.

This Administrative Policy shall be posted on the City of Laguna Woods' website.

1.6.08. Relationship to Federal and State Laws.

Where federal or state laws are more restrictive than or contradict this Administrative Policy, such laws shall take precedence. Where this Administrative Policy is more restrictive than federal or state laws, this Administrative Policy shall take precedence.

City Council Approval: October XX, 2026

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City of Laguna Woods

ADMINISTRATIVE POLICY 2.2

INVESTMENT OF FINANCIAL ASSETS

REDLINE

2.2.01. Statement of Purpose.

This Administrative Policy is intended to assist the City of Laguna Woods with the investment of the ~~City's~~ City of Laguna Woods' financial assets in a manner that ensures adequate safety and liquidity, while maximizing yield (return) and complying with the requirements of California Government Code sections 53600 and 53635 et seq.

2.2.02. Scope.

This Administrative Policy generally applies to all financial assets and investment activities of the City of Laguna Woods. Such funds are accounted for, or disclosed, in annual audited financial statements and include the General Fund, Special Revenue Funds, and the Capital Projects Fund. Funds belonging to the Laguna Woods Civic Support Fund and funds invested separately with independent fiduciaries, including funds held and managed by the California Public Employees' Retirement System ("CalPERS") for the purpose of funding employee retirement obligations and other post-employment benefits ("OPEB") are exempt from this Administrative Policy.

2.2.03. Objectives.

The objectives of the ~~City's~~ City of Laguna Woods' investment activities, in priority order, shall be:

1. Safety – Safety of principal shall be the foremost objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio and the mitigation of credit risk and interest rate risk. This Administrative Policy recognizes that market conditions may warrant the sale of individual securities that would incur market losses in order to protect from further capital losses. The intent of this Administrative Policy is to ensure that capital losses are minimized on a portfolio level rather than on each transaction. To attain the safety objective, diversification of investments among a variety of securities with independent returns and institutions is required.

2. Liquidity – The investment portfolio shall remain sufficiently liquid (i.e., capable of being converted to cash quickly) in order to enable the City of Laguna Woods to meet all reasonably anticipated cash demands and operational requirements and to maintain compliance with all applicable indenture agreements. Since unusual or unanticipated cash demands and operational requirements may occur from time-to-time, the portfolio shall primarily consist of investments in securities with active secondary and resale markets.

3. Yield (Return) – The investment portfolio shall be designed in a manner that seeks to attain the highest rate of return, consistent with established safety and liquidity objectives. While it is acknowledged and understood that occasional measurement losses may occur, the rate of return on the investment portfolio should be designed to attain a market rate of return throughout budgetary and economic cycles for similar investments.

2.2.04. Delegation of Authority.

Investment Committee of the City Council

The Investment Committee shall be responsible for biannually reviewing the adequacy and effectiveness of the this Administrative Policy and, if modifications are identified as necessary or advantageous, making recommendations regarding the same to the City Council. This includes, but is not limited to, assessing whether this Administrative Policy is furthering its intended purpose of ensuring adequate safety and liquidity of the City of Laguna Woods' financial assets, while maximizing yield (return) and complying with the requirements of California Government Code sections 53600 and 53635 et seq.

The City Council shall appoint two of its members to serve on the Investment Committee for terms two calendar years in length, commencing on January 1 of each odd-numbered year. In making such appointments, the City Council shall designate one appointee to serve as the Chair of the Investment Committee and the other to serve as Vice Chair.

The Investment Committee shall be subject to all applicable provisions of the Ralph M. Brown Act (California Government Code Section 54950-54963).

City Treasurer

In accordance with California Government Code Section 53607, the City Council delegates its statutory authority to invest or to reinvest ~~City~~ funds, or to sell or exchange securities so purchased, for a one-year period to the City Treasurer. Such delegation of authority is subject to annual review and renewal by the City Council, as well as revocation at the City Council's discretion. Adoption of this Administrative Policy shall constitute renewal of such delegation for an additional one-year period beginning at the date of adoption.

REDLINE

No person other than the City Treasurer or Acting City Treasurer (hereafter referred to jointly as the "City Treasurer") shall engage in an investment transaction using the ~~City's~~ City of Laguna Woods' financial assets. The City Treasurer shall additionally be responsible for all investment transactions undertaken and shall establish and maintain a system of internal controls to regulate all investing activities.

Pursuant to Laguna Woods Municipal Code Section 2.10.010, the City Treasurer is appointed by, and reports to, the City Manager. The City Manager may serve as, or appoint, an Acting City Treasurer at any time during the absence of a permanent City Treasurer. During his/her/their appointment, the Acting City Treasurer shall have all of the powers and duties of the City Treasurer.

The City Treasurer and City Manager (with respect to his/her/their role appointing and supervising the City Treasurer, and participating in investment decisions) shall be relieved of personal responsibility for an individual investment's performance or losses, market price changes, and the performance of or losses incurred by the overall portfolio provided that (1) actions were undertaken in accordance with this Administrative Policy and applicable federal and state law, (2) significant deviations from expectations were reported to the City Council in a timely manner, and (3) appropriate action was taken to mitigate future adverse developments.

~~*Investment Policy Review Committee of the City Council*~~

~~The Investment Policy Review Committee shall be responsible for conducting at least biannual reviews of the adequacy and effectiveness of this Administrative Policy and preparing related recommendations for City Council consideration.~~

~~The City Council shall appoint two of its members to serve on the Investment Policy Review Committee for terms two calendar years in length, commencing on January 1 of each odd-numbered year. The City Council reserves the right to remove or replace any member of the Investment Policy Review Committee, with or without cause, following a publicly noticed vote of a majority of the quorum of City Councilmembers present at the time.~~

~~The Investment Policy Review Committee shall be considered a standing committee, subject to all applicable provisions of the Ralph M. Brown Act.~~

2.2.05. Public Trust.

The City Council, City Manager, City Treasurer, and all individuals authorized to participate in investment decisions on behalf of the City of Laguna Woods shall act as custodians of the public trust and recognize that the investment portfolio is subject to public review and evaluation. The ~~City's~~ City of Laguna Woods' overall approach to investment shall be designed and managed with a degree of professionalism that is worthy of the public trust and will avoid any transactions that might impair public confidence.

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2.2.06. Prudence.

The City Council, City Manager, City Treasurer, and all individuals authorized to make investment decisions on behalf of the City of Laguna Woods, are considered to be trustees and, therefore, fiduciaries who shall adhere to the prudent investor standard. The prudent investor standard is summarized in California Government Code Section 53600.3, as follows:

> *"All governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."*

2.2.07. Ethics and Conflicts of Interest.

As set forth in the ~~City's~~ City of Laguna Woods' Conflict of Interest Policy, and as otherwise required by the Political Reform Act and Fair Political Practices Commission, public officials who manage public investments shall file economic interest disclosures.

In addition to federal, state and local statutes relating to conflicts of interest, the City Council, City Manager, City Treasurer, and all individuals authorized to make investment decisions on behalf of the City of Laguna Woods shall refrain from personal business association or activity that conflicts with proper execution of this Administrative Policy, or which could impair their ability to make impartial investment decisions.

2.2.08. Internal Controls and Routine External Review.

The City Treasurer shall develop, implement, and maintain a system of internal controls designed to ensure the effectiveness and efficiency of investment activities, compliance with applicable laws and regulations, and the reliability of financial reporting. Such internal controls shall seek to prevent the loss of public funds due to fraud, error, misrepresentation, and unanticipated market changes.

As a part of their annual review of internal controls, the ~~City's~~ City of Laguna Woods'

REDLINE

independent, external auditors shall review internal controls related to investment activities.

2.2.09. Authorized Financial Dealers, Depositories, and Institutions.

In accordance with California Government Code Section 53601.5, investments shall either be purchased (1) directly from the issuer, (2) from an institution licensed by the State of California as a Broker-Dealer, as defined in California Corporations Code Section 25004, (3) from a member of a federally regulated securities exchange, (4) from a national or state-chartered bank, from a savings association or federal association, as defined by California Financial Code Section 5102, or (5) from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank. In addition, investments shall only be purchased from entities or deposits made in qualified public depositories, as established by state law, with full knowledge of applicable state law, at least five years' experience providing similar services to California municipalities, and in good standing with the Federal Insurance Regulatory Authority, Securities and Exchange Commission ("SEC"), and California Department of Securities.

The selection of financial dealers, depositories, and institutions shall follow a periodic competitive procurement process (e.g., requests for proposals or requests for qualifications) and be subject to ultimate approval of the City Council or City Manager in accordance with established purchasing regulations and policies. The nature of the competitive procurement process, frequency thereof, and submittals required, shall be designed and determined by the City Treasurer.

On an annual basis, the City Treasurer shall send a copy of the current version of this Administrative Policy to all financial dealers, depositories, and institutions approved to do business with the City of Laguna Woods. Receipt of this Administrative Policy shall be considered confirmation that the parties to whom they were distributed understand the ~~City's~~ City of Laguna Woods' authorized investment types and requirements thereof.

2.2.10. Authorized Investments.

Investments are governed by California Government Code, and further limited by the provisions of this Administrative Policy. The types of investments listed in the table below are authorized and shall be invested subject to the limits and requirements set forth therein. Credit criteria and maximum percentages listed in the table below are calculated at the time the investment is purchased.

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Type of Investment	Maximum Percent of Portfolio Investment	Maximum Amount of Individual Investment	Minimum Credit Quality and Requirements	Maximum Maturity*
Federal Deposit Insurance Corporation (FDIC) Insured Accounts	100%	-	-	N/A
Bankers' Acceptances	20% (no more than 5% with one bank)	-	-	180 days
Commercial Paper	15% (no more than 10% of a single issuer)	-	Highest letter and number rating by an NRSRO**~~Standard & Poor's: AAA or Moody's: Aaa~~	~~270~~ 397 days
Local Government Investment Pools	90%	-	See Section 2.2.11 of this Administrative Policy	N/A
Joint Powers Authority Pools	90%	-	Must retain an investment advisor who is registered with the ~~Securities and Exchange Commission~~SEC (or exempt from registration), has assets under management in excess of $500 million, and has at least five years' experience investing in instruments authorized by California Government Code Section 53601, subdivisions (a) to (o)	N/A
Money Market Mutual Funds	10%	-	Standard & Poor's AAA or Moody's Aaa; and Must retain an investment advisor registered with the ~~Securities and Exchange Commission~~SEC (or exempt from	N/A

REDLINE

Type of Investment	Maximum Percent of Portfolio Investment	Maximum Amount of Individual Investment	Minimum Credit Quality and Requirements	Maximum Maturity*
			registration) has assets under management in excess of $500 million, and has at least five years' experience investing in money market instruments	
Certificates of Deposit (Negotiable)	30% (no more than 10% with one bank or issuer)	$250,000	Issued by a nationally or state-chartered bank, or state or federal savings and loan association, as defined by California Financial Code Section 5102, and fully insured by the Federal Deposit Insurance Corporation ("FDIC") or collateralized in accordance with Section 2.2.15 of this Administrative Policy	5 years
Certificates of Deposit (Non-Negotiable)	90%			
Repurchase Agreements	10% (no more than 20% of a single issuer)	-	Collateralized in accordance with Section 2.2.15 of this Administrative Policy	30 days
United States Treasury Obligations	90% of overall portfolio for any one investment type	-	Explicit full faith and credit guarantee of the United States Government	5 years
United States Agency Obligations		-	Implied full faith and credit guarantee of the United States Government	5 years
State of California and Other States-issued Obligations	20% of overall portfolio for any one investment type (no more than 5% of a single issuer)	-	-	3 years
California Local Government-issued Municipal Obligations		-	-	3 years

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Type of Investment	Maximum Percent of Portfolio Investment	Maximum Amount of Individual Investment	Minimum Credit Quality and Requirements	Maximum Maturity*
Medium-Term Notes	20%	-	Nationally Recognized Statistical Ratings Organization Rating: "A" rating category or its equivalent	5 years

* No investment shall be made with a maturity rate more than five years from the date of purchase.
** Issuing entity must be organized and operating within the United States as a general corporation, have assets in excess of $500 million, and have debt other than commercial paper, if any, rated by a NRSRO in a rating category of "A" or its equivalent or higher; or the issuing entity must be organized within the United States as a special purpose corporation, trust, or limited liabiliy corporation, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

2.2.11. Local Government Investment Pools.

While local government investment pools generally provide significant safety and liquidity, the City Treasurer shall complete a thorough investigation prior to making any such investment and consider the same during the monthly compliance review required by Section 2.2.13 of this Administrative Policy. Due diligence in investigations shall generally include a review of written statements of investment policies, objectives, fees schedules, and reporting schedules, as well as issues related to (1) eligible investors and securities, (2) the permitted frequencies and sizes of deposits and withdrawals, (3) security safeguards, including settlement processes, (4) the frequency with which securities are priced and the program audited, (5) the treatment of gains and losses, including interest calculations and distribution, (6) whether and, if so, how reserves, retained earnings, and similar funds are utilized by the investment pool, and (7) whether the investment pool is eligible for and, if so, accepts bond proceeds. In addition, only local government investment pools with at least five years' experience providing similar services to other California municipalities may be utilized. Similar due diligence and investigative procedures shall be performed prior to investing in any other pooled investment funds, such as money market mutual funds.

When investments are held in more than one local government investment pool at the same time, the City Treasurer shall review yield rates for each investment pool at least twice per month – once during the preparation of each monthly investment report to the City Council required by Section 2.2.17 of this Administrative Policy and again at the end of each month. If the percent change between the yield rates is 5% or more at the time of review, the City Treasurer shall ensure that no less than 60% of total investments in investment pools are held in the investment pool with the highest yield rate, unless a lower amount is necessary to meet reasonably anticipated, short-term cash flow needs.

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2.2.12. Prohibited Investments.

Notwithstanding those types of investments that are otherwise prohibited by law or this Administrative Policy, any type of investment not specifically listed in Section 2.2.10 of this Administrative Policy~~, as well as~~ including, but not limited to, financial derivatives (e.g., inverse floaters, range notes, interest only strips derived from a pool of mortgages, and securities that could result in a zero-interest accrual if held to maturity) and foreign investments (e.g., indices and currencies), are prohibited.

2.2.13. Monthly Internal Compliance Review of Investment Portfolio.

Investments shall be in compliance with the ratings and other requirements set forth in this Administrative Policy at the time of purchase. It is acknowledged and understood that some investments may not fully comply with the same following purchase. The City Treasurer shall review the overall investment portfolio on a monthly basis and identify any investments that no longer comply with this Investment Policy. Non-compliant investments shall be reported to the City Council, City Manager, and City Attorney within 10 business days of discovery and corrected as soon as practical.

2.2.14. Safekeeping and Custody.

All investments shall be registered in the name of the City of Laguna Woods and all interest, ~~principal~~ payments, and withdrawals shall indicate the City of Laguna Woods as the sole payee.

All investments, ~~with the exception of~~ except for ~~Federal Deposit Insurance Corporation (FDIC)~~ FDIC Insured Accounts, Local Government Investment Pools, and Money Market Funds shall be held by a third-party custodian designated by the City Treasurer and evidenced by custodial agreements or safekeeping receipts. Third-party custodians shall comply with the requirements set forth in Section 2.2.09 of this Administrative Policy.

All security transactions, where applicable, shall use a Delivery-versus-Payment ("DVP") settlement procedure with the ~~City's~~ City of Laguna Woods' payment due at the time of delivery, which ensures that securities are deposited with the third-party custodian prior to the release of funds.

2.2.15. Collateralization.

Collateral for bank deposits and certificates of deposit shall be 110% of the market value of principal and accrued interest. Collateral can be either United States Treasury securities or United States Agency securities.

Collateral for repurchase agreements shall be 102% of the market value of principal and

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accrued interest. Collateral can be either United States Treasury securities or United States Agency securities. The City Treasurer is authorized to grant the right of collateral substitution for repurchase agreements.

All collateral shall be held by an independent third party with whom the City of Laguna Woods has a current custodial agreement or master repurchase agreement. Evidence of ownership (safekeeping receipt) must be supplied to the City of Laguna Woods and retained.

2.2.16. Diversification.

The overall investment portfolio shall be diversified to avoid incurring unreasonable and avoidable risk associated with concentrating investments in unvaried investment types, maturity segments, or financial depositories and institutions. In a diversified portfolio, occasional measurement losses may occur. Such losses shall be considered within the overall portfolio's investment return.

2.2.17. Reporting.

The City Treasurer shall prepare and submit a monthly investment report to the City Council. The report shall include a summary of all investment transactions for the preceding month, as required by California Government Code Section 53607, as well as similar information that would be required by California Government Code Section 53646(b) if the ~~City~~ City of Laguna Woods prepared quarterly investment reports, to the extent that such information is available.

The report shall contain, at a minimum, the following information that is subject to this Administrative Policy: the type of investment, issuer, date of maturity, par value and costs of each investment, market value, and a description of any investments, including loans and security lending programs, that are under the management of contracted parties. For funds in local government investment pools, the report shall also include a current market value as of the date of the report and the source of that same valuation. The report shall also comply with Government Accounting Standard Board ("GASB") Statement No. 40 and include the following:

A. Certification that all investment actions executed since the last report have been made in full compliance with this Administrative Policy; and

B. Certification that the City of Laguna Woods is able to meet all cash flow needs which might reasonably be anticipated for the next 12 months.

2.2.18. Annual City Council Review and Adoption of this Administrative Policy.

This Administrative Policy shall be reviewed, modified as necessary, and adopted, at least annually, to ensure its consistency with the objectives set forth in Section 2.2.03 of this Administrative Policy and applicable law. The Administrative Policy shall be adopted by resolution of the City Council at a duly noticed public meeting. Such annual review shall be in addition to the reviews conducted by the Investment ~~Policy Review~~ Committee as described in Section 2.2.04 of this Administrative Policy.

2.2.19. Relationship to Federal and State Laws.

Where federal or state laws are more restrictive than or contradict this Administrative Policy, such laws shall take precedence. Where this Administrative Policy is more restrictive than federal or state laws, this Administrative Policy shall take precedence. The City Treasurer shall advise the Investment Policy Review Committee of any contradictions of federal or state law for consideration during its reviews conducted as described in Section 2.2.04 of this Administrative Policy.

2.2.20. Attachments.

Attachment A, "Glossary of Terms and Acronyms," is incorporated by reference.

Attachment B, "California Municipal Treasurers Association Investment Policy Certification"

City Council Approval: October XX, 2026

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Attachment A, "Glossary of Terms and Acronyms"

This Glossary of Terms and Acronyms contains common investment terminology to provide users with a better understanding of basic investment terms. It is intended to be used as a basic reference only, is not intended to be all inclusive, and should not be treated as a

substitute for professional counsel or analysis.

ACCRUED INTEREST: Coupon interest accumulated on a bond or note since the last interest payment or, for a new issue, from the dated date to the date of delivery.

BANK DEPOSITS: Deposits in banks or other depository institutions that may be in the form of demand accounts (checking) or investments in accounts that have a fixed term and negotiated rate of interest.

BANKERS' ACCEPTANCE: A draft or bill or exchange accepted by a bank or trust company. The accepting institution, as well as the issuer, guarantees payment of the bill.

BOND PROCEEDS: The money paid to the issuer by the purchaser or underwriter of a new issue of municipal securities. These moneys are used to finance the project or purpose for which the securities were issued and to pay certain costs of issuance as may be provided in the bond contract.

BONDS: A debt obligation of a firm or public entity. A bond represents the agreement to repay the debt in principal and, typically, in interest on the principal.

BROKER: A person or firm that acts as an intermediary by purchasing and selling securities for others rather than for its own account.

CALIFORNIA ASSET MANAGEMENT PROGRAM ("CAMP"): A joint powers authority that operates a voluntary investment fund for public agencies.

CASH FLOW: A comparison of cash receipts (revenues) to required payments (debt service, operating expenses, etc.).

CERTIFICATE OF DEPOSIT ("CDs"): A short-term, secured deposit in a financial institution that usually returns principal and interest to the lender at the end of the loan period. ~~Certificates of Deposit (CDs)~~CDs differ in terms of collateralization and marketability. CDs appropriate to public agency investing include:

Negotiable Certificates of Deposit – Generally, short-term debt instruments that pay interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. The majority of negotiable CDs mature within six months while the average maturity is two weeks. Negotiable CDs are traded in a secondary market and are payable upon order to the bearer or initial depositor (investor). Negotiable CDs are insured by the FDIC up to $250,000, but they are not collateralized beyond that amount.

Non-Negotiable Certificates of Deposit – CDs that carry a penalty if redeemed prior to maturity. A secondary market does exist for non-negotiable CDs, but redemption includes a transaction cost that reduces returns to the investor. Non-negotiable CDs issued by banks

REDLINE

and savings and loans are insured by the FDIC up to the amount of $250,000, including principal and interest. Amounts deposited above this amount may be secured with other forms of collateral through an agreement between the investor and the issuer. Collateral may include other securities, including treasuries or agency securities (e.g., issued by the Federal National Mortgage Association ("FNMA")).

COLLATERALIZATION OF DEPOSITS: A process by which a bank or other financial institution pledges securities or other deposits for the purpose of securing the repayment of deposited funds.

COMMERCIAL PAPER: An unsecured short-term promissory note issued by corporations or municipalities, with maturities ranging from two to ~~270~~ 397 days.

COUNTY POOLED INVESTMENT FUNDS: The aggregate of all funds from public agencies placed in the custody of the county treasurer or chief finance officer for investment and reinvestment.

COUPON: The annual rate of interest that a bond's issuer promises to pay the bondholder in the bond's face value; a certificate attached to a bond evidencing interest due on a payment date.

CREDIT RATING: The credit worthiness of an investment. Credit ratings are issued by ~~Nationally Recognized Statistical Rating Organizations (NRSROs)~~NRSROs registered with the ~~Securities and Exchange Commission~~SEC. Three highly recognized NRSROs are Standard and Poor's, Moody's, and Fitch. The organizations use a primary letter designation (numbers or symbols may follow the letter designation) to indicate the quality of an investment. As an example, short-term ratings by Standard and Poor's of A-1+ and Moody's of P-1 indicate a prime or high-grade quality investment. Long-term prime or high-grade quality investments would be rated AAA or Aaa by Standard and Poor's and Moody's, respectively. Rates beginning with letters B or C would typically indicate an investment of speculative and higher risk quality.

CREDIT RISK: The chance that an issuer will be unable to make scheduled payments of interest and principal on an outstanding obligation. Another concern for investors is that the market's perception of an issuer/borrower's credit will cause the market value of a security to fall, even if default is not expected.

CUSTODIAN: A bank or other financial institution that keeps custody of stock certificates and other assets.

DEALER: Someone who acts as a principal in all transactions, including underwriting, buying, and selling securities, including from his/her/their own account.

REDLINE

DELIVERY-VERSUS-PAYMENT ("DVP"): The payment of cash for securities as they are delivered and accepted for settlement.

DERIVATIVE: Securities that are based on, or derived from, some underlying asset, reference date, or index.

DISCOUNT: The difference between the par value of a security and the cost of the security, when the cost is below par. Investors purchase securities at a discount when return to the investor (yield) is higher than the stated coupon (interest rate) on the investment.

DISCOUNT RATE: The interest rate used in discounted cash flow analysis to determine the present value of future cash flows. The discount rate in discounted cash flow analysis takes into account not just the time value of money, but also the risk or uncertainty of future cash flows; the greater the uncertainty of future cash flows, the higher the discount rate.

DIVERSIFICATION: The allocation of different types of assets in a portfolio to mitigate risks and improve overall portfolio performance.

FEDERAL DEPOSIT INSURANCE CORPORATION ("FDIC"): A federal agency that insures bank deposits, currently up to $250,000 per entity.

FIDUCIARY: An individual who holds something in trust for another and bears liability for its safekeeping.

GOVERNMENT ACCOUNTING STANDARDS BOARD ("GASB"): A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

INDEX: An indicator that is published on a periodic basis that shows the estimated price and/or yield levels for various groups of securities.

INTEREST: The amount a borrower pays to a lender for the use of his/her/their money.

INTEREST RATE RISK: The risk that an investment's value will change due to a change in the absolute level of interest rates, spread between two rates, shape of the yield curve, or any other interest rate relationship.

JOINT POWERS AUTHORITY POOLS: Investment pools involving the joint exercise of common investment powers between two or more public agencies with shares of beneficial interest issued pursuant to California Government Code Section 6509.7.

LIQUIDITY: The measure of the ability to convert an instrument to cash on a given date at full face or par value.

REDLINE

LOCAL AGENCY INVESTMENT FUND ("LAIF"): A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

LOCAL GOVERNMENT INVESTMENT POOLS: Investment pools that include ~~the Local Agency Investment Fund (LAIF) and County Pooled Investment Funds~~CAMP and LAIF. These funds are not subject to the same SEC rules applicable to money market mutual funds. For this Administrative Policy, ~~Joint~~ joint ~~Powers~~ powers ~~Authority~~ authority ~~Pools~~ pools are not considered "~~Local~~ local ~~Government~~ government ~~Investment~~ investment ~~Pools~~pools."

MARKET VALUE: The price at which a security is trading and presumably could be purchased or sold at a particular point in time.

MATURITY: The date on which the principal or stated value of an investment becomes due and payable.

MEDIUM-TERM NOTES: Corporate or depository institution debt securities meeting certain minimum quality standards (as specified in California Government Code Section 53601) with a maximum remaining maturity of five years or less, issued by (a) corporations organized and operating within the United States or (b) depository institutions licensed by the United States or any state and operating within the United States. Instruments separately defined in, or authorized by, this Administrative Policy are not considered "Medium-Term Notes."

MONEY MARKET MUTUAL FUNDS ("MMFs"): Mutual funds that invest exclusively in short-term money market instruments. MMFs seek the preservation of capital as a primary goal while maintaining a high degree of liquidity and providing income representative of the market for short term investments.

MORTGAGE-BACKED SECURITIES ("MBS"): Securities created when a mortgagee or a purchaser of residential real estate mortgages creates a pool of mortgages and markets undivided interests or participations in the pool. MBS owners receive a pro-rata share of the interest and principal cash flows (net of fees) that are "passed through" from the pool of mortgages. MBS are complex securities whose cash flow is determined by the characteristics of the mortgages that are pooled together. Investors in MBS face prepayment risk associated with the option of the underlying mortgagors to pre-pay or payoff their mortgage. Most MBS are issued and/or guaranteed by federal agencies and instrumentalities (e.g., Government National Mortgage Association ("GNMA"), Federal National Mortgage Association ("FNMA"), and Federal Home Loan Mortgage Corporation ("FHLMC")).

MUNICIPAL NOTES, BONDS, AND OTHER OBLIGATIONS: Obligations issued by state and local governments to finance capital and operating expenses.

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MUTUAL FUNDS: An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

NATIONALLY RECOGNIZED STATISTICAL RATINGS ORGANIZATION ("NRSRO"): A credit rating agency registered as a "Nationally Recognized Statistical Ratings Organization" with the Securities and Exchange Commission, consistent with the Credit Rating Agency Reform Act, the Dodd-Frank Wall Street Reform and Consumer Protection Act, and other applicable legislation and rulemaking, as may change from time-to-time.

NEW ISSUE: Securities sold during the initial distribution of an issue in a primary offering by the underwriter or underwriting syndicate.

NOTE: A written promise to pay a specified amount to a certain entity on demand or on a specified date. Usually bearing a short-term maturity of a year or less (though longer maturities are issued—see "Medium-Term Notes").

PAR VALUE: The principal amount of a note or bond which must be paid at maturity. Par, also referred to as the "face amount" of a security, is the principal value stated on the face of the security. A par bond is one sold at a price of 100 percent of its principal amount.

PORTFOLIO: Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

PREMIUM: The difference between the par value of a security and the cost of the security, when the cost is above par. Investors pay a premium to purchase a security when the return to the investor (yield) is lower than the stated coupon (interest rate) on the investment.

PRICE: The amount of monetary consideration required by a willing seller and a willing buyer to sell an investment on a particular date.

PRINCIPAL: The face value or par value of a debt instrument, or the amount of capital invested in a given security.

PRUDENT INVESTOR STANDARD: A standard of conduct where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing funds. The test of whether the standard is being met is if a prudent person acting in such a situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

REPURCHASE AGREEMENTS: An agreement of one party (for example, a financial institution) to sell securities to a second party (such as a local agency) and simultaneous agreement by the first party to repurchase the securities at a specified price from the second party on demand or at a specified date.

REDLINE

RISK: The uncertainty of maintaining the principal or interest associated with an investment due to a variety of factors.

SAFEKEEPING SERVICE: Offers storage and protection of assets provided by an institution serving as an agent.

SAFETY: In the context of investing public funds, safety relates to preserving the principal of an investment in an investment portfolio; local agencies address the concerns of safety by controlling exposure to risks.

SECURITIES AND EXCHANGE COMMISSION ("SEC"): The federal agency responsible for supervising and regulating the securities industry.

TRUSTEE OR TRUST COMPANY: A financial institution with powers to act in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

UNDERWRITER: A dealer that purchases a new issue of municipal securities for resale.

UNITED STATES AGENCY OBLIGATIONS: Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises, including federal agency mortgage-backed securities. Types of instruments may include mortgage-backed securities from the Federal National Mortgage Association ("FNMA") including Fannie Mae and Freddie Mac securities.

UNITED STATES TREASURY OBLIGATIONS: Debt obligations of the United States government sold by the Treasury Department in the forms of bills, notes, and bonds. Bills are short-term obligations that mature in one year or less and are sold at a discount. Notes are obligations that mature between one year and 10 years. Bonds are long-term obligations that generally mature in 10 years or more.

YIELD: The current rate of return on an investment security generally expressed as a percentage of the securities current price.

YIELD CURVE: A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

REDLINE

Attachment B, "California Municipal Treasurers Association Investment Policy Certification"

The ~~City's~~ City of Laguna Woods' Investment of Financial Assets policy, as adopted by the City Council on April 4, 2022, was certified by the California Municipal Treasurers Association ("CMTA") on June 27, 2022.



California Municipal Treasurers Association

Investment Policy Certification

CALIFORNIA REPUBLIC

Issued on 06/27/2022

City of Laguna Woods

The California Municipal Treasurers Association certifies that the investment policy of the City of Laguna Woods complies with the current State statutes governing the investment practices of local government entities located within the State of California.

CMTA

President

06/27/2022

Date

Since receiving certification, the ~~City's~~ City of Laguna Woods' substantive modifications of the Investment of Financial Assets policy have been limited to updating this Attachment B, increasing the maximum amount of portfolio investment for non-negotiable certificates of deposit, increasing the maximum maturity and clarifying minimum credity quality and requirements for commercial paper, eliminating the limit on the amount of United States Treasury Obligations and United States Agency Obligations that can be invested with a single issuer, adding a performance standard for local government investment pools, replacing the Investment Policy Review Committee with an Investment Committee, and making changes responsive to the CMTA Investment Scorecards received as part of the June 27, 2022 certification.

7.4
FEDERAL AND STATE DISASTER ASSISTANCE

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

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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, REPEALING RESOLUTION NO. 23-04 AND MAKING DESIGNATIONS AND AUTHORIZATIONS RELATED TO APPLICATIONS, ASSURANCES, AND AGREEMENTS FOR FEDERAL AND STATE DISASTER FINANCIAL ASSISTANCE AND GRANT PROGRAMS INCLUDING, BUT NOT LIMITED TO, AUTHORIZING THE COMPLETION, EXECUTION, AND FILING OF THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES' DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES (OES-FPD-130) FORM

WHEREAS, the State of California allows all non-state agency applicants for federal financial assistance under laws or programs including, but not limited to, Public Law ("P.L.") 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under laws or programs including, but not limited to, the California Disaster Assistance Act, to designate authorized agents for the same by resolution approved by the respective governing body within three years preceding the date of any application for such financial assistance; and

WHEREAS, the City's most recent designations and authorizations were made by Resolution No. 23-04.

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

SECTION 1. Resolution No. 23-04 is hereby repealed.

SECTION 2. The City Manager and Administrative Services Director/City Treasurer ("City Agents") are hereby authorized to execute for and on behalf of the City of Laguna Woods, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance under laws or programs including, but not limited to, P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under laws or programs including, but not limited to, the California Disaster Assistance Act. This authorization includes, but is not limited to, the execution and provision of any assurances and agreements required, as well as California Governor's Office of Emergency Services ("Cal OES") Form 130 (Designation of Applicant's Agent Resolution for Non-State Agencies (OES-FPD-130)), in the form completed and attached hereto as Exhibit A.

SECTION 3. The City Agents are hereby authorized to provide to the State of California and Cal OES for all matters pertaining to disaster financial assistance, the assurances and agreements required.

SECTION 4. The City Agents, City Clerk, and such other City staff as may be necessary, are hereby authorized to execute and file Cal OES Form 130 with the State of California, consistent with this resolution.

SECTION 5. This resolution is a universal resolution and is effective for all open and future disasters up to three years following its date of approval.

SECTION 6. 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 21st day of October 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 21st day of October 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

Exhibit A to Resolution No. 26-XX

Cal OES Form 130 (Designation of Applicant's Agent Resolution for Non-State Agencies (OES-FPD-130))

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DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of Laguna Woods (Name of Applicant)

THAT City Manager (Title of Authorized Agent), OR

Administrative Services Director/City Treasurer (Title of Authorized Agent), OR

_____ (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Laguna Woods (Name of Applicant), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the City of Laguna Woods (Name of Applicant), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

DESIGNATION OF APPLICANT'S AGENT RESOLUTION NON-STATE AGENCIES

OES-FPD-130 (Rev. 10-2022)

Please check the appropriate box below

☑ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.

☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s):_____

Passed and approved this 21st day of October, 20 26

Annie McCary, Mayor
(Name and Title of Governing Body Representative)

Pearl Lee, Mayor Pro Tem
(Name and Title of Governing Body Representative)

Cynthia Conners, Councilmember
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Yolie Trippy (Name), duly appointed and City Clerk (Title) of City of Laguna Woods (Name of Applicant), do hereby certify that the above is a true and correct copy of a resolution passed and approved by the City Council (Governing Body) of the City of Laguna Woods (Name of Applicant) on the 21st day of October, 20 26.

_____ City Clerk
(Signature) (Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. Titles Only: The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.

Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

7.5
CONFLICT OF INTEREST CODE

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

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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, DETERMINING THAT NO CHANGES IN THE CONFLICT OF INTEREST CODE ADOPTED BY RESOLUTION NO. 18-27 ARE NECESSARY FOLLOWING THE REVIEW REQUIRED BY CALIFORNIA GOVERNMENT CODE SECTION 87306.5

WHEREAS, the Political Reform Act of 1974 and California Government Code Section 81000 et seq. ("Act"), require local governmental agencies to adopt a conflict of interest code pursuant to the Act; and

WHEREAS, California Government Code Section 87306.5 requires local governmental agencies to review conflict of interest codes at least every even-numbered year and identify whether any changes in conflict of interest codes are necessitated by changed circumstances by October 1 of the same year; and

WHEREAS, the City's existing conflict of interest code was adopted on June 20, 2018 by Resolution No. 18-27.

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

SECTION 1. After reviewing the existing conflict of interest code adopted by Resolution No. 18-27, the City Council hereby determines that there are no changed circumstances that necessitate changes in the existing conflict of interest code.

SECTION 2. 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 21st day of October 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 21st day of October 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

RESOLUTION NO. 18-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, RESCINDING RESOLUTION NO. 16-32 AND RE-ADOPTING THE CONFLICT OF INTEREST CODE ADOPTED BY RESOLUTION NO. 16-32, IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 81000 ET SEQ.

WHEREAS, the Political Reform Act of 1974 and California Government Code Section 81000 *et seq*. ("Act"), require local governmental agencies to adopt a conflict of interest code pursuant to the Act; and

WHEREAS, California Government Code Section 87306.5 requires local governmental agencies to review conflict of interest codes at least every even-numbered year and identify whether any changes in conflict of interest codes are necessitated by changed circumstances by October 1 of the same year; and

WHEREAS, the City Council adopted Resolution No. 16-32 on November 16, 2016, adopting an amended conflict of interest code.

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

SECTION 1. After reviewing the existing conflict of interest code adopted by Resolution No. 16-32, the City Council hereby determines that there are no changed conditions that necessitate changes in the existing conflict of interest code.

SECTION 2. Resolution No. 16-32 is hereby repealed.

SECTION 3. The terms of 2 California Code of Regulations, Section 18730, a copy of which is attached hereto as Exhibit A, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby adopted and incorporated by reference as the conflict of interest code for the City. Exhibit A, together with exhibits B, C, D, and E to this resolution, in which members and employees are designated and disclosure categories are set forth and explained, shall constitute the conflict of interest code of the City.

SECTION 4. Employees designated in Exhibit C hereto shall file Statements of Economic Interests ("Form 700") with the City Clerk pursuant to this resolution. The Mayor, Members of the City Council, City Manager, City

Attorney, City Treasurer, and officials who manage public investments shall file a Form 700 statement pursuant to state law (California Government Code Section 87200 *et seq.)* with the City Clerk who shall forward a copy of the statement to the Fair Political Practices Commission. The City Clerk shall retain a copy of all statements of economic interests and make them available for public inspection and reproduction (California Government Code Section 81008).

SECTION 5. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 20th day of June 2018.

CAROL MOORE, Mayor

ATTEST:

YOLIE TRIPPY, Deputy City Clerk

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

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do HEREBY CERTIFY that the foregoing **Resolution No. 18-27** was duly adopted by the City Council of the City of Laguna Woods at a regular meeting thereof, held on the 20th day of June 2018, by the following vote:

AYES: COUNCILMEMBERS: Conners, Hatch, Horne, Moore, Rainey
NOES: COUNCILMEMBERS: -
ABSENT: COUNCILMEMBERS: -

YOLIE TRIPPY, Deputy City Clerk

EXHIBIT A

CONFLICT OF INTEREST CODE
CITY OF LAGUNA WOODS

TITLE 2. ADMINISTRATION
DIVISION 6. FAIR POLITICAL PRACTICES COMMISSION
CHAPTER 7. CONFLICTS OF INTEREST

ARTICLE 2. DISCLOSURE

2 CCR 18730 (1998)

18730. Provisions of Conflict of Interest Codes

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

(C) The filing officer is the same for both agencies.[1]

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.[2]

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property[3] is required to be reported[4] the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars ($2,000), exceeds ten thousand dollars ($10,000), exceeds one hundred thousand dollars ($100,000), or exceeds one million dollars ($1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported[5] the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars ($500) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), greater than ten thousand dollars ($10,000), or greater than one hundred thousand dollars ($100,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported[6] the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of $440.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $440 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This

section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of one hundred dollars ($100) or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $440 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services or 18705.2(c) totaling in value one thousand dollars ($1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000-91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

AUTHORITY:

NOTE: Authority cited: Section 83112, Government Code. Reference: Section 87302, Government Code.

HISTORY:

1. New section filed 4-2-80 as an emergency; effective upon filing (Register 80, No. 14). Certificate of Compliance included.

2. Editorial correction (Register 80, No. 29).

3. Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter (Register 81, No. 2).

4. Amendment of subsection (b)(7)(B)1. filed 1-26-83; effective thirtieth day thereafter (Register 83, No. 5).

5. Amendment of subsection (b)(7)(A) filed 11-10-83; effective thirtieth day thereafter (Register 83, No. 46).

6. Amendment filed 4-13-87; operative 5-13-87 (Register 87, No. 16).

7. Amendment of subsection (b) filed 10-21-88; operative 11-20-88 (Register 88, No. 46).

8. Amendment of subsections (b)(8)(A) and (b)(8)(B) and numerous editorial changes filed 8-28-90; operative 9-27-90 (Reg. 90, No. 42).

9. Amendment of subsections (b)(3), (b)(8) and renumbering of following subsections and amendment of Note filed 8-7-92; operative 9-7-92 (Register 92, No. 32).

10. Amendment of subsection (b)(5.5) and new subsections (b)(5.5)(A)-(A)(2) filed 2-4-93; operative 2-4-93 (Register 93, No. 6).

11. Change without regulatory effect adopting Conflict of Interest Code for California Mental Health Planning Council filed 11-22-93 pursuant to title 1, section 100, California Code of Regulations (Register 93, No. 48). Approved by Fair Political Practices Commission 9-21-93.

12. Change without regulatory effect redesignating Conflict of Interest Code for California Mental Health Planning Council as chapter 62, section 55100 filed 1-4-94 pursuant to title 1, section 100, California Code of Regulations (Register 94, No. 1).

13. Editorial correction adding History 11 and 12 and deleting duplicate section number (Register 94, No. 17).

14. Amendment of subsection (b)(8), designation of subsection (b)(8)(A), new subsection (b)(8)(B), and amendment of subsections (b)(8.1)-(b)(8.1)(B), (b)(9)(E) and Note filed 3-14-95; operative 3-14-95 pursuant to Government Code section 11343.4(d) (Register 95, No. 11).

15. Editorial correction inserting inadvertently omitted language in footnote 4 (Register 96, No. 13).

16. Amendment of subsections (b)(8)(A)-(B) and (b)(8.1)(A), repealer of subsection (b)(8.1)(B), and amendment of subsection (b)(12) filed 10-23-96; operative 10-23-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 43).

17. Amendment of subsections (b)(8.1) and (9)(E) filed 4-9-97; operative 4-9-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 15).

18. Amendment of subsections (b)(7)(B)5., new subsections (b)(8.2)-(b)(8.4)(C) and amendment of Note filed 8-24-98; operative 8-24-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 35).

19. Editorial correction of subsection (a) (Register 98, No. 47).

20. Amendment of subsections (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 5-11-99; operative 5-11-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 20).

21. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-6-2000; operative 1-1-2001 pursuant to the 1974 version of Government Code section 11380.2 and Title 2, California Code of Regulations, section 18312(d) and (e) (Register 2000, No. 49).

22. Amendment of subsections (b)(3) and (b)(10) filed 1-10-2001; operative 2-1-2001. Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 2).

23. Amendment of subsections (b)(7)(A)4., (b)(7)(B)1.-2., (b)(8.2)(E)3., (b)(9)(A)-(C) and footnote 4. filed 2-13-2001. Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 7).

FOOTNOTES:

[1]Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

[2] See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

[3] For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

[4] Investments and interests in real property which have a fair market value of less than $2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

[5] A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

[6] Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

EXHIBIT B

Consultants

Commission Regulation 18701 (a)(2) defines "consultant" as an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:

(i) Approve a rate, rule, or regulation

(ii) Adopt or enforce a law;

(iii) Issue, deny, suspend, or revoke any permit license, application, certificate, approval, order, or similar authorization or entitlement;

(iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;

(v) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;

(vi) Grant agency approval to a plan, design, report, study, or similar item;

(vii) Adopt, or grant agency approval of policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency, and in that capacity participates in making a governmental decision (Regulation 18702.2) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in the section. Such written determination shall include a description of the consultant's duties and, based upon the description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

EXHIBIT C

Designated Employees and Disclosure Categories

The following positions are held by individuals involved in making, or who participate in the making, of decisions which may foreseeably have a material effect on financial interests:

Designated Position Disclosure Categories

Administrative Services Director/City Treasurer 1

Building Official (Consultant) 1

Chief of Police Services (Consultant) 1

City Clerk 1

Consultant* 1

Assistant City Attorney (Consultant) 1

Exempt Officials** 1

Fire Chief (Consultant) 1

Senior Accountant 1

* See Attachment B for explanation of Consultant filing

** The Mayor, City Council, Members of the Planning Commission, City Manager, City Attorney, City Treasurer, and officials who manage public investments are all required to file disclosure statements pursuant to state law and thus are not included herein.

EXHIBIT D

Categories of Reportable Economic Interests

Designated Persons in Category " 1 " Must Report:

All investments, interests in real property, income, and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. These financial interests are reportable only if located within and subject to the jurisdiction of the City, or if the business entity is doing business or planning to do business in an area subject to the jurisdiction of the City, or has done business within an area subject to the jurisdiction of the City at any time during the two (2) years prior to the filing of the statement.

Designated Persons in Category " 2 " Must Report:

(a) All investments in real property located within or subject to the jurisdiction of the City.

(b) Investments in any business entity which within the last two (2) years has contracted or in the future foreseeably may contract with the City.

(c) Income from any source which within the last two (2) years has contracted or in the future foreseeably may contract with the City.

(d) His or her status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity which within the last two (2) years has contracted or in the future foreseeably may contract with the City.

Designated Persons in Category " 3 " Must Report:

(a) Investments and business positions in, and income from business entities located in, doing business in, or planning to do business in the redevelopment project area and all interests in real property located within two (2) miles of the redevelopment project area.

EXHIBIT E

Definitions under the Political Reform Act

Government Code Section 82030

82030. Income.

a) "Income" means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10-percent interest or greater. "Income," other than a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this title.

(b) "Income" also does not include:

(1) Campaign contributions required to be reported under Chapter 4 (commencing with Section 84100).

(2) Salary and reimbursement for expenses or per diem received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

(3) Any devise or inheritance.

(4) Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.

(5) Dividends, interest, or any other return on a security which is registered with the Securities and Exchange Commission of the United States government or a commodity future registered with the Commodity Futures Trading Commission of the United States government, except proceeds from the sale of these securities and commodities futures.

(6) Redemption of a mutual fund.

(7) Alimony or child support payments.

(8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status if:

(A) The loan is secured by the principal residence of filer; or

(B) The balance owed does not exceed ten thousand dollars ($10,000).

(9) Any loan from or payments received on a loan made to an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or first cousin, or the spouse of any such person, provided that a loan or loan payment received from any such person shall be considered income if he or she is acting as an agent or intermediary for any person not covered by this paragraph.

(10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status, so long as the balance owed to the creditor does not exceed ten thousand dollars ($10,000).

(11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

(12) Proceeds from the sale of securities registered with the Securities and Exchange Commission of the United States government or from the sale of commodities futures registered with the Commodity Futures Trading Commission of the United States government if the filer sells the securities or the commodities futures on a stock or commodities exchange and does not know or have reason to know the identity of the purchaser.

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7.6
CATCH BASIN MAINTENANCE SERVICES

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

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EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
UNITED STORM WATER, INC.
FOR CATCH BASIN MAINTENANCE SERVICES

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on September 20, 2023, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and United Storm Water, Inc. ("CONTRACTOR"), is made and entered into this _____ by and among the CITY and CONTRACTOR.

WHEREAS, the initial term of the AGREEMENT was for the period between October 1, 2023 and 11:59 p.m. on October 31, 2026; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT through a maximum of 11:59 p.m. on October 31, 2027; and

WHEREAS, CITY has identified a need for and requested CONSULTANT provide services through 11:59 p.m. on October 31, 2027; and

WHEREAS, CONSULTANT is willing and able to provide the services requested by CITY, subject to the terms and conditions of this EXTENSION.

NOW THEREFORE, the parties amend the AGREEMENT as follows:

1. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on November 1, 2026 and ending at 11:59 p.m. on October 31, 2027 with no changes to the terms and conditions of the AGREEMENT except as specified herein.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this EXTENSION to be executed the day and year first above written.

CITY OF LAGUNA WOODS:

By_____
Christopher Macon, City Manager

Approved as to Form:

_____
Alisha Patterson, City Attorney

CONSULTANT:

By_____
Lydia Perry, Secretary/Treasurer

7.7
HAZARDOUS WASTE HANDLING SERVICES

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

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EXTENSION OF THE
AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE
CITY OF LAGUNA WOODS
AND
WM CURBSIDE, LCC
FOR HAZARDOUS WASTE HANDLING SERVICES

This EXTENSION of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on June 23, 2021, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and WM Curbside, LLC, a Delaware limited liability company ("CONTRACTOR"), is made and entered into this 10/08/2026 by and among the CITY and CONTRACTOR.

WHEREAS, the initial term of the AGREEMENT was for the period between July 1, 2021 and 11:59 p.m. on June 30, 2024; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT through a maximum of 11:59 p.m. on June 30, 2026; and

WHEREAS, the term of the AGREEMENT was previously extended by the City Council for periods through 11:59 p.m. on September 30, 2026; and

WHEREAS, CITY has identified a need for and requested CONSULTANT provide services through 11:59 p.m. on October 31, 2026; and

WHEREAS, CONSULTANT is willing and able to provide the additional services requested by CITY, subject to the terms and conditions of this EXTENSION.

NOW THEREFORE, the parties amend the AGREEMENT as follows and, by doing so, memorialize prior authorized terms of agreement and performance consistent with same from and after October 1, 2026 until the date of signing hereto:

1. CITY and CONSULTANT hereby agree to an EXTENSION of the AGREEMENT for a period beginning on October 1, 2026 and ending at 11:59 p.m. on October 31, 2026 with no changes to the terms and conditions of the AGREEMENT except as specified herein.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this EXTENSION to be executed the day and year first above written.

CITY OF LAGUNA WOODS:

By Christopher Macon
Christopher Macon (Oct 8, 2026 10:48:49 PDT)
Christopher Macon, City Manager

Approved as to Form:

Alisha Patterson
Alisha Patterson (Oct 8, 2026 10:50:01 PDT)
Alisha Patterson, City Attorney

CONSULTANT:

By Ilda Rodriguez
Ilda Rodriguez, District Manager

EXTENSION AND AMENDMENT OF THE AGREEMENT FOR CONSULTANT SERVICES BETWEEN THE CITY OF LAGUNA WOODS AND WM CURBSIDE, LLC FOR HAZARDOUS WASTE HANDLING SERVICES

This EXTENSION AND AMENDMENT of the AGREEMENT FOR CONSULTANT SERVICES ("AGREEMENT") that was approved by the City Council on June 23, 2021, by and among the City of Laguna Woods, a California municipal corporation ("CITY") and WM Curbside, LLC, a Delaware limited liability company ("CONTRACTOR"), is made and entered into this _____ by and among the CITY and CONTRACTOR.

WHEREAS, the initial term of the AGREEMENT was for the period between July 1, 2021 and 11:59 p.m. on June 30, 2024; and

WHEREAS, the AGREEMENT allows for the term of the AGREEMENT to be extended upon written agreement of both parties to the AGREEMENT through a maximum of 11:59 p.m. on June 30, 2026; and

WHEREAS, the term of the AGREEMENT was previously extended by CITY for periods through 11:59 p.m. on October 31, 2026; and

WHEREAS, CITY has identified a need for and requested CONTRACTOR provide services through 11:59 p.m. on June 30, 2027; and

WHEREAS, CONTRACTOR is willing and able to provide the additional services requested by CITY, subject to the terms and conditions of this EXTENSION AND AMENDMENT.

NOW THEREFORE, the parties amend the AGREEMENT as follows:

1. CITY and CONTRACTOR hereby agree to an EXTENSION of the AGREEMENT for a period beginning on November 1, 2026 and ending at 11:59 p.m. on June 30, 2027 with no changes to the terms and conditions of the AGREEMENT except as specified herein.

2. CITY and CONTRACTOR hereby agree to an AMENDMENT of the AGREEMENT consisting only of the modifications shown on pages 3-4 of this AMENDMENT.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this EXTENSION AND AMENDMENT to be executed the day and year first above written.

CITY OF LAGUNA WOODS:

By_____
Christopher Macon, City Manager

Approved as to Form:

_____
Alisha Patterson, City Attorney

CONTRACTOR:

By_____
Ilda Rodriguez, District Manager

AMENDMENT TEXT

Exhibit "A" ("Maximum Rate Schedule for Household Hazardous Waste Handling Services") of the AGREEMENT is amended to read as follows (additions shown with underlining and deletions shown with ~~strike through~~):

EXHIBIT A
MAXIMUM RATE SCHEDULE FOR HOUSEHOLD HAZARDOUS WASTE HANDLING SERVICES

Rates during the Term of this Agreement shall be:

SERVICE	RATE	MINIMUM CHARGE
Household Hazardous Waste Door-to-Door Collection	~~$170~~$210.03 per collection	~~$1,020~~$1,260.17 per collection day (equivalent of six collections)
No Household Hazardous Waste collected (waste was not out and ready for collection) for each scheduled Household Hazardous Waste Door-to-Door Collection	~~$40~~$49.42 per stop for routes with more than six stops	N/A
Medication Waste Drop Box Collection	~~$150~~$185.31 per collection and ~~$4.75~~$5.87 per pound of Medication Waste collected	N/A
Sharps Waste Drop Box Collection	~~$200~~$247.09 for the first drop box per collection and ~~$140~~$172.96 for each additional drop box per collection (the Sharps Waste collected from each drop box shall weigh a maximum of 50 pounds)	N/A
Non-Vehicle Battery Waste Drop Box Collection	~~$2~~$2.48 per pound of Non-Vehicle Battery collected	~~$100~~$123.55 per collection
Provision of Drop Boxes to City	No Charge	N/A
Compressed Gas Cylinders	~~$50~~$61.77 per 1-liter propane cylinder collected after the first 80 collected each fiscal year ~~$50~~$61.77 per fire extinguisher collected after	N/A

	the first 50 collected each fiscal year ~~$1250~~$1,544.33 per 5-gallon/BBQ propane cylinder collected after the first 30 collected each fiscal year	

Contractor's rates contained in the table above shall increase on July 1 of each calendar year (beginning on July 1, 2022) in the amount of any increase in the Bureau of Labor Statistics' Los Angeles-Long Beach-Anaheim Consumer Price Index for All Urban Consumers (CPI-U), between May of the then-current and previous years.

7.8
PEDESTRIAN ACCESSIBILITY IMPROVEMENT PROJECT: PHASE 10

For additional information on this item, please refer to Item 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: October 21, 2026 City Council Meeting

SUBJECT: Pedestrian Accessibility Improvement Project: Phase 10

Recommendation

1. Approve the Pedestrian Accessibility Improvement Project: Phase 10 plans and specifications as prepared by the project architect and other licensed and technical professionals;

2. Approve a notice of exemption for the Pedestrian Accessibility Improvement Project: Phase 10 finding that the project is categorically exempt from the California Environmental Quality Act ("CEQA") and authorize the City Manager to cause the notice of exemption to be filed pursuant to applicable law; and

3. Award a contract agreement to Van Engineering, Inc. for the construction of the Pedestrian Accessibility Improvement Project: Phase 10, in the amount of $129,974.00, plus authorized change orders not to exceed 10% ($12,997.40) of the base amount; and authorize 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.

Background

The Pedestrian Accessibility Improvement Project: Phase 10 ("Project") is included in the Fiscal Years 2025-36 Capital Improvement Program. The Project consists of, but is not limited to, reconstructing two driveway crossings and adjacent pedestrian improvements along Moulton Parkway. The Project also includes concrete sidewalk, access ramp, curb and gutter work; pavement removal, grinding, and asphalt restoration; adjusting water valves to grade; replacing a traffic signal pull box; restoring landscaping, striping, and curb markings; coordinating with AT&T for vault replacement; and, replacing deck and face plate assemblies and associated concrete improvements at three catch basins.

The Project is intended to improve the ease and safety of pedestrian travel, while also promoting compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973. The improvements are also called for in the General Plan Housing Element as part of Goal H-3 *(Administer housing and community development programs and activities in a manner to affirmatively further fair housing for all persons)* and Policy Objective H-3.1 *(Enhance access to housing)*.

Discussion

Today's meeting is an opportunity for City Council action, as well as public input, on the Pedestrian Accessibility Improvement Project: Phase 10 ("Project").

Staff recommends that the City Council take the following actions to allow construction to proceed:

Recommendation 1

Approval of the Project plans and specifications as prepared by the Project engineer (Iteris, Inc.). The Project plans and specifications are available for review at or from the City Clerk's Office, Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Telephone: (949) 639-0500. Email: cityhall@lagunawoods.gov.

Recommendation 2

Approval of a notice of exemption for the Project (Attachment A) finding that the Project is categorically exempt from the California Environmental Quality Act ("CEQA") and authorization for the City Manager to cause the notice of exemption to be filed pursuant to applicable law. For additional CEQA information, please refer to the Environmental Review section of this agenda report.

Recommendation 3

Award of a contract agreement to Van Engineering, Inc. for the construction of the Project, in the amount of $129,974.00, plus authorized change orders not to exceed 10% ($12,997.40) of the base amount; and authorization for 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.

Bids to construct the Project were solicited from September 17, 2026 through October 15, 2026. Four bids were received (see Table 1). After review, Van Engineering, Inc.is the lowest cost responsible bidder

Table 1: Bids Received

Bidder	Base Bid Amount
Carter Enterprises Group, Inc. DBA Pavement Rehab Company	$163,888.00
Eleazar General Engineering, Inc.	$276,290.39
Hardy & Harper, Inc.	$135,000.00
Van Engineering, Inc.	$129,974.00

It is anticipated that construction would be complete within 60 working days of the date the City issues a Notice to Proceed to the selected contractor. Staff anticipates issuing the Notice to Proceed in November 2026.

Environmental Review

The Project is categorically exempt from CEQA pursuant to California Code of Regulations, Title 14, Section 15301. For additional information, please refer to the proposed notice of exemption (Attachment A).

Fiscal Impact

Sufficient funds to support this project and the proposed budget adjustment are included in the Community Development Block Grant (CDBG) Fund budget for Fiscal Year 2026-27.

Report Prepared With: April Baumgarten, Public Works Administrator

Attachment: A – Proposed Notice of Exemption

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Recording requested by City of Laguna Woods
When recorded, mail to City of Laguna Woods,
24264 El Toro Road, Laguna Woods, CA 92637.
(949) 639-0500

Exemption Code 6103

NOTICE OF EXEMPTION

To: County of Orange Orange County Clerk-Recorder P.O. Box 238 Santa Ana, CA 92701	**From:** City of Laguna Woods 24264 El Toro Road Laguna Woods, CA 92637 (949) 639-0500

Project Title: Pedestrian Accessibility Improvement Project: Phase 10

Project Applicant: City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637
(949) 639-0500

Project Location – Specific: The project is located within the City of Laguna Woods' public right-of-way in the following locations:

- Eastbound El Toro Road between the intersections of El Toro Road/Calle Corta and El Toro Road/Moulton Parkway
- Northbound Moulton Parkway between the intersections of El Toro Road/Moulton Parkway and El Toro Road/Calle Cortez
- Southbound Paseo de Valencia between the intersections of Paseo de Valencia/Avenida De La Carlota and El Toro Road/Paseo de Valencia

Project Location – City: Laguna Woods, California **Project Location – County:** Orange

Description of Nature, Purpose, and Beneficiaries of Project: The project consists of, but is not limited to, reconstructing two driveway crossings and adjacent pedestrian improvements along Moulton Parkway. The project also includes concrete sidewalk, access ramp, curb and gutter work; pavement removal, grinding, and asphalt restoration; adjusting water valves to grade; replacing a traffic signal pull box; restoring landscaping, striping, and curb markings; coordinating with AT&T for vault replacement; and, replacing deck and face plate assemblies and associated concrete improvements at three catch basins.

The project is intended to improve accessibility for pedestrians and other users of the public sidewalk system. By improving accessibility, the project will facilitate better management of the public right of way and protect public safety and welfare.

NOTICE OF EXEMPTION
PEDESTRIAN ACCESSIBILITY IMPROVEMENT PROJECT: PHASE 10
CITY OF LAGUNA WOODS

The project is also intended to improve the ease and safety of pedestrian travel, while promoting compliance with the federal Americans with Disabilities Act of 1990, Architectural Barriers Act of 1968, and Rehabilitation Act of 1973.

The improvements are also called for in the General Plan Housing Element as part of Goal H-3 *(Administer housing and community development programs and activities in a manner to affirmatively further fair housing for all persons)* and Policy Objective H-3.1 *(Enhance access to housing)*.

Name of Public Agency Approving Project: City of Laguna Woods

Name of Person or Agency Carrying Out Project: City of Laguna Woods

Exempt Status:

X	Categorical Exemption (Sec. 15301)
	Declared Emergency (Sec. 21080(b)(3); 15269(a))
	Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
	Ministerial (Sec. 21080(b)(1); 15268)
	Statutory Exemption
	Not Subject to CEQA (Sec. 15061(b)(3))

Reasons Why Project is Exempt: The project is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to California Code of Regulations, Title 14 (the State CEQA Guidelines) Section 15301 (Class 1, Existing Facilities). Section 15301 exempts from environmental review the "the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use."

Subsection (c) of Section 15301 provides the following as non-exclusive examples of types of "existing facilities," "Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety, and other alterations such as the addition of bicycle facilities, including but not limited to bicycle parking, bicycle-share facilities and bicycle lanes, transit improvements such as bus lanes, pedestrian crossings, street trees, and other similar alterations that do not create additional automobile lanes)."

Subsection (d) of Section 15301 provides the following as non-exclusive examples of types of "existing facilities": "Restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as earthquake, landslide, or flood."

The project consists only of repair, maintenance, and minor alteration work within the City of Laguna Woods' public right-of-way for existing public streets and arterial highways. The project does not expand the existing or former use of any public street or arterial highway. Concrete sidewalk panels will be removed and constructed where concrete sidewalks already exist. No new

sidewalks will be added. Concrete at catch basins will be removed and replaced where concrete already exists. No new hardscape areas will be added. The project will rehabilitate deteriorated concrete and other facilities used by pedestrians, golf cart users, and/or bicyclists. The project will enhance the condition and accessibility of existing facilities for the purpose of protecting public safety and welfare. None of the deterioration being addressed is known to be substantial damage that resulted from an environmental hazard such as earthquake, landslide, or flood.

Based on the scope of work, the project meets the criteria for Class 1 categorical exemption.

Lead Agency Contact Person:

Signature: _____ Date: _____

Justin Faylona
Senior Planner
City of Laguna Woods

Date Received for Filing at OPR: _____

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

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7.9
WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT PROJECT

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

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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, AMENDING AND ADOPTING THE FISCAL YEAR 2026-27 BUDGET FOR FISCAL YEAR 2026-27 COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, INCREASING GENERAL FUND AND CAPITAL PROJECTS FUND APPROPRIATIONS FOR THE WOODS END WILDERNESS PRESERVE TRAIL DRAINAGE AND IMPROVEMENT PROJECT

WHEREAS, the Fiscal Years 2025-27 Budget ("Budget") was adopted by the City Council on June 25, 2025 (Resolution No. 25-18); and

WHEREAS, per City Administrative Policy 2.9, increases in adopted fund-level Budget appropriations require City Council approval; and

Woods End Wilderness Preserve Trail Drainage and Improvement Project

WHEREAS, the "Woods End Wilderness Preserve Trail Drainage and Improvement Project" is included in the Capital Improvement Program; and

WHEREAS, appropriations for the Woods End Wilderness Preserve Trail Drainage and Improvement Project currently total $715,074.17; and

WHEREAS, staff estimates that additional appropriations in the amount of $32,949 will be required to install the new surveillance camera and accommodate final technical consultant billing and other project close-out costs for the Woods End Wilderness Preserve Trail Drainage and Improvement Project; and

WHEREAS, the City Council wishes to increase Fiscal Year 2026-27 appropriations for the Capital Projects Fund for the Woods End Wilderness Preserve Trail Drainage and Improvement Project in the amount of $32,949; and

WHEREAS, the unassigned General Fund balance has sufficient funds to accommodate the increased appropriations; and

WHEREAS, the increased appropriations in the General Fund would be used to transfer that same amount to the Capital Projects Fund; Capital Projects Fund appropriations would be increased accordingly; and

WHEREAS, with the proposed Budget adjustment, the total Woods End Wilderness Preserve Trail Drainage and Improvement Project budget would be $748,023.17 ($485,568 Capital Projects Fund, $188,048 State of California Grants Fund (Proposition 68 (Per Capita Program)), and $74,407.17 Federal Grants Fund (American Rescue Plan Act

(Coronavirus Local Fiscal Recovery Funds)).

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

SECTION 1. Section 2 of Resolution No. 25-18, as previously amended by Resolution Nos. 25-28, 25-34, 25-39, 25-41, 25-44, 26-03, 26-10, 26-11, 26-22, 26-26, 26-29, and 26-30, is hereby amended, in its entirety, to read as follows:
The budget appropriations authorized, on a fund level, are:

	Fiscal Year 2025-26 Adopted Budget	***Fiscal Year 2024-25 Carryover Appropriations***	***Fiscal Year 2025-26 Budget Amendments***	***Fiscal Year 2025-26 Amended Budget***
General Fund	$10,814,328 (includes transfers to Capital Projects Fund of $1,860,000 and to the Senior Mobility Fund of $406,052)	$64,902	$1,644,482[A,B,D,E,G,H,I]	$12,523,712 (includes transfers to Capital Projects Fund of $3,225,307 and to the Senior Mobility Fund of $406,052)
Capital Projects Fund	$1,860,000	$687,100	$1,519,074[B,C,D,G,H,I]	$4,066,174
Fuel Tax	$404,557	-	-	$404,557
Road Maintenance & Rehabilitation Program	$515,824	$14,993	-	$530,817
Measure M2 (OC Go)	$267,780	-	-	$267,780
Service Authority for Abandoned Vehicles	$0	-	-	$0
Supplemental Law Enforcement Services	$231,600	-	-	$231,600
Mobile Source Reduction	$10,000	-	-	$10,000
PEG/Cable Television	$15,000	-	-	$15,000
Senior Mobility	$652,598	-	-	$652,598
Community Development Block Grant (CDBG)	$500,000	-	-	$500,000
Federal Grants	$0	$233,233	-	$233,233
State of California Grants	$0	$274,924	-	$274,924
Miscellaneous Special Revenue	$0	-	-	$0

Laguna Woods Civic Support Fund	$300	-	$20,000[F]	$20,300
Less: Transfer to Other Funds	($2,266,052)	-	($1,365,307)[B,D,G,H,I]	($3,631,359)
TOTAL	$13,005,935	$1,275,151	$1,818,249	$16,099,335

[A] Fund Budget Adjustment CC-25/26-01: City Manager Agreement, +$16,347 (R 25-28)
[B] Fund Budget Adjustment CC-25/26-02: Woods End Project, +$330,607 (R 25-34)
[C] Fund Budget Adjustment CC-25/26-03: Unspent Capital Projects Funds, +$153,767 (R 25-39)
[D] Fund Budget Adjustment CC-25/26-04: Pavement Project FY 2025-26, +$8,700 (R 25-41)
[E] Fund Budget Adjustment CC-25/26-05: CEPPT Contribution, +$262,828 (R 25-44)
[F] Fund Budget Adjustment CC-25/26-06: Civic Support Fund, +$20,000 (R 26-10)
[G] Fund Budget Adjustment CC-25/26-07: City Hall Project: Phase 5, +$1,000,000 (R 26-11)
[H] Fund Budget Adjustment CC-25/26-08: Woods End Project, +$25,000 (R 26-11)
[I] Fund Budget Adjustment CC-25/26-09: Pedestrian Project: Phase 10, +$1,000 (R 26-22)

	Fiscal Year 2026-27 Adopted Budget	***Fiscal Year 2025-26 Carryover Appropriations***	***Fiscal Year 2026-27 Budget Amendments***	***Fiscal Year 2026-27 Amended Budget***
General Fund	$9,611,466 (includes transfers to Capital Projects Fund of $350,000 and to the Senior Mobility Fund of $406,052)	-	$522,150[A,B,C,D,G,H,J,K]	$10,133,616 (includes transfers to Capital Projects Fund of $672,949 and to the Senior Mobility Fund of $406,052)
Capital Projects Fund	$350,000	-	$322,949[C,D,J,K]	$672,949
Fuel Tax	$439,580	-	-	$439,580
Road Maintenance & Rehabilitation Program	$529,206	-	$196,003[F]	$725,209[E]
Measure M2 (OC Go)	$284,878	-	-	$284,878
Service Authority for Abandoned Vehicles	$0	-	-	$0
Supplemental Law Enforcement Services	$231,600	-	-	$231,600
Mobile Source Reduction	$10,500	-	$60,000[I]	$70,500
PEG/Cable Television	$15,000	-	-	$15,000
Senior Mobility	$686,906	-	-	$686,906
Community Development Block Grant (CDBG)	$500,000	-	-	$500,000
Federal Grants	$0	-	-	$0
State of California Grants	$0	-	-	$0

Miscellaneous Special Revenue	$0	-	-	$0
Laguna Woods Civic Support Fund	$300	-	-	$300
Less: Transfer to Other Funds	($756,052)	-	($322,949)	($1,079,001)
TOTAL	$11,903,384	$0	$778,153	$12,681,537

[A] Fund Budget Adjustment CC-26/27-01: City Manager Agreement, +$19,674 (R 25-28)
[B] Fund Budget Adjustment CC-26/27-02: City Council Salaries, +$6,000 (R 26-03)
[C] Fund Budget Adjustment CC-26/27-03: Generator Project, +$50,000 (R 26-11)
[D] Fund Budget Adjustment CC-26/27-04: City Hall Project: Phase 6, +$150,000 (R 26-11)
[E] Non-Fund Budget Adjustment CC-26/27-A: Road Maintenance & Rehabilitation Program Fund appropriations allocated to the "Pavement Management Plan Project (Northbound Moulton Parkway between City Limits and Calle Cortez)" are formally reallocated to the "Pavement Management Plan Project (Westbound El Toro Road between Moulton Parkway and Home Depot/Town Centre, Northbound and Southbound Moulton Parkway between El Toro Road and Via Campo Verde)" in the amount of $393,997. This budget adjustment is identified hereon in the interest of transparency only and does not affect appropriations on a fund level. (R 26-11)
[F] Fund Budget Adjustment CC-26/27-05: Pavement Project, +$196,003 (R 26-11)
[G] Fund Budget Adjustment CC-26/27-06: IT and Cyber Security Account, +$136,855 (R 26-26)
[H] Fund Budget Adjustment CC-26/27-07: Measure M2 MOE, +$36,672 (R 26-26)
[I] Fund Budget Adjustment CC-26/27-08: Fleet Vehicles, +$60,000 (R 26-29)
[J] Fund Budget Adjustment CC-26/27-09: Dog Park Expansion Project, +$90,000 (R 26-30)
[K] Fund Budget Adjustment CC-26/27-10: Woods End Project, +$32,949 (R 26-XX)

The budget appropriations authorized by this section reflect the Fiscal Years 2025-27 adopted budgets, plus authorized budget adjustments approved between July 1, 2025 and the date of this amendment. The budget appropriations authorized by this section also include carryovers of approved, but unspent, budget appropriations from prior fiscal years. Such carryovers were approved by the City Council with the adoption of the current budget and/or pursuant to Administrative Policy 2.9.

SECTION 2. 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 21st day of October 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 21st day of October 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

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7.10
TRAFFIC SIGNAL INTERCONNECT CONDUIT LICENSE AGREEMENT

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

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LICENSE AGREEMENT

Laguna Hills-Laguna Woods
El Toro Road and Moulton Parkway Traffic Signal Interconnect Conduit License Agreement

THIS LICENSE AGREEMENT ("License Agreement") is effective as of this __ day of _____, 2026 (the "Effective Date"), by and between the CITY OF LAGUNA WOODS, a California municipal corporation (hereinafter "Licensor") and the CITY OF LAGUNA HILLS, a California municipal corporation, (hereinafter "Licensee".) Licensor and Licensee are sometimes referred to individually as a "Party" and collectively as the "Parties."

RECITAL

WHEREAS, the Orange County Transportation Authority ("OCTA") Measure M2 Program, ("Project P") provides funding to Orange County municipalities for the synchronization of traffic signals; and

WHEREAS, Licensor and Licensee have been awarded Project P funds for the implementation of signal synchronization of traffic signals along the Paseo De Valencia – Moulton Parkway Confluence Bypass Corridor (hereinafter, the "Project"); and

WHEREAS, to implement traffic signal synchronization improvements along the Paseo De Valencia – Moulton Parkway Confluence Bypass Corridor, the Parties have entered into that certain Cooperative Agreement dated November 22, 2024 ("Cooperative Agreement") which sets forth the respective obligations of each Party; and

WHEREAS, Licensor owns and maintains certain traffic signal interconnect conduit infrastructure located within the Paseo De Valencia – Moulton Parkway Confluence Bypass Corridor; and

WHEREAS, Licensor agrees to grant Licensee a license to use a designated portion of Licensor's signal interconnect conduits to install Licensee's own fiber optic cable to connect the northern area of Licensee's traffic signal network to the remainder of Licensee's network, as more particularly described in Exhibit A, attached hereto and incorporated herein.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Article 1. Definitions

“Licensor Network” means the Licensor’s traffic signal interconnect conduit and facilities depicted in Exhibit A, installed (i) in the public right-of-way, (ii) on other real property owned by Licensor, or (iii) within Licensor-owned easement(s) within the jurisdictional limits of Licensor.

“Licensor Public Facilities” means Licensor-owned properties (including, without limitation portions of the public right-of-way occupied by the Licensor Network, and/or any related equipment and/or buildings on Licensor-owned properties) located within Licensor’s territorial, jurisdictional, and/or proprietary limits, including, but not limited to, municipal office buildings, traffic signals, and/or properties or structures owned by public agencies under the jurisdiction of the City Council of the City of Laguna Woods.

“Equipment” means network infrastructure and components including, but not limited to, gateway or edge electronic device, antenna, node, concentrator, bridge, receiver, transmitter, transceiver, router, switch, hub, communications lines, conduit, cables, handholes, junction boxes, and other related facilities and software.

“Licensed Conduit” means the portion of the Licensor Network depicted in Exhibit A licensed to Licensee pursuant to this License Agreement, as further depicted in Exhibit A herein.

“Licensee Fiber” means all Licensee-installed fiber within the Licensed Conduit.

“Licensee Network” means fiber optic facilities installed by Licensee within the Licensor Network.

Article 2. License

2.1. Subject to the terms and conditions of this License Agreement, Licensor hereby grants to Licensee a nonexclusive revocable license to use the (i) Licensed Conduit at the points and segments depicted in Exhibit A , to install, operate, repair, maintain, remove its fiber system and fiber optic network infrastructure for signal synchronization and signal communication purposes consistent with the Cooperative Agreement and OCTA’s Measure M2 Project P (“Funding Agreement”) awarded to Licensee (the “License”). Licensee shall not permit any other person, except Licensee's employees and contractors, to use the Licensed Conduit without Licensor's prior written consent. Licensee acknowledges and agrees that it is not a tenant on the Licensed Conduit, and any rights or benefits which may accrue to Licensee by reason of execution of this License Agreement or use of the Licensed Conduit shall solely be those of a licensee and not a tenant.

2.1.1. Licensee expressly acknowledges and agrees to use the Licensed Conduit without warranty in its “as-is and with all faults” condition. Licensor makes no representations or warranties whatsoever, whether express or implied, as to the Licensed

Conduit's condition or suitability for Licensee's use. Licensee expressly acknowledges and agrees that neither the Licensor nor its agents have made, and the Licensor expressly disclaims, any representations or warranties whatsoever, whether express or implied, with respect to the Licensed Conduit's physical, structural, or environmental condition, the Licensed Conduit's present or future suitability for Licensee's intended use(s) or any other matter related to the Licensed Conduit. This License Agreement shall not be deemed a warranty of title by the Licensor.

2.1.2. Licensee expressly represents and warrants to the Licensor that Licensee has conducted a reasonably diligent and independent investigation, either for itself or through an agent selected by Licensee, into the Licensed Conduit's condition and suitability for Licensee's intended use, and that Licensee relies solely on its due diligence for such determination. In addition to any other conditions that the Licensor may impose on such investigation, Licensee shall have the obligation to repair any damage caused by such investigation and to restore all affected areas to the condition that existed immediately prior to such investigation. Licensee further expressly represents and warrants to the Licensor that Licensee's intended use is the permitted use as defined in this License Agreement.

2.1.3. Except as expressly provided otherwise in this License Agreement, this License Agreement shall not limit, alter, or waive the Licensor's absolute right to use the Licensed Conduit, in whole or in part, as infrastructure established and maintained for the Licensor's and/or the public's benefit provided that in no event shall Licensor license use of any portion of the Licensed Conduit to another party in the event that the Licensee Fiber is installed without use of innerduct in a Licensed Conduit.

2.1.4 Subject to the terms and conditions of this License Agreement including but not limited to Section 6.8 below, the License includes the right on the part of Licensee to install certain communications vaults along the route of the Licensed Conduit ("Licensee Vaults"). Exhibit A contains a map depicting the approximate location of the Licensee Vaults. Licensee shall have the right to use the Licensed Conduit by accessing the same at the end points and the access points specified on Exhibit A, attached hereto and incorporated herein by this reference. The Licensed Conduit shall at all times be and remain the personal property of the Licensor.

2.1.5. Licensee's facilities shall be located, constructed, operated, and maintained in the time, place, and manner that causes the least interference with the public's use of the public right-of-way, and the rights or reasonable convenience of property owners whose property adjoins the public right-of-way, all as determined by and approved by the Licensor's City Engineer in conformance with the Laguna Woods Municipal Code, including, but not limited to, encroachment permits for public right-of-way work.

2.2. If Licensee discovers damage to a route of the Licensed Conduit or that there is no available Licensed Conduit along a route, it shall notify the Licensor of such damage or non-existence. In the case of damage, Licensee shall install the Licensee Fiber in undamaged conduit, where possible. If no individual Licensed Conduit is undamaged in a

particular route, Licensee may opt to not install the Licensee Fiber for that route and this License Agreement shall be amended to delete that segment from Exhibit A.

2.3 This License Agreement grants Licensee only a non-possessory, non-exclusive, and revocable license to use the Licensed Conduit for the use permitted under this License Agreement. The License shall be revocable only in accordance with the terms and conditions of this License Agreement. Licensee and Licensor expressly acknowledge and agree that: (a) the Licensor retains legal possession and control over the Licensed Conduit for the Licensor's municipal functions; (b) except as specifically provided otherwise in this License Agreement, including but limited to Section 6.9 herein, the Licensor may enter into any agreement with third parties to use and/or occupy the Licensor Network covered by this License Agreement (provided however that in no event shall Licensor license (i) use of any portion of the Licensed Conduit to another party in the event that the Licensee Fiber is installed without use of innerduct in a Licensed Conduit or (ii) use of any portion of a dedicated innerduct space in a Licensed Conduit where Licensee Fibers and Licensee Fiber are installed) and/or other Licensor Public Facilities; and (c) this License Agreement is entered into in furtherance of the Cooperative Agreement. Notwithstanding the foregoing, in granting any third party a similar license for access to and use of the Licensor Network covered by this License Agreement, or for the Licensor's own use, the Licensor agrees that it shall not make or allow a subsequent change to the Licensor Network covered by this License Agreement that materially affects Licensee's ability to use the Licensor Network, or that materially interferes with or degrades the signal synchronization operations of Licensee.

2.4. Licensee shall, at its sole cost and expense, purchase and install the Licensee Fiber within the Licensed Conduit along the project corridor described in Exhibit A. The Licensee Fiber shall at all times be and remain the sole property of Licensee.

2.4.1. Licensee Fiber. The Licensee Fiber shall remain the property of Licensee. Throughout the Term, Licensee shall be responsible for all maintenance and repair of the Licensee Fiber. Neither Licensor nor any third party acting under Licensor's authority will relocate, modify, tamper with, attempt to repair, or otherwise interfere with the Licensee Fiber, except for as otherwise set forth in Articles 11 and 12.

2.4.2. Licensor Equipment. Any Equipment that is owned by or otherwise comprises a part of the Licensor's communications network, including any Equipment supplied by the Licensor at a service site in connection with providing the Licensor Network to Licensee shall be referred to as the "Licensor Equipment." Throughout the Term, the Licensor Equipment shall remain the property of Licensor and Licensor shall be responsible for all maintenance and repair of the Licensor Equipment. Except as otherwise provided for in this License Agreement, neither Licensee nor any third party acting under Licensee's authority will relocate, modify, tamper with, attempt to repair, or otherwise interfere with the Licensor Equipment.

2.4.3 Access. If Licensor, while exercising the rights provided to Licensor under this License Agreement, or any of its contractors or consultants damages Licensee Fiber

or any other property owned by Licensee, Licensor shall reimburse Licensee for all of its reasonable and documented costs of repairing Licensee Fiber. If Licensee, its employees, agents, contractors, consultants, or guests damage any property owned by Licensor, Licensee shall reimburse Licensor for all of its reasonable and documented costs of repairing the property.

2.4.4 Initial Scope of Work. The initial scope of work to be performed by the Parties hereto is described in Exhibit B.

Article 3. Consideration

3.1. Mutual Public Benefit

The Parties acknowledge that no monetary compensation shall be exchanged between Parties in connection with this License Agreement, beyond what is expressly provided in the Cooperative Agreement. Project costs not covered by Project P funds are governed solely by the Cooperative Agreement.

Article 4. Term

4.1. Agreement Term and Termination.

4.1.1. Commencement. The term of this License Agreement ("Initial Term") shall commence on the Effective Date and shall expire ten (10) years following the Effective Date, unless automatically extended pursuant to 4.1.2. Automatic Renewals.

4.1.2. Automatic Renewals. Provided that Licensee is not in material default under this License Agreement at the end of the Initial Term (or any Renewal Term, as the case may be) and has the necessary governmental permits, licenses, and approvals that may lawfully be required by federal, state, or local law, statute, regulation, or ordinance, this License Agreement shall automatically extend for additional ten (10) year periods, (each a "Renewal Term"), unless Licensee notifies the Licensor in writing of its election not to extend this License Agreement not less than six (6) months prior to the expiration date of the Initial Term or then-current Renewal Term. Each Renewal Term shall be upon the terms, covenants, and conditions of this License Agreement. The Initial Term plus any Renewal Term(s) shall be collectively referred to as the "Term."

4.1.3. Termination. Parties may terminate this License Agreement pursuant to the provisions of Article 10, provided that such termination is consistent with the Parties' obligations under the Cooperative Agreement.

Article 5. Permits; Relocation

5.1. Governmental Approvals, Permits, and Consents**.** Licensee, at its sole cost and expense, shall obtain and maintain any and all necessary easements, licenses, and building access agreements, as well as all governmental permits, licenses, easements,

franchises, and approvals that may lawfully be required by federal, state, or local law, statute, regulation, or ordinance and shall continuously comply with all such laws, statutes, regulations, or ordinances as may now or in the future be applicable to its operation or use of Licensed Conduit.

5.2. Relocations**.** Licensor may relocate all or any portion of the Licensor Network or any of the facilities used or required in providing Licensee with the Licensed Conduit: (1) if a third party with legal authority to do so orders or threatens to order such relocation; (2) in order to comply with applicable laws; (3) to prevent or abate interference with or interruption of the Licensor Network, or an unreasonable risk thereof, due to the existence of physical conditions; (4) in connection with any road resurfacing, widening, realignment, or other similar public works that affect the Licensed Conduit; or (5) if Licensor determines that it is required to do so in its reasonable judgment for reasons other than convenience. Licensor shall provide Licensee at least ninety (90) calendar days' prior notice of any such relocation. The costs of relocation of all or any portion of the Licensor Network or any of the facilities used or required in providing Licensee with the Licensed Conduit shall be borne by Licensor. The cost of relocation of Licensee Fiber shall be borne by Licensee.

Article 6. Licensee Fiber, and Licensed Conduit; Maintenance

6.1. Interference. It is the shared objective of the Parties to minimize, to the extent reasonably feasible, any interference with or interruption in either Party's use of the communications facilities that are the subject of this License Agreement. Licensee and the Licensor covenant that (a) each shall exercise its rights and perform its obligations under this License Agreement in a manner that reasonably cooperates with the other Party in good faith in order to accomplish the above stated objective, and (b) it shall not use its respective network or facilities in any way that materially interferes with the other Party's use as contemplated by this License Agreement.

6.2. Licensed Conduit Maintenance. Licensee shall bear all costs associated with its use of the Licensed Conduit, including without limitation the cost of installation, connection, and maintenance of Licensee Fiber. Such installation, maintenance, and repairs shall be performed in a good and workmanlike manner, in accordance with this License Agreement, and with applicable manufacturer's specifications, applicable industry standards, and applicable laws and regulations of federal, state, or local government entities , including without limitation OSHA standards, or any agency or instrumentality thereof, having competent jurisdiction over Licensee or the Licensed Conduit including applicable General Orders of the Public Utilities Commission of State of California and any supplements thereto and revisions thereof. Licensee shall permanently identify, by tags or other suitable means, all of its cables and other equipment that are placed by or on behalf of Licensee in or near the Licensed Conduit.

6.3. Damage to Facilities.

6.3.1. Each Party agrees to take all necessary and commercially reasonable precautions to avoid damaging the other Party's facilities, and those facilities of third parties.

6.3.2. Any damage to the facilities caused by Licensee or its agents shall be repaired by Licensee, at Licensee's sole cost, within a reasonable time period. Provided that nothing contained herein shall be deemed to release or limit claims that Licensee may have against any third party arising from or related to such damage to facilities.

6.3.3. If Licensee damages Licensor facilities or facilities owned by third parties within the Licensor Network, Licensee shall immediately notify Licensor and, if the damaged facility is owned by a third party, take reasonable efforts to notify the owner of the damaged facility. If required by Licensor, Licensee shall affect repairs to the damaged facilities within a reasonable time period, based on the nature of the damage at the site.

6.3.4. In the event of damages described in sub-paragraphs 6.3.2 and 6.3.3, above, Licensor may elect to hire a third-party contractor to effect repairs to any damaged facility if Licensee does not commence repairs within a reasonable time period or complete such repairs within fifteen (15) business days, and present an invoice to Licensee for any actual costs incurred in connection with the repair of damaged facilities, including, but not limited to, staff time costs, traffic control, police services, notification of third parties, and consultant and contractor costs.

6.3.5. For the purposes of this Section 6.3, a "reasonable time period" shall mean that a crew must be mobilized at the repair site within twenty-four (24) hours of the first interruption of services and work diligently and continuously until any outage is resolved.

6.3.6. For clarity, if any damage occurs to the facilities, regardless of cause, and such damage negatively affects including interrupts Licensee's services to end users, Licensee shall have the right to promptly repair such facilities, subject to this terms of this License Agreement, and the Parties shall work in good faith within a time period reasonable to both Parties to account for ultimate responsibility for the costs to repair such damages.

6.4. No Sub-License**.** Licensee may not sublicense any Licensed Conduit without the prior express written consent of Licensor, which may be withheld for any or no reason.

6.5. Right of Inspection. Upon no less than five (5) business days' prior written notice to Licensee, the Licensor shall have the right to inspect the Licensed Conduit, and the Licensee Fiber installed in the Licensed Conduit during the Term.

6.6. Additional Access Points. Licensee shall have the right, at any time and from time to time during the Term, to establish additional break-out points along the route of the Licensor Network at which Licensee can access its cables located within the Licensor

Network, subject to Section 5.2. This right includes the right to install any one or more additional Licensee-owned vaults at said break-out points, and to establish intersection points (using wye splitters or other similar means) at which Licensee may interconnect the Licensor Network with other communications conduit owned, operated, or used by Licensee so that Licensee may splice other fiber strands into any one or more of the Licensee cables located within the Licensor Network. Licensee shall provide the Licensor with reasonable advance notice (of at least ten (10) business days) of Licensee's desire to establish a new break-out point. The Parties shall cooperate in good faith to upon a location, as well as a design and implementation schedule for Licensee's new break-out point and vault, subject to Section 2.1.5.

Article 7. Limitation of Liability and Indemnity

7.1. Limitation of Liability**.** Notwithstanding any provision of this License Agreement to the contrary, neither Party shall be liable to the other Party for any special, incidental, indirect, punitive, or consequential costs, liabilities or damages, whether foreseeable or not, arising out of, or in connection with, such Party's performance of its obligations or its failure to perform under this License Agreement.

7.2. Indemnification**.** Except to the extent of the other Party's negligence or willful misconduct, each Party shall indemnify, defend, release, and hold harmless the other Party, its affiliates, officials (elected and appointed), officers, directors, members, employees, managers, agents, representatives, and contractors (collectively, "Indemnitees") from and against any third-party action, claim, suit, judgment, damage, demand, loss or penalty, and any cost or expense associated therewith (including but not limited to reasonable attorneys' fees, expert fees and costs)(collectively, "Claims") imposed upon such Indemnitee(s) by reason of damage to real or tangible personal property or for bodily injury, including death, as a result of any willful misconduct or negligent act or omission on the part of the indemnifying Party in connection with the performance of this License Agreement. In addition to the foregoing, Licensee shall indemnify, defend, release, and hold harmless Licensor and its Indemnitees from and against any third-party claims brought against Licensee in connection with Licensee's (or its end users') unlawful or negligent use of the Licensed Conduit.

7.3. Indemnification Process. If a Party ("Indemnifying Party") is required to indemnity the other Party ("Indemnified Party") pursuant to Section 7.2, the Indemnified Party shall promptly notify the Indemnifying Party. The Indemnifying Party will be permitted to assume primary control of the defense of the action with counsel of the Indemnifying Party's choice. The Indemnified Party will cooperate in the defense of the action as requested by the Indemnifying Party. The Indemnifying Party will assume the cost of the defense on behalf of the Indemnified Party and its Indemnitees (other than the expense of the Indemnified Party's counsel pursuant to the immediately preceding sentence) and will pay all expenses and satisfy all judgments which may be incurred or rendered against the Indemnified Party of its Indemnitees in connection therewith, provided that without the Indemnified Party's written consent, the Indemnifying Party shall not enter into or acquiesce to any settlement containing any admission of or stipulation to any guilt, fault, or wrongdoing on the part of

the Indemnified Party, which would other adversely affect the Indemnified Party, or which results in less than a full releases of all claims.

7.4. Survival. The provisions of this Article 7 shall survive the expiration or earlier termination of this License Agreement for a period of two (2) years.

Article 8. Insurance

8.1. Insurance**.** During the Term of the Agreement, Licensee shall maintain in force all insurance as follows**:**

8.1.1. Not less than $2,000,000 combined single limit liability insurance, on an occurrence basis, for personal injury and property damage, including, without limitation, injury or damage arising from the operation of vehicles or equipment and liability for completed operations, and if a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit;

8.1.2. Workers' compensation insurance in amounts required by applicable law and employers' liability insurance with a limit of at least $1,000,000 per occurrence per accident for bodily injury or disease. Such insurance shall include an insurer's Waiver of Subrogation in favor of the Licensor;

8.1.3. Automobile liability insurance covering death or injury to any person or persons, or damage to property arising from the operation of vehicles or equipment, with limits of not less than $1,000,000 per occurrence; and

8.1.4. Any other insurance coverages specifically required of such Party pursuant to Licensor's encroachment permits.

8.1.5 The Parties agree that the coverage requirements set forth in Section 8.1.1 may be met through a combination of primary and excess/umbrella coverage.

Article 9. Notices

9.1. Notices**.** All notices required to be given hereunder shall be in writing and shall be deemed to be properly served on the same day if delivered personally to the other Party, or on the date three (3) days after being sent by registered or certified mail, postage and charges prepaid, return receipt requested, or the on next business day if sent by a nationally recognized overnight courier, to the Party as set forth below or such other address as a Party may have directed in writing to the other party prior to the mailing of any such notice.

To City of Laguna Woods:

City of Laguna Woods
24264 El Toro Rd.

To City of Laguna Hills:

City of Laguna Hills
24035 El Toro Rd.

Laguna Woods, CA 92637
Attn: City Manager

Laguna Hills, CA 92653
Attn: City Manager

Article 10. Default

10.1. Defined. A "Default" shall be deemed to have occurred under this License Agreement if a Party materially breaches this License Agreement and fails to cure such material breach within thirty (30) days after notice specifying such material breach; provided that, if the material breach is of a nature that it cannot be cured within thirty (30) days, a Default shall not have occurred so long as the materially breaching Party has notified the non-defaulting Party and commenced to cure within said time period, and thereafter diligently pursues such cure to completion.

10.2. Meet and Confer. Prior to exercising any remedy for Default, City Managers of both Parties or their designees, shall meet and confer in good faith to attempt to resolve the dispute.

10.3. Remedies. If the Default remains uncured following the meet and confer process, Parties may pursue any remedy available under the law. No remedy shall be exercised in a manner that would cause either Party to breach the Cooperative Agreement or OCTA's Funding Agreement.

Article 11. Abandonment

11.1. Abandonment. Should Licensee, for any reason, abandon all or part of its use of the Licensee Network installed in Licensed Conduit pursuant to this License Agreement, then the below provisions shall apply. "Abandon" shall be defined for the purposes of this License Agreement as failure to use the Licensee Network in the Licensed Conduit for more than twelve (12) months, or at such time that written notice of abandonment by Licensee is provided by Licensee. Provided, however, to the extent that such non-use is due in whole or substantial part to circumstances beyond Licensee's control, including without limitation, acts or omissions of the Licensor or its employees or agents, this provision shall not apply.

11.1.1. If Licensor rejects all or a portion of the proposed transfer of abandoned Licensee Network facilities from Licensee, then Licensee shall remove, at Licensee's sole expense, any facilities it proposed to abandon which were rejected by Licensor within ninety (90) days of Licensor's rejection. If the Licensee fails to so remove the abandoned rejected facilities, then Licensor may remove them at Licensee's expense, which shall be paid within thirty (30) days of receipt of the invoice.

11.1.2. At the time of any accepted abandonment, Licensee shall have no further rights with respect to the abandoned facilities. At such time, Licensor shall have the authority to remove, reuse, or resell the abandoned facilities.

Article 12. Expiration or Termination

12.1. Licensee Fiber and Licensed Conduit. At the expiration or earlier termination of this License Agreement, all rights of Licensee to use the Licensed Conduit, or any parts thereof, shall cease and shall revert to Licensor. The Licensee Fiber shall not revert to Licensor upon expiration or earlier termination and shall instead be disposed of in accordance with Licensee's election as set forth below.

With respect to the Licensee Fiber, upon expiration or earlier termination, Licensee shall, within thirty (30) days of Licensor's written demand, notify Licensor in writing of its election at Licensee's sole discretion to either: (1) remove the Licensee Fiber from the Licensed Conduit at Licensee's sole cost and expense, or (2) transfer ownership of the Licensee Fiber to Licensor at no cost to Licensor, free and clear of any liens or encumbrances.

From and after such time, Licensee shall have no further rights or obligations hereunder with respect to the Licensed Conduit, unless such rights or obligations are specifically provided herein to survive the Term.

12.2. Title.

12.2.1. Licensor Network. It is understood and agreed that Licensor shall maintain legal title to the entire Licensor Network, including all ancillary facilities and related fixtures necessary to maintain service to Licensor Public Facilities, subject to this License Agreement.

12.2.2. Licensee-Installed Facilities. Licensee Fiber shall remain property of Licensee throughout the Term, and any extension thereof, and following expiration or earlier termination until removal or transfer is complete.

12.3. Termination. Upon expiration or earlier termination of this License Agreement, the Parties agree that the following steps will be taken:

12.3.1. Upon expiration or earlier termination of this License Agreement, (i) Licensee shall not remove any Licensed Conduit, ancillary facilities, or related fixtures without the express written approval of Licensor, which Licensor shall not unreasonably withhold, condition, or delay. Any removal of the Licensee Fiber, portions of the Licensee Network or Licensee's facilities or equipment from Licensor right-of-way shall be at Licensee's own cost; and (ii) Licensor shall not remove any Licensed Conduit, ancillary facilities, or related fixtures without the written approval of Licensee, which Licensee shall not unreasonably withhold, condition, or delay.

12.3.2. To the extent that Licensee wishes to leave the Licensee Network or any equipment or property in Licensor locations or right-of-way at the time of expiration or earlier termination, Licensee will cooperate with Licensor in doing so in accordance with Article 11.

12.3.3. Upon expiration or earlier termination of this License Agreement, if all or any portion of the Licensee Network is to be dedicated to Licensor under the terms of this License Agreement, Licensee agrees to execute any mutually agreeable additional documents that may be reasonably necessary to effectuate the transfer of ownership any Licensee Network to Licensor.

Article 13. Representations, Warranties, and Acknowledgements

13.1. Each Party represents and warrants that:

13.1.1. It has the full right and authority to enter into, execute, deliver, and perform its obligations under this License Agreement; and

13.1.2. This License Agreement constitutes a legal, valid and binding obligation enforceable against such Party in accordance with its terms, subject to bankruptcy, insolvency, creditors' rights, and general equitable principles.

13.2. LICENSOR DISCLAIMER OF WARRANTY. EXCEPT AS MAY OTHERWISE BE STATED IN THIS LICENSE AGREEMENT, THE LICENSOR MAKES NO WARRANTY OF ANY KIND WHATSOEVER EXCEPT FOR THE EXPRESS REPRESENTATIONS SET FORTH HEREIN OR IN THE ATTACHED EXHIBIT(S) CONCERNING THE LICENSED CONDUIT. ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY THE GRANTING PARTY AND ARE EXCLUDED FROM THIS LICENSE AGREEMENT.

13.3. LICENSEE DISCLAIMER OF WARRANTY. EXCEPT AS MAY OTHERWISE BE STATED IN THIS LICENSE AGREEMENT, LICENSEE MAKES NO WARRANTY OF ANY KIND WHATSOEVER EXCEPT FOR THE EXPRESS REPRESENTATIONS SET FORTH HEREIN OR IN THE ATTACHED EXHIBIT(S) CONCERNING THE LICENSEE FIBER. ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY THE GRANTING PARTY AND ARE EXCLUDED FROM THIS LICENSE AGREEMENT.

Article 14. Force Majeure

Either Party hereto shall be excused from performing any obligation required of it by the terms of this License Agreement, except as to the payment of money, to the extent and for so long that such performance is prevented by acts of God, floods, storms, earthquakes, pandemics, fires, labor disputes, acts of war, restraint of trade by state or federal government, or inability to obtain supplies, manpower, or transportation or by any similar cause or causes beyond the Party's reasonable control, provided that such Party gives prompt written notice of the delay and its cause to the other Party.

Article 15. Prevailing Wages

15.1. Prevailing Wages**.** The Parties acknowledge that some or all of the laborers employed relative to the construction of the improvements to be constructed pursuant to this License Agreement may be subject to a requirement that they must be paid the prevailing per diem wage rate for their labor classification, as determined by the State of California, pursuant to Labor Code Section 1720 *et seq*. ("Prevailing Wage Laws"). The party awarding the construction contract(s) and administering the public funding, shall be solely responsible for determining whether laborers employed relative to the construction undertaken pursuant to this License Agreement must be paid the prevailing per diem wage rate pursuant to the Prevailing Wage Laws or other applicable law. The other party shall have no responsibility for such determination or compliance as to construction contracts it did not award.

15.2. Each party's indemnification obligation specifically extends to claims arising out of the acts or omissions of that party or its contractor(s) and related to the (i) noncompliance by Licensee or Licensee's contractor(s) with any applicable local, state, and/or federal labor law, including, without limitation, any applicable federal and/or state labor laws (including, without limitation, Prevailing Wage Laws and any requirement to hire apprentices in connection with such work); (ii) any violation by Licensee or Licensee's contractor(s) of the requirements of California Labor Code Sections 1726 and 1781, as the same may be amended from time to time, or any other similar law in the performance of any service or work pursuant to this License Agreement; and/or (iii) failure by Licensee or Licensee's contractor(s) to provide any required disclosure or identification as required by California Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law.

15.3 Reservation of Rights. Nothing in this License Agreement waives, releases or limits any right of action that may be available to either party under Labor Code Section 1781 or any similar law.

Article 16. Miscellaneous Provisions

16.1. No Waiver. No waiver of any right, term, or condition of this License Agreement by either Party shall be deemed to imply or constitute a further waiver of the same right, term, or condition or of any other right, term, or condition of this License Agreement, whether of a similar nature or otherwise.

16.2. Severability. If any provision of this License Agreement, in whole or in part, shall be determined to be illegal, invalid or unenforceable, then it is the intention of the Parties hereto that the remainder of this License Agreement shall not be affected unless, in the reasonable written determination of both Parties, such provision is material and essential to the purpose of this License Agreement, in which event either Party shall have the right to terminate this License Agreement in a writing signed by the duly authorized representatives of the Parties.

16.3. Assignability. Neither Party shall assign (in whole or in part) this License Agreement to any other entity or party without the express written consent of the other Party, which may not be unreasonably withheld, conditioned, or delayed; provided, however, that either Party may, without obtaining the consent of the other Party, assign its interest in and to this License Agreement to: (i) any entity acquiring such Party, whether through merger or through purchase of substantially all the assets of said Party; or (ii) an affiliate of such Party. Any attempted assignment in violation of this provision shall be void.

16.4. Supplements and Amendments. From time to time, the Parties may execute one or more supplements to this License Agreement, each containing additional terms and conditions applicable to the Licensed Conduit (each a "Supplement"). Upon execution by the Parties each Supplement shall be incorporated into and subject to the terms and conditions set forth in this License Agreement. This License Agreement shall not be amended or modified, except by an instrument in writing, signed by the duly authorized representatives of both Parties hereto.

16.5. Headings. The provision headings used in this License Agreement are intended for reference purposes only and are not to be given any substantive effect upon the terms of this License Agreement.

16.6. No Third-Party Beneficiary. Nothing contained in this License Agreement shall be considered or construed as conferring any right or benefit on a person not a party to this License Agreement and neither this License Agreement nor the performance hereunder shall be deemed to have created a joint venture or partnership between the Parties.

16.7. Taxes. Licensee agrees that it will be solely responsible for the payment of any and all applicable taxes, fees, and assessments levied on its ownership, use, and maintenance of the Licensee Network, Licensed Conduit, and Licensee Fiber related to this License Agreement. Pursuant to Section 107.6 of the California Revenue and Taxation Code, Licensor hereby advises, and Licensee recognizes and understands, that Licensee's use of the Licensor's right-of-way, the Licensed Conduit, and /or other non-right-of-way Licensor property and facilities may create a possessory interest subject to real property taxation and that Licensee may be subject to, and responsible for, the payment of real property taxes levied on such interest. Licensee will co-operate with the Orange County Assessor in providing any information necessary for the Orange County Assessor to make a property tax determination. Additionally, Licensee will indemnify, protect, defend, and hold harmless Licensor's Indemnified Parties from and against any and all claims, arising out of, involving, or in connection with the payment of real property taxes for any possessory interest created by this License Agreement.

16.8. Governing Law. This License Agreement shall be governed by the laws of the State of California, without regard to choice of law principles. Any action at law or in equity brought by either of the Parties for the purpose of enforcing a right or rights provided for by this License Agreement will be tried in a court of competent jurisdiction in the County of Orange, State of California, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any other county.

16.9. Entirety. This License Agreement states the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether oral or written, between the Parties with respect to the subject matter thereof.

16.10 Counterparts. This License Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original, and all of which together shall constitute one and the same instrument. A signed copy of this License Agreement delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this License Agreement.

[Signatures on following page]

IN WITNESS WHEREOF, the Parties hereto have caused this License Agreement to be executed on the date first set forth above.

LICENSOR

CITY OF LAGUNA WOODS, a California Municipal Corporation

By: _____
Christopher Macon,
City Manager

ATTEST:

By: _____
Yolie Trippy,
City Clerk

APPROVED AS TO FORM:
Rutan & Tucker, LLP

By: _____
Alisha Patterson,
City Attorney

LICENSEE

CITY OF LAGUNA HILLS, a California Municipal Corporation

By: _____
Bob Wingenroth
City Manager

ATTEST:

By: _____
Joshua Stevenson,
City Clerk

APPROVED AS TO FORM:
LICENSEE ATTORNEY'S OFFICE

By: _____
Vanessa Lassooy,
Interim Assistant City Attorney

EXHIBIT A

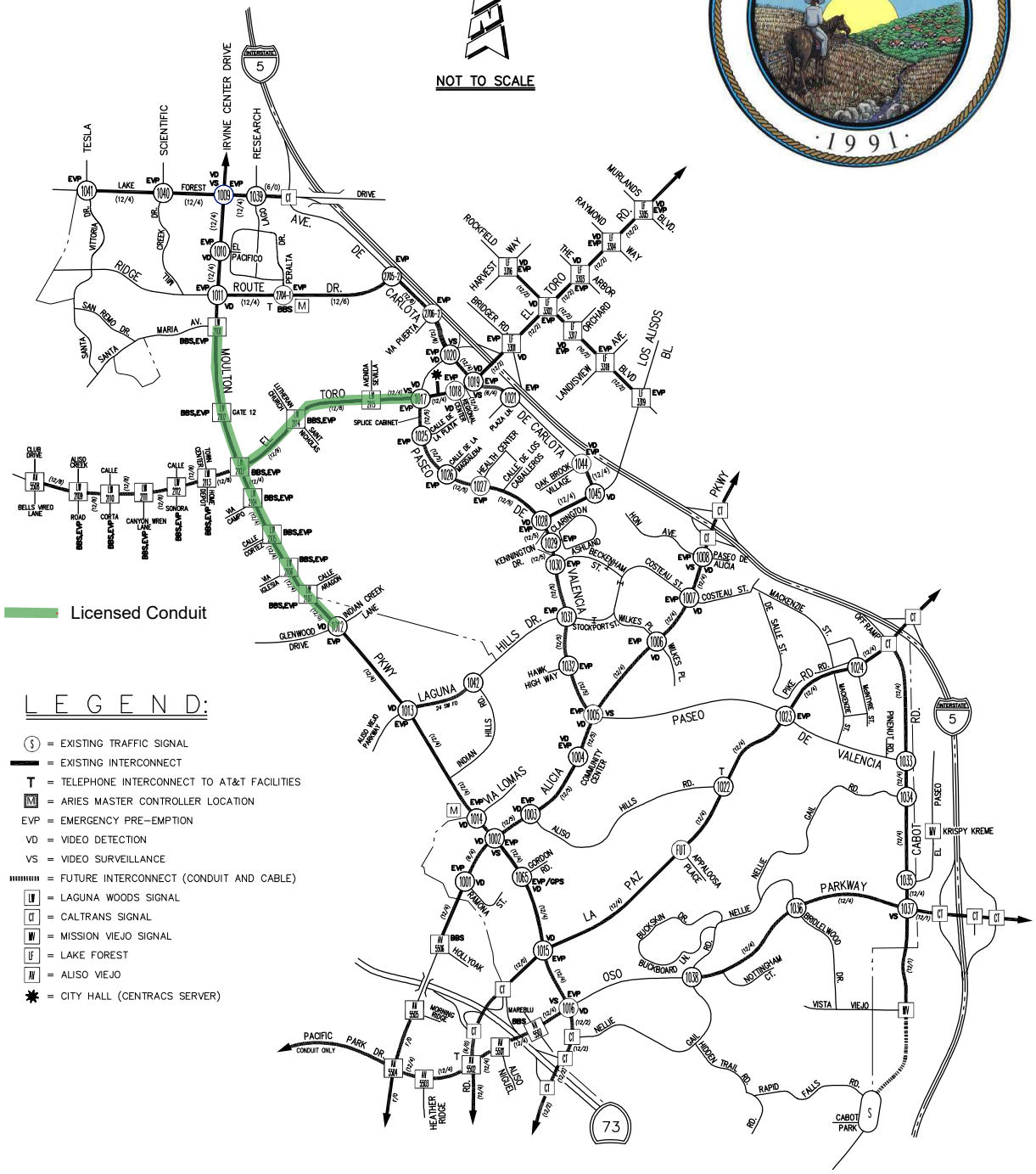
LICENSOR NETWORK AND LICENSED CONDUIT

See attached.

EXHIBIT A

Licensed Conduit

NOT TO SCALE



TRAFFIC SIGNAL SYSTEM MAP

4-11-23

PREPARED BY:
HARTZOG & CRABILL, Inc.
Consulting Traffic Engineers
17852 E. 17th Street, Suite 101
Tustin, California 92780
714.731.9455 fax: 714.731.9498
www.hartzog-crabill.com

LH SIGNAL CIRCUIT MAP 4-11-23.dwg

EXHIBIT B

INITIAL SCOPE OF WORK

Licensor will:

- Provide non-exclusive access for Licensee to Licensor-owned conduit in following locations:
    - Moulton Parkway from Glenwood Drive to Santa Maria Avenue (approximately 9,550 linear feet)
    - El Toro Road from Moulton Parkway to Paseo De Valencia (approximately 4,000 linear feet)

Licensee will:

- Damaged or Crushed Conduit:
    - If Licensee discovers damage to a segment of Licensor duct system, it shall notify Licensor of such damage, and upon Licensor's prior written consent Licensee shall repair, replace, or reroute damage conduit at Licensee's sole cost and expense.

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7.11
PUBLIC SAFETY GRANT PROGRAM

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

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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, ADOPTING MODIFICATIONS TO ADMINISTRATIVE POLICY 5.1 PERTAINING TO THE ESTABLISHMENT OF A PUBLIC SAFETY GRANT PROGRAM AND RELATED FUNDING PROGRAMS, AND MODIFYING ALLOCATIONS OF EXISTING FISCAL YEARS 2025-26 AND 2026-27 GENERAL FUND BUDGET APPROPRIATIONS TO FUNDING PROGRAMS

WHEREAS, public safety is critically important to Laguna Woods residents and businesses, as well as a reason many individuals decide to relocate to Laguna Woods; and

WHEREAS, on December 17, 2025, the City Council adopted Administrative Policy 5.1, which established a public safety grant program (the "First in Public Safety" Grant Program) to support the City's efforts to reduce the risk of disasters and incidence of crime; and

WHEREAS, the "First in Public Safety" Grant Program provides financial incentives for activities undertaken by non-governmental parties that advance mitigation and preparedness efforts related to natural hazards and crime; and

WHEREAS, staff has recommended that the City Council adopt modifications to the existing Administrative Policy 5.1 to meet local needs and ensure its continued effectiveness, and those modifications have been incorporated into the administrative policy attached hereto as Exhibit A; and

WHEREAS, Administrative Policy 5.1 includes the re-allocation of existing fiscal years 2025-26 and 2026-27 General Fund budget appropriations to funding programs as set forth therein; and

WHEREAS, the funding programs described in Administrative Policy 5.1 would provide public benefits including, but not necessarily limited, to those set forth therein.

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. The administrative policy attached hereto as Exhibit A is adopted and is a statement of the City's "First in Public Safety" Grant Program policy. The administrative policy attached hereto as Exhibit A replaces and supersedes all previous versions of Administrative Policy 5.1.

SECTION 3. 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 21st day of October 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 21st day of October 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

City of Laguna Woods

ADMINISTRATIVE POLICY 5.1

"FIRST IN PUBLIC SAFETY" GRANT PROGRAM

5.1.01. Statement of Purpose.

Public safety is critically important to Laguna Woods residents and businesses, as well as a reason many individuals decide to relocate to Laguna Woods. The "First in Public Safety" Grant Program provides financial incentives for activities undertaken by non-governmental parties that advance mitigation and preparedness efforts related to natural hazards and crime. In doing so, the "First in Public Safety" Grant Program supports the City of Laguna Woods' efforts to reduce the risk of disasters and incidence of crime.

5.1.02. Funding Programs.

The City Council may establish funding programs as part of the "First in Public Safety" Grant Program by amending Exhibit B to this Administrative Policy to include information related to the purpose, public benefit, structure, and implementation of each funding program. The information included in Exhibit B shall be used and supplemented by the City Manager to develop calls for projects and funding program guidelines.

Funding programs may be established at the City Council's discretion but should generally relate to current or emerging public safety priorities and specifically focus on activities that private parties might not undertake as quickly, or at all, absent financial incentivization.

5.1.03. General Implementation Process.

Funding programs that are part of the "First in Public Safety" Grant Program shall generally be implemented in accordance with the process set forth below.

1. The City of Laguna Woods issues a call for projects and funding program guidelines setting forth eligibility requirements, deadlines, and other pertinent information.

2. Applicants submit applications to the City of Laguna Woods in forms and containing such information as the City Manager deems to be necessary or advantageous to the implementation of the funding program. Staff shall make reasonable efforts to ensure that application requirements are not unduly burdensome.

3. Staff and, at the City Manager's discretion, one or more representatives of the City of Laguna Woods' public safety partners (e.g., City of Laguna Beach, Orange County Fire Authority, and Orange County Sheriff's Department), evaluate applications received and recommend funding awards to the City Council.

4. The City Council receives funding award recommendations from staff and approves funding awards and associated grant agreements, in an open and publicly noticed meeting. Staff's recommendations are advisory only and do not limit the City Council's ability to approve fundings awards or associated grant agreements at its discretion.

5. Recipients complete the activities required by their grant agreements and submit completion reports and requests for payment to the City of Laguna Woods in forms and containing such information as the City Manager deems necessary or advantageous to the implementation of the funding program. When applicable, recipients are required to submit certified payroll records as an attachment to their completion reports.

6. Staff reviews completion reports and requests for payment. If staff determines that all activities required by a recipient's grant agreement have been completed and all required documentation and deliverables have been received by the City of Laguna Woods ("completeness determination"), payments are made to recipients. Staff shall make reasonable efforts to issue payments to recipients within 15 calendar days of the completeness determination. When activities required by grant agreements include construction or other observable activities, staff shall conduct an on-site inspection to confirm all such activities have been completed prior to any payments being made.

5.1.04. Treatment of Construction as a Public Work.

Though construction undertaken by recipients in connection with their grant agreements does not constitute a "public project" as that term is defined in California Public Contract Code Section 20161, out of an abundance of caution, the City of Laguna Woods chooses to treat such construction as a "public work" as that term is defined in California Labor Code Section 1720(a)(1) due to it being "paid for in whole or in part out of public funds."

5.1.05. Public Works Contractor Registration Required.

Contractors that provide labor associated with a recipient's grant agreement, regardless of whether payment for labor is provided through such grant agreement, shall be registered as a public works contractor with the California Department of Industrial Relations ("DIR") prior to beginning any work. Contractors shall maintain the validity of their DIR registrations at all times while completing work, until all work is completed.

This section does not require registration as a public works contractor for work for which the DIR has not made a prevailing wages determination.

5.1.06. Prevailing Wages and Certified Payroll Records Required.

Individuals that provide labor associated with a recipient's grant agreement, regardless of whether payment for labor is provided through such grant agreement, shall be paid at least the prevailing wages determined by the DIR, according to the type and location of work.

To substantiate compliance with this section, all contractors that provide labor associated with a recipient's grant agreement shall submit certified payroll records to the California Labor Commissioner via the DIR's Public Works Website Services using a DIR project number provided by the City of Laguna Woods. The same records that are submitted via the DIR's Public Works Website Services shall also be submitted to the City of Laguna Woods, without redaction, prior to the City of Laguna Woods making any payments[1].

This section does not require the payment of prevailing wages or the submittal of certified payroll records for work for which the DIR has not made a prevailing wages determination.

5.1.07. Apprentice Hiring Required.

Contractors that provide labor associated with a recipient's grant agreement, regardless of whether payment for labor is provided through such grant agreement, shall comply with the DIR's apprentice hiring requirements.

This section does not require compliance with apprentice hiring requirements for funding awards totaling less than $30,000 (regardless of whether an individual contractor's portion of work will be less than $30,000) or for crafts or trades that do not require apprentice hiring, as indicated in the DIR's prevailing wage determinations.

5.1.08. Grant Agreements.

As a condition of funding awards, and prior to any payment, recipients shall enter into grant agreements with the City of Laguna Woods. Grant agreements shall be signed on behalf of the City of Laguna Woods by the City Manager and are subject to approval as to form by the City Attorney. The recipients' signature(s) shall be notarized (acknowledgement).

Prior to executing grant agreements, recipients shall provide evidence to the City of Laguna Woods that the person or person(s) executing grant agreements on their behalf has/have the authority to do so and to bind them to obligations thereunder. For nonprofit public benefit corporations and nonprofit mutual benefit corporations, such evidence shall consist of a resolution or minute order signed by the secretary of the board of directors identifying the

1 California Assembly Bill 538 (Berman, Chapter 616, Statutes of 2025) requires cities to make certified payroll records associated with public works construction projects available for public inspection upon request. In doing so, cities are generally required to take steps to prevent the disclosure of individual names, addresses, and social security numbers.

authorized signatories by name and title and specifying the period of validity for such authorization. The secretary's signature shall be notarized (acknowledgement).

In addition to information regarding the activities for which grants have been awarded and the payments to be provided, grant agreements shall include, at a minimum:

1. Indemnification and insurance requirements in forms, types, and amounts determined to be necessary by the City Manager and City Attorney. Staff shall consult with the California Joint Powers Insurance Authority on this matter.

2. Assurance that recipients shall provide the City of Laguna Woods and its agents with sufficient on-site access to determine whether the activities required by the recipients' grant agreements have been completed.

3. Confirmation that recipients shall ensure compliance with applicable public works contractor registration, prevailing wages and certified payroll records, and apprentice hiring requirements. For additional information, refer to sections 5.1.05, 5.1.06, and 5.1.07 of this Administrative Policy.

4. Assurance that recipients shall maintain complete and detailed records to permit an accurate evaluation of the activities required by the recipients' grant agreements. Such records shall be maintained for a period of five years from the date of the final payment made by the City of Laguna Woods and be made available to the City of Laguna Woods and its agents, for any reason and without redaction, within 10 calendar days of written request. Financial records shall be maintained in accordance with generally accepted accounting principles, to the extent applicable principles exist.

5. An acknowledgement by recipients that the City of Laguna Woods is subject to the California Public Records Act and may be required to publicly disclose all records submitted or maintained in connection with the "First in Public Safety" Grant Program. Recipients should not expect privacy of such information.

City Council Approval: October XX, 2026

EXHIBIT A, GLOSSARY OF TERMS AND ACRONYMS

This Glossary of Terms and Acronyms contains information intended to provide readers with a common understanding of terms and acronyms used in this Administrative Policy. It is not intended for use outside of this Administrative Policy, is not all inclusive, and should not be treated as a substitute for professional counsel or analysis.

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS ("DIR"): A department of the State of California responsible for functions including, but not limited to, the administration and enforcement of prevailing wages, apprenticeship requirements, and related workplace protections on public works construction projects.

CALIFORNIA JOINT POWERS INSURANCE AUTHORITY: The organization through which the City of Laguna Woods obtains liability and workers' compensation coverage.

CALIFORNIA LABOR COMMISSIONER: The Division of Labor Standards Enforcement within the California Department of Industrial Relations ("DIR").

CONTRACTOR: Any corporation, limited liability company, limited partnership, or other for-profit or nonprofit entity that provides labor associated with a recipient's grant agreement, whether directly or in a subcontracting capacity. Recipients that provide labor associated with their own grant agreements are also considered "contractors."

EXHIBIT B, FUNDING PROGRAMS

Funding Program 26-A Zone 0 Compliance Accelerator	
Purpose:	Funding Program 26-A seeks to incentivize early implementation of the California Board of Forestry and Fire Protection's Zone 0 defensible space regulations.
Public Benefit:	The California Board of Forestry and Fire Protection's Zone 0 defensible space regulations are intended to result in the public safety benefits described in California Assembly Bill 3074 (Friedman, Chapter 259, Statutes of 2020) and California Senate Bill 504 (Dodd, Chapter 982, Statutes of 2024). Property owners of buildings and structures that are located in very high fire hazard severity zones and were constructed prior to 2026 have until January 1, 2029 to implement the regulations. Early implementation of the regulations will result in public safety benefits being realized sooner than they would otherwise.
Eligible Applicants:	Non-governmental owners of buildings and structures that are located in the City of Laguna Woods' Very High Fire Hazard Severity Zone are eligible to apply.
Available Funding:	$246,283.50 – Fiscal Year 2025-26 $250,000 – Fiscal Year 2026-27 Unspent funds will automatically carryover to future fiscal years until reappropriated by the City Council or Fiscal Year 2028-29, whichever is later.
Eligible Activities:	Eligible activities include design and construction costs associated with the physical modification of property to comply with the California Board of Forestry and Fire Protection's Zone 0 defensible space regulations.
Application Timeline:	To be determined by the City Manager
Other:	• Grant activities must be completed within 365 calendar days of the date the grant agreement is entered into. • Completion reports and requests for payment must be submitted no later than 30 calendar days after the date grant activities are completed.

Funding Program 26-B Connect Orange County Incentives	
Purpose:	Funding Program 26-B seeks to incentivize registration and integration of security cameras with the Orange County Sheriff's Department
Public Benefit:	The Orange County Sheriff's Department's Connect Orange County program is intended to result in the following public safety benefits: (1) Enhance emergency preparedness by enabling police, fire, and public safety professionals to better assess and rapidly respond to criminal activity and emergency situations; and (2) Enable investigators to easily gather evidence in case of an incident. Participation in Connect Orange County is voluntary. Participants can either choose to register or register and integrate their security cameras ("registration" involves notifying the Orange County Sheriff's Department of the presence of security cameras, "integration" involves purchasing and installing equipment to provide the Orange County Sheriff's Department with direct security camera feed access in case of nearby emergencies). Encouraging participation in Connect Orange County will result in public safety benefits that might not otherwise be realized.
Eligible Applicants:	Non-governmental owners and tenants of properties that are located in the City of Laguna Woods are eligible to apply.
Available Funding:	$3,716.50 – Fiscal Year 2025-26
Eligible Activities:	Eligible activities include the purchase and first year subscription costs of Axon FususCORE devices necessary to integrate the number of registered but unintegrated security cameras currently located on the property, and related non-structural technical services, up to a maximum of $10,000 per eligible applicant. Security cameras must be registered prior to applications being submitted.
Application Timeline:	To be determined by the City Manager
Other:	• Funding shall be awarded on a first-come first-served basis, based on the submittal date of each complete application. • The City Manager shall approve funding awards and associated grant applications. • Grant activities (including the integration of all security cameras) must be completed no later than a date determined by the City Manager. Completion reports and requests for payment must be submitted no later than a date determined by the City Manager. • Sections 5.1.05, 5.1.06, and 5.1.07 of this Administrative Policy do not apply.

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City of Laguna Woods

ADMINISTRATIVE POLICY 5.1

"FIRST IN PUBLIC SAFETY" GRANT PROGRAM

REDLINE

5.1.01. Statement of Purpose.

Public safety is critically important to Laguna Woods residents and businesses, as well as a reason many individuals decide to relocate to Laguna Woods. The "First in Public Safety" Grant Program provides financial incentives for activities undertaken by non-governmental parties that advance mitigation and preparedness efforts related to natural hazards and crime. In doing so, the "First in Public Safety" Grant Program supports the City of Laguna Woods' efforts to reduce the risk of disasters and incidence of crime.

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The City Council may establish funding programs as part of the "First in Public Safety" Grant Program by amending Exhibit B to this Administrative Policy to include information related to the purpose, public benefit, structure, and implementation of each funding program. The information included in Exhibit B shall be used and supplemented by the City Manager to develop calls for projects and funding program guidelines.

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3. Staff and, at the City Manager's discretion, one or more representatives of the City of Laguna Woods' public safety partners (e.g., City of Laguna Beach, Orange County Fire Authority, and Orange County Sheriff's Department), evaluate applications received and recommend funding awards to the City Council.

4. The City Council receives funding award recommendations from staff and approves funding awards and associated grant agreements, in an open and publicly noticed meeting. Staff's recommendations are advisory only and do not limit the City Council's ability to approve fundings awards or associated grant agreements at its discretion.

5. Recipients complete the activities required by their grant agreements and submit completion reports and requests for payment to the City of Laguna Woods in forms and containing such information as the City Manager deems necessary or advantageous to the implementation of the funding program. When applicable, recipients are required to submit certified payroll records as an attachment to their completion reports.

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5.1.05. Public Works Contractor Registration Required.

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REDLINE

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REDLINE

authorized signatories by name and title and specifying the period of validity for such authorization. The secretary's signature shall be notarized (acknowledgement).

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3. Confirmation that recipients shall ensure compliance with applicable public works contractor registration, prevailing wages and certified payroll records, and apprentice hiring requirements. For additional information, refer to sections 5.1.05, 5.1.06, and 5.1.07 of this Administrative Policy.

4. Assurance that recipients shall maintain complete and detailed records to permit an accurate evaluation of the activities required by the recipients' grant agreements. Such records shall be maintained for a period of five years from the date of the final payment made by the City of Laguna Woods and be made available to the City of Laguna Woods and its agents, for any reason and without redaction, within 10 calendar days of written request. Financial records shall be maintained in accordance with generally accepted accounting principles, to the extent applicable principles exist.

5. An acknowledgement by recipients that the City of Laguna Woods is subject to the California Public Records Act and may be required to publicly disclose all records submitted or maintained in connection with the "First in Public Safety" Grant Program. Recipients should not expect privacy of such information.

City Council Approval: ~~December 17, 2025~~October XX, 2026

REDLINE

EXHIBIT A, GLOSSARY OF TERMS AND ACRONYMS

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REDLINE

EXHIBIT B, FUNDING PROGRAMS

Funding Program 26-A Zone 0 Compliance Accelerator	
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Eligible Applicants:	Non-governmental owners of buildings and structures that are located in the City of Laguna Woods' Very High Fire Hazard Severity Zone are eligible to apply.
Available Funding:	~~$220,000~~$246,283.50 – Fiscal Year 2025-26 $250,000 – Fiscal Year 2026-27 Unspent funds will automatically carryover to future fiscal years until reappropriated by the City Council or Fiscal Year 2028-29, whichever is later.
Eligible Activities:	Eligible activities include design and construction costs associated with the physical modification of property to comply with the California Board of Forestry and Fire Protection's Zone 0 defensible space regulations.
Application Timeline:	To be determined by the City Manager
Other:	• Grant activities must be completed within 365 calendar days of the date the grant agreement is entered into. • Completion reports and requests for payment must be submitted no later than 30 calendar days after the date grant activities are completed.

REDLINE

Funding Program 26-B Connect Orange County Incentives	
Purpose:	Funding Program 26-B seeks to incentivize registration and integration of security cameras with the Orange County Sheriff's Department
Public Benefit:	The Orange County Sheriff's Department's Connect Orange County program is intended to result in the following public safety benefits: (1) Enhance emergency preparedness by enabling police, fire, and public safety professionals to better assess and rapidly respond to criminal activity and emergency situations; and (2) Enable investigators to easily gather evidence in case of an incident. Participation in Connect Orange County is voluntary. Participants can either choose to register or register and integrate their security cameras ("registration" involves notifying the Orange County Sheriff's Department of the presence of security cameras, "integration" involves purchasing and installing equipment to provide the Orange County Sheriff's Department with direct security camera feed access in case of nearby emergencies). Encouraging participation in Connect Orange County will result in public safety benefits that might not otherwise be realized.
Eligible Applicants:	Non-governmental owners and tenants of properties that are located in the City of Laguna Woods are eligible to apply.
Available Funding:	~~$30,000~~$3,716.50 – Fiscal Year 2025-26
Eligible Activities:	Eligible activities include the purchase and first year subscription costs of Axon FususCORE devices necessary to integrate the number of registered but unintegrated security cameras currently located on the property, and related non-structural technical services, up to a maximum of $10,000 per eligible applicant. Security cameras must be registered prior to applications being submitted.
Application Timeline:	To be determined by the City Manager
Other:	• Funding shall be awarded on a first-come first-served basis, based on the submittal date of each complete application. • The City Manager shall approve funding awards and associated grant applications. • Grant activities (including the integration of all security cameras) must be completed no later than ~~May 31, 2026~~a date determined by the City Manager. Completion reports and requests for payment must be submitted no later than ~~June 30, 2026~~a date determined by the City Manager. • Sections 5.1.05, 5.1.06, and 5.1.07 of this Administrative Policy do not apply.

REDLINE

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8.1
OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT

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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: October 21, 2026 City Council Meeting

SUBJECT: Objective Design Standards for Commercial Development

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Recommendation

1. Receive staff report;

2. Open public hearing;

3. Receive public testimony;

4. Continue the public hearing to the regular meeting of the City Council on November 18, 2026 at 2 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637; 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, ADDING SECTION 13.22.060 TO CHAPTER 13.22 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO THE ESTABLISHMENT OF OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT; ADOPTING OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT IN THE COMMUNITY COMMERCIAL (CC), NEIGHBORHOOD COMMERCIAL (NC), AND PROFESSIONAL AND ADMINISTRATIVE OFFICE (PA) ZONING DISTRICTS; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

The Fiscal Years 2025-27 Budget & Work Plan includes a significant work plan item to refine the City's objective design and development regulations ("objective design standards") for

new and redevelopment projects (e.g., architectural and landscape standards).

Staff has contracted with JZMK Partners, an architecture, planning and urban design firm based in Costa Mesa, to assist with the preparation of the commercial objective design standards. JZMK Partners has relevant experience providing similar services to other cities, including Laguna Hills and Mission Viejo, both of which adopted objective design standards for residential projects with JZMK Partners' technical assistance. For additional information on JZMK Partners, please visit their website at www.jzmkpartners.com.

Previous Meetings and Activities

On January 26, 2026, the City hosted a community workshop on the Commercial Objective Design Standards Project. The workshop was facilitated by JZMK Partners and included 21 public participants, in addition to members of the City Council and staff.

On February 4, 2026, written public comments regarding the Commercial Objective Design Standards Project were received by the City Council at its special meeting.

On February 24, 2026, the City Council met and discussed the Commercial Objective Design Standards Project. Staff and JZMK Partners received input from members of the City Council and one member of the public.

On July 31, 2026, the City released a public review draft of the Commercial Objective Design Standards. Interested parties were invited to submit comments on the public review draft from July 31, 2026 through August 21, 2026.

On August 12, 2026, the City Council met and discussed the Commercial Objective Design Standards Project. Staff and JZMK Partners received input from members of the City Council and three members of the public.

On October 8, 2026, the proposed ordinance (Attachment A) was made available for public inspection at City Hall and on the City's website. A public notice announcing today's public hearing and the availability of the proposed ordinance was published in the *Laguna Woods Globe* on October 8, 2026 and October 15, 2026. The same public notice was also emailed to two members of the public who signed up to receive such notifications.

Discussion

The City Council is asked to conduct a public hearing on the proposed Commercial Objective Design Standards (Attachment A). State law requires that the City Council hold at least two public meetings as part of the adoption process for the proposed ordinance, which means that if staff's recommendation is taken at today's meeting, adoption could occur at the November 18, 2026 meeting with an effective date of December 17, 2026. Members of the public would be able to provide public testimony today and on November 18, 2026.

Exhibit B to Attachment A (the "Objective Design Standards for Commercial Development document) has been updated to reflect input received at the August 12, 2026 City Council meeting. Modifications include, but are not limited to, the following:

- Section 1.3.2. Expanded the applicable project types to include the addition of any new structure(s), substantial renovation of canopies, any alternation that increases the number of drive-through lanes or fuel pumps, and discretionary projects for which the City Council conditions its approval on compliance with the standards.

- Section 2.1.5. Added a requirement for permanent seating to be located beneath an awning, building overhang, pergola, or other permanent shading element, or within the projected fifteen-year canopy of a shade tree.

  Reduced the minimum planting ratio for trees in publicly accessible open space from one per 1,000 square feet to 1 per 800 square feet.

- Section 2.4.1. Reduced the minimum planting distance for trees in the first 50 feet of where a pedestrian pathway connects to a public sidewalk from 30 feet to 25 feet.

- Section 3.1.3.1. Increased the minimum dimensions of a major massing break from 3 feet deep by 6 feet wide to 4 feet deep by 6 feet wide.

- Section 4.3. Added a requirement for curved parapet walls to feature a "simple, smooth profile without intricate detailing, jagged edges, or sharp corners." The number of curved parapet walls remains limited to 1 per building.

- Section 4.4. Prohibited window grills.

- Section 4.6. Removed window grills as an allowable decorative accent.

  Added accent grills as an allowable decorative accent. Accent grills are included at San Sebastian Apartments.

  Clarified that, when selected for inclusion in a project, decorative tiles shall be "applied as a border at entrances or entry porticos."

  Clarified that, when selected for inclusion on a project, loggias shall be framed by arches. This is meant to prevent the use of columns and other design elements.

- Section 5.1.4.2. Added a requirement that at least 51% of all trees planted shall be a minimum 36 inch box size at the time of installation. The minimum box size remains 24 inches.

Staff has also prepared a document responding to the comments that were received on the public review draft during the public review period (Attachment B).

Fiscal Impact

Sufficient funds to support this project are included in the City's budget.

Environmental Review

The City Council is asked to find that the proposed ordinance is not subject to the California Environmental Quality Act (Pub. Resources Code, Sec. 21000 et seq.) ("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 California Code of Regulations, Title 14, Division 6, Chapter 3 ("State CEQA Guidelines"). Section 15378(b)(2) of the State CEQA Guidelines excludes "general policy and procedure making" from its definition of "project" when it does not apply to "specific instances" set forth in Section 15378(a) of the State CEQA Guidelines as is the case here.

The City Council is also asked to find that, even if the proposed ordinance were subject to CEQA, it would be exempt based on Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

All development projects to which the objective design standards for commercial development would apply are speculative at this point. CEQA review of development projects subject to CEQA, including any application of the objective design standards for commercial development to such projects, would be conducted by the City during the prospective processing of such projects.

Documents Available for Review

Related documents – including the proposed ordinance – are open to public inspection at or from the City Clerk's Office during normal working hours. The City Clerk's Office is located at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637 and can be contacted by calling (949) 639-0500. The proposed ordinance is also available for public inspection on the City's website at www.lagunawoods.gov/projects.

Attachments: A – Proposed Ordinance
Exhibit A – Proposed Code Amendments
Exhibit B – Proposed Code Amendments
B – Response to Public Review Period Comments

CITY OF LAGUNA WOODS
ORDINANCE NO. 26-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, ADDING SECTION 13.22.060 TO CHAPTER 13.22 OF TITLE 13 (ZONING) OF THE LAGUNA WOODS MUNICIPAL CODE PERTAINING TO THE ESTABLISHMENT OF OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT; ADOPTING OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT IN THE COMMUNITY COMMERCIAL (CC), NEIGHBORHOOD COMMERCIAL (NC), AND PROFESSIONAL AND ADMINISTRATIVE OFFICE (PA) ZONING DISTRICTS; AND, DETERMINING AND CERTIFYING THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the City Council wishes to establish objective design standards for commercial development ("Code Amendments"); and

WHEREAS, the Code Amendments apply to the Community Commercial (CC), Neighborhood Commercial (NC), and Professional and Administrative Office (PA) zoning districts; and

WHEREAS, the Code Amendments are intended to guide the future construction, alteration, and renovation of businesses, gas stations, office buildings, restaurants, shopping centers, and other commercial properties, in order to protect and advance Laguna Woods' character and visual quality for the benefit of the City's economic development and quality of life for residents and visitors; and

WHEREAS, Goal L-2 in the General Plan Land Use Element is to "promote unique, but visually cohesive development," which is consistent with the purpose and intent of the Code Amendments. For example, Policy Objective L-2.1 in the General Plan Land Use Element calls for the City to "establish and apply standards for development projects to be designed and constructed in a manner that embraces Laguna Woods' aesthetics, character, and sense of place"; and

WHEREAS, at the regular meetings on October 21, 2026 and November 18, 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.

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

SECTION 1. The City Council hereby finds and determines that (i) each of the recitals to this Ordinance are true and correct, and are adopted herein as findings; (ii) the Code Amendments comply with all applicable requirements of State law; (iii) the Code

Amendments will not adversely affect the health, safety, or welfare of the residents within the community; (iv) the Code Amendments are in the public interest of the City of Laguna Woods; and, (v) the Code Amendments are consistent with the Laguna Woods General Plan and its various elements.

SECTION 2. After reviewing the entire project record, the City Council hereby determines and certifies that this Ordinance is not subject to the California Environmental Quality Act (Pub. Resources Code, Sec. 21000 et seq.) ("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 California Code of Regulations, Title 14, Division 6, Chapter 3 ("State CEQA Guidelines"). Section 15378(b)(2) of the State CEQA Guidelines excludes "general policy and procedure making" from its definition of "project" when it does not apply to "specific instances" set forth in Section 15378(a) of the State CEQA Guidelines as is the case here.

After reviewing the entire project record, the City Council hereby finds that, even if this Ordinance were subject to CEQA, it would be exempt based on Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

All development projects to which the Code Amendments apply are speculative at this point. CEQA review of development projects subject to CEQA, including any application of the Code Amendments to such projects, will be conducted by the City during the prospective processing of such projects.

SECTION 3. Section 13.22.060 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. The Objective Design Standards for Commercial Development set forth in Exhibit B, attached to this Ordinance and incorporated herein by this reference, are hereby adopted as if set forth at length in Exhibit A.

SECTION 4. This Ordinance shall take effect and be in full force and operation 30 calendar days after adoption.

SECTION 5. 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 6. The Mayor shall sign this Ordinance.

SECTION 7. 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 8. 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 to Ordinance No. 26-XX

Code Amendments

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EXHIBIT A
CODE AMENDMENTS – SECTION 13.22.060

Section 13.22.060 ("Objective Design Standards for Commercial Development") is added to Chapter 13.22 ("Supplement General Development Regulations") of Title 13 ("Zoning") of the Laguna Woods Municipal Code to read as follows:

Sec. 13.22.060. Objective design standards for commercial development.

(a) *Purpose and intent.* The purpose and intent of this section is to guide the future construction, alteration, and renovation of businesses, gas stations, office buildings, restaurants, shopping centers, and other commercial properties, in order to protect and advance Laguna Woods' character and visual quality for the benefit of the City's economic development and quality of life for residents and visitors.

(b) *Applicability.* This section applies to the Community Commercial (CC), Neighborhood Commercial (NC), and Professional and Administrative Office (PA) zoning districts.

(c) *Standards.* Development shall occur as set forth in the City's Objective Design Standards for Commercial Development document, which is on file with the City Clerk, and which is incorporated by reference into this section as if set forth at length herein.

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Exhibit B to Ordinance No. 26-XX

Code Amendments
Objective Design Standards for Commercial Development document

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CITY OF LAGUNA WOODS

OBJECTIVE DESIGN STANDARDS

FOR COMMERCIAL DEVELOPMENT

PREPARED FOR:

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

PREPARED BY:

JZMK Partners
3080 Bristol Ave, Suite 350
Costa Mesa, CA 92626

JZMK
PARTNERS

ADOPTED BY:

Ordinance No. 26-XX

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INTRODUCTION

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1.1 PURPOSE

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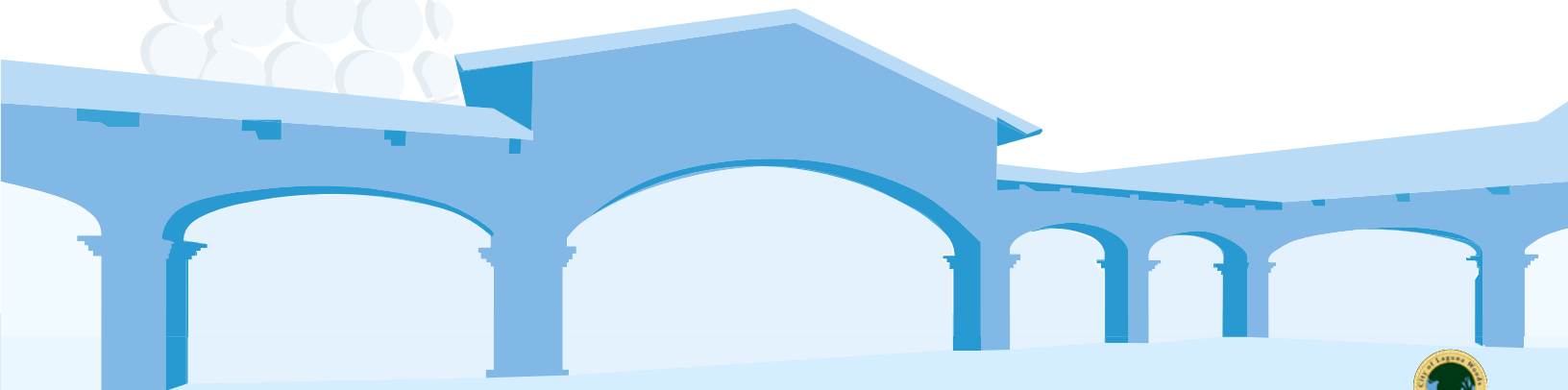
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1 INTRODUCTION

1.1 PURPOSE

1.1.1 OVERVIEW

The development of commercial projects in the City of Laguna Woods ("City"), is regulated by a variety of documents including the Laguna Woods General Plan and the Laguna Woods Municipal Code.

To further support consistent, high-quality commercial development and reinvestment, the City has established Objective Design Standards that provide clear, measurable, and enforceable criteria for project review. These standards are intended to streamline the development review process by reducing ambiguity, facilitating predictable outcomes, and ensuring that projects can be reviewed in an efficient and consistent manner.

The Objective Design Standards apply to commercial development, including new construction and site improvements, and are designed to promote functional site design, high-quality architecture, and cohesive visual character throughout the City. By establishing objective criteria, the City aims to support economic vitality while maintaining and enhancing the community's built environment.

1.1.2 GOALS

The primary goals of the Objective Design Standards are to:

a. Preserve the character of the community by balancing the form and design of existing development with new construction techniques and styles.

b. Encourage human-scaled buildings that promote high quality site and building design.

c. Emphasize a pedestrian-oriented environment where buildings and public realm design are cohesive and complementary of a diverse range of uses.

1.2 ORGANIZATION

The Objective Design Standards are organized into the following five chapters:

1. Introduction
2. Site Design
3. Building Design
4. Architectural Style
5. Landscape

1.3 APPLICABILITY

1.3.1 APPLICABLE ZONING DISTRICTS

These Objective Design Standards apply to the following zoning districts:

1. Community Commercial (CC)
2. Neighborhood Commercial (NC)
3. Professional and Administrative Office (PA)

1.3.2 APPLICABLE PROJECT TYPES

These Objective Design Standards apply to the entire area of projects that include one (1) or more of the following:

1. Addition of any new structure(s)
2. Substantial renovation of any existing structure(s), defined as the demolition, removal, or replacement of fifty percent (50%) or more of exterior walls, roofs, or canopies, when the proposed design, materials or overall appearance differ from the existing conditions
3. Renovation of any existing structure(s) that results in an addition of twenty five percent (25%) or more to the existing square footage or five hundred (500) sq. ft., whichever is less
4. Any alteration that adds one or more new floors
5. Any alteration that increases the number of drive-through lanes or fuel pumps
6. Any discretionary development project for which the City Council has conditioned its approval on compliance with these Objective Design Standards

Exceptions to the applicability of these standards include the following:

1. Routine maintenance activities where the existing materials, design, and form are retained, regardless of the project's square footage
2. Interior renovations that do not modify the footprint or massing of an existing structure

The following provisions further clarify the relationship of these standards to other applicable requirements:

1. These standards supplement the underlying base zoning district. In case of conflict between these standards, the Objective Design Standards will apply
2. All new development projects are required to conform to the architectural style described in Chapter 4 of these Objective Design Standards. All other projects are encouraged to do the same

1.3.3 EXCEPTIONS & EXEMPTIONS

All applicable projects are required to comply with Objective Design Standards. Should a project not be able to or choose not to adhere to the Objective Design Standards, a project may seek approval through the following paths:

1. Minor Exceptions and Exemptions: If an applicant is unable to meet certain Objective Design Standards, the applicant may request up to three (3) exceptions or exemptions. This allows for limited discretionary review and flexibility for projects that may have a physical constraint. The City Manager and/or their designee may approve or deny requests for exceptions or exemptions or refer such determination to the City Council. Determinations made by the City Manager and/or their designee may be appealed to the City Council.

   Requests shall be made by the applicant in writing to the City Manager.

   a. Applicants requesting an exception or exemption shall provide findings on how their project is consistent with the Purpose statements for each chapter where an exception or exemption is requested.

   b. Applicants shall document constraints to meeting the standard.

   c. Exceptions or exemptions to quantitative standards may vary by no more than five percent (5%) above or below the stated requirement.

   d. The City Manager has the discretion to defer determinations to the City Council.

2. Discretionary Review Path: Applicants may choose the Discretionary Review Path if they choose not to meet the Objective Design Standards. Projects utilizing this path will be subject to the applicable discretionary review procedures, including public hearings and extended review timelines, as outlined in Laguna Woods Municipal Code Title 11.

1.3.4 DETERMINATIONS

Prior to approving exceptions or exemptions, the City Manager and/or their designee shall make the following determinations:

1. Approval aligns with the requirements outlined in the vision, intent, and purpose of the objective design standards.
2. Approval does not alter the intent of the objective design standards;
3. Approval constitutes a sound precedent for other similar situations; and
4. The resulting project is consistent with the General Plan.

1.4 USER GUIDE

The Objective Design Standards are intended to be used by applicants, property owners, and the City in connection with the review and approval of applicable projects.

Applicants are encouraged to review the Objective Design Standards, Laguna Woods Municipal Code Title 11 (Buildings and Construction), and Laguna Woods Municipal Code Title 13 (Zoning) prior to designing projects or submitting land use applications to the City. After reviewing those documents, applicants are encouraged to schedule a pre-application meeting with the City's Planning & Environmental Services Department to discuss specific application requirements.

1.5 RELATIONSHIP WITH GENERAL PLAN & ZONING CODE

The Objective Design Standards work as a baseline, creating citywide standards that apply to applicable projects. This document is intended to work in tandem with the Laguna Woods General Plan and Laguna Woods Municipal Code.

- **General Plan.** California Government Code Section 65300 requires each city to adopt a comprehensive, long-term general plan to guide physical development. The Laguna Woods General Plan reflects the City of Laguna Woods' intentions about land use and its relationship to circulation, conservation, housing, noise, open space, and safety. In the event of a conflict between the Laguna Woods General Plan and the Objective Design Standards, the Laguna Woods General Plan shall prevail.
- **Laguna Woods Municipal Code.** The Laguna Woods Municipal Code is a collection of all ordinances adopted by the City Council of a general and permanent nature. The Objective Design Standards were adopted by such an ordinance. Conflicts between the balance of the Laguna Woods Municipal Code and the Objective Design Standards shall be resolved in accordance with applicable laws and City procedures.
- **California Building Standards Code.** The Objective Design Standards do not replace or supercede applicable provisions of the California Building Standards Code. In the event of a conflict between the California Building Standards Code and the Objective Design Standards, the California Building Standards Code shall prevail.

1.6 TERMINOLOGY

The following terms are used throughout the Objective Design Standards and are defined below.

Active Frontage: Active frontages are building frontages with active uses where there is visual engagement between those in the street and those on the ground floor. Active uses include retail stores, restaurants, markets, galleries, libraries, community centers, common areas and offices that generate high pedestrian traffic throughout the day.

Alley: A public thoroughfare used as a secondary vehicular means of access.

Arched: Having a vertical curve where the height of the curve is either (1) exactly half of the width of the curve, or (2) shorter in height than the actual curve.

Awning: An architectural projection that provides weather protection, building identity, or decoration, and is wholly supported by the building to which it is attached. An awning is often comprised of a lightweight frame structure over which a cover is attached.

Belvederes: An architectural feature designed to provide a beautiful view—such as a rooftop pavilion, terrace, balcony, tower, or open-sided structure.

Balcony: An external extension of an upper floor of a building, enclosed by a screen, balusters, or railings.

Block Length: The length of a parcel or series of parcels measuring from the edge of one public right-of-way or public access easement to another.

Balustrade: Multiple balusters supporting a railing on a balcony.

Baluster: A post, upright support, or vertical piece that supports a railing on a balcony.

Building: Has the same meaning as the term defined in Section 13.06.010(c)(130) of the Laguna Woods Municipal Code, as amended from time to time or replaced with a successor statute.

Building Envelope: The physical separator between the interior and exterior of a building, including the foundation, floors, walls, roof, windows, and doors.

Building Facade Length: The overall length of a facade without a full break in the building (see full break definition below).

Building Facade Full Break: A significant interruption or separation in the facade, such as a passageway, courtyard, or a change in building height that visually and structurally divides the building.

Building Projection: The part or feature of a building which extends outside of the enclosing walls. It can be a building feature that is mounted on, and/or extends from the surface of the building wall or facade, typically above ground level.

Carport: Any parking area that is wholly or partially covered by a structure of any kind.

Cart Corral: A designated, anchored structure in a retail or grocery store parking lot designed for customers to return shopping carts. These structures can be metal, often open-ended on one or both sides for easy access, and are strategically placed in parking aisles to encourage shoppers to return carts after loading their vehicles.

Cavity: A wall built of masonry units or of concrete, or a combination of these materials, arranged to provide an airspace within the wall, and in which the inner and outer parts of the wall are tied together with metal ties.

Clerestory: An upper story or row of windows rising above the adjoining parts of the roof, designed to admit light into the inner space of a building.

Connection: A space that links one physical space to another. It may be traversable by pedestrian, bicycle or automobile traffic.

Cornice: The uppermost division of an entablature; a projecting shelf along the top of a wall supported by a series of brackets; the exterior trim at the meeting of a roof and wall, consisting of soffit, fascia, and crown molding.

Development Parcel: Any tract of land on which development can occur. This includes platted lots and un-platted parcels but excludes any public right-of-way.

Dry-Stacked, Surface-Bonded Wall: A wall built of concrete masonry units where the units are stacked dry, without mortar on the bed or head joints, and where both sides of the wall are coated with a surface-bonding mortar.

Exterior: Any outer surface that is or would be visible from any point outside the parcel on which it is located assuming topography was flat and no other buildings, structures, fences, walls, landscaping, or similar visual obstructions were present.

Facade: Any exterior face of a building.

Facade Plane: Any stretch of a building facade existing along the same axis line, regardless of pattern differentiation or change in rhythm.

Facade Composition: The expression of a facade through a variety of techniques such as forms, patterns, fenestration, elements, details, materials, texture, finishes, etc. Facade Composition is used to create the architectural character and design theme of a building.

Facade Modulation: Used to shape a building's exterior massing, facade modulation is a change in building plane though the recess or projection of sections of a facade.

Facade Treatment: Facade Treatment area shall be defined as the total vertical surface area of a building facade, measured in elevation from finished grade to the top of the parapet or eave, and from one end of the facade to the other.

Foot-candle: A measurement of illumination on a one-square foot (ft.) surface from a uniform source of light.

Footprint: Footprint or building footprint provides the outline of a building drawn along the exterior walls, with a description of the exact size, shape, and location of its foundation.

Glass Curtain Wall: Aluminum-framed or other metal-framed window systems that are non-structural and house glass panels.

Gross Floor Area: Has the same meaning as the term is defined in Section 13.06.010(c)(420) of the Laguna Woods Municipal Code, as amended from time to time or replaced with a successor statute.

Ground Floor Office: Ground floor office refers to office uses located at the ground level that are oriented toward a public frontage and designed to contribute to pedestrian activity through elements such as transparent windows, entries facing the public realm, and visible interior activity. While typically less active than storefront commercial uses, ground floor office shall maintain a direct relationship with and visual connection to the adjacent pedestrian environment.

Height: The height of a structure is defined as the vertical distance from finished grade to the highest point of a structure.

Landscaped Area: Surface area dedicated for planting of trees, shrubs, flowers, turf, ground cover, or other horticultural elements.

Landscape Professional: A licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape pursuant to California Business and Professions Code §§ 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5, California Code of Regulations Tit. 16, § 832.27, or California Food and Agriculture Code § 6721, as amended from time to time or replaced with a successor statute.

Light Box Sign: An illuminated sign that contains mechanisms to encapsulate, suspend, protect and/or display a discrete sheet of backlit film which may include images and/or text, and which is designed to transmit light through the film for increased image brightness, contrast, and/or color saturation.

Main Building Entry: The entrance to a building typically leading to a lobby, courtyard, or other large shared space that is accessed from the primary building frontage.

Neutral Color: A color that is not considered a primary color on any one or more of the following color models: CIE, CMYK, HEX, HSB, HSL, or RGB.

Parapet: A low protective wall or railing along the edge of a roof, balcony, or similar structure; in an exterior wall, the part entirely above the roof.

Parking/**Loading**: An essential zone for people and goods, providing separation between moving vehicles in the travel-way and people in the pedestrian realm. This zone can contain multiple uses along a street including commercial deliveries, parklets, on-street parking, and taxi zones. It can be used for mobility at specific times of the day.

Pedestrian Pathway: A walkway or sidewalk that connects into or through a development.

Perimeter Length: The lineal distance as measured along the perimeter of a building, parcel, lot, etc.

Pilaster: A partial pier or column, often with a base, shaft, and capital, that is embedded in a flat wall and projects slightly; may be constructed as a projection of the wall itself.

Planter: An above grade container for planting.

Primary Building Frontage: The building frontage that abuts the most primary of streets, or Pedestrian Pathway surrounding the building. In the case of a through-lot, the primary building frontage could be on either public right-of-way.

Primary Facade Plane: Majority area of the facade that is in the same plane.

Projection: Projections (or building projection) is the part or feature of a building which extends outside of the enclosing walls. It can be a building feature that is mounted on, and/or extends from the surface of the building wall or facade, typically above ground level.

Private Street: Any street that is not owned by the City. Private streets often have public access easements to allow passage into or through a private development.

Roof Deck: The flat or sloped surface constructed on top of the exterior walls of a building or other supports for the purpose of enclosing the story below, or sheltering an area, to protect it from the elements, not including its supporting members or vertical supports.

Roof Covering: The covering applied to the roof deck for weather resistance, fire classification, or appearance.

Simple Design: A design that uses clean, basic forms with minimal surface decoration, avoids applied ornament such as scrollwork or carvings, and limits the number of different colors and materials used in a single furnishing or element.

Storefront Commercial: Storefront commercial refers to ground-floor retail, restaurant, or service uses that are directly accessible from the public frontage and designed to engage pedestrians through features such as transparent glazing, frequent entrances, and active displays. These uses shall provide a high level of visual and physical interaction between the interior space and the adjacent sidewalk or pedestrian path.

Structural Bay: The horizontal area of a building facade between two adjacent structural supports, such as columns, piers, or load-bearing walls.

Structure: Has the same meaning as the term is defined in Section 13.06.010(d)(790) of the Laguna Woods Municipal Code, as amended from time to time or replaced with a successor statute.

Transparency: The amount of transparent area on a building facade. The percentage of a building facade consisting of clear or lightly tinted glass located within windows, doors, or storefront systems that allows views into and out of the building.

Usable Open Space: The total combined open space areas of publicly accessible and private open spaces.

Wall: A vertical element with a horizontal length- to-thickness ratio greater than three, used to enclose space, whether load bearing or not. “Wall” specifically includes, but is not limited to, cavity walls, dry-stacked, surface-bonded walls, and parapets.

Wall Plane: The surface area that extends from the ground to the top of each wall. “Wall plane” specifically includes, but is not limited to, portions of walls located under eaves and overhangs. Where a single building has multiple wall planes along a single facade, the wall planes are additive and shall be considered a single wall plane.

1.7 MEASUREMENTS

1. Where this document references distances between or within parcels, the distance shall be measured from the outermost boundary lines of the closest parcels.
2. Where this document references distances between or within buildings, the distance shall be measured from the outermost wall of the closest points of each building.
3. Where this document identifies a setback from any parcel, the distance shall be measured from the outermost boundary line of the parcel to the closest point of the design feature or equipment setback which, for parking areas, shall be the edge of the asphalt, paving, or other parking surface closest to the parcel.
4. Where this document identifies a setback from any public street easement or right-of-way, the distance shall be measured from the outermost boundary line of the public street easement or right-of-way to the closest point of the design feature or equipment setback which, for parking areas, shall be the edge of the asphalt, paving, or other parking surface closest to the parcel.
5. Where this document identifies a percentage of landscape screening, the percentage shall be calculated by estimating the expected size and growth of the plantings at twelve (12) months (365 days) after the initial date of planting, as attested to by a landscape professional. Fractional values shall be rounded to the next highest whole number.
6. Where this document identifies the height of any wall or fence, the height shall be measured as set forth in Laguna Woods Municipal Code Section 13.16.230, as amended from time to time or replaced with a successor statute.
7. Where this document identifies the height of any clerestory, the height shall be measured from the exterior base of the wall on which the clerestory is located to the base of the clerestory frame.
8. Where this document identifies the height of any balcony's balustrade or balusters, or openings therein, the height shall be measured from the exterior base of the balustrade or balusters to the top of the balustrade or balusters, or openings therein, as may apply, on the exterior side.
9. Where this document identifies a percentage of roof or wall cover, or number of windows or other design elements, fractional values shall be rounded to the next highest whole number.
10. Where this document identifies a required overhanging eave, the overhang shall be measured from the point the roof extends past the wall plane to the outermost edge of the eave.
11. Where this document identifies a required arched opening, the vertical curve of the arch opening shall be measured from the point the opening begins to curve.
12. Where this document identifies the size of open air gaps in the design of trash enclosures, the gap shall be measured as the area which encloses, with four (4), six (6), or eight (8) perpendicular lines, all points from any angle through which an object measuring more than one (1) in. in length by one (1) in. in width can be placed.

1.8 PROHIBITED DESIGN ELEMENTS

1. Bars installed on the exterior of a building or structure, when such bars (i) are located on or extend over any door, window, gate, or other openable, transparent, semi-transparent, or not fully opaque fixture or surface, and (ii) are spaced less than ten (10) in. apart.
2. Roll-up or rolling exterior doors, except when used for vehicular points of ingress or egress (e.g., entrances to parking garages) or for facilities located in the Residential Community-Maintenance Overlay Zoning District.
3. Chain link, plastic, vinyl, or woven wire fencing or gates including, but not limited to, fencing or gates of any kind with plastic or vinyl privacy inserts, except for temporary fencing during construction when permitted by the City.
4. Barbed tape, barbed wire, wire, razor wire, and similar security treatments on the exterior of a building or structure, or used with or for fencing or gates, except when used in connection with a civic, fire, or police building or structure.
5. Electrical conduits or raceways visible from the exterior of a building or structure, whether such electrical conduits or raceways are located on the interior or exterior of a building or structure.
6. Unfinished metal or wood surfaces (e.g., plywood) on the exterior of a building or structure, or used with or for fencing or gates.
7. Fluorescent, luminescent, neon, or sparkling paint or similar adhesive, dye, or pigment that, after application to a material, adds color, on the exterior of a building or structure, or used with or for fencing or gates.
8. More than three colors of paint or similar adhesive, dye, or pigment that, after application to a material, adds color, on any single exterior wall pane, including all doors, windows, balustrade, balusters, and surfaces on that wall, or any single fence or gate.
9. More than one color of glass within any single exterior window on a building or structure (gradients of color shall be considered multiple colors), or more than two colors of glass within all exterior windows on any single exterior wall pane.
10. Light box signs installed on the exterior of a building or structure, except for light box signs that are not visible from public right-of-way or located within forty (40) ft. of any residential zoned parcel.
11. Glass curtain walls installed as part of any exterior wall system.
12. Wood shingle or shake roofs.
13. Unnaturally colored glass, including mirrored, reflective, or brightly tinted glazing, installed on any exterior window, door, storefront, curtain wall, or other exterior glazing system.

SITE DESIGN 2

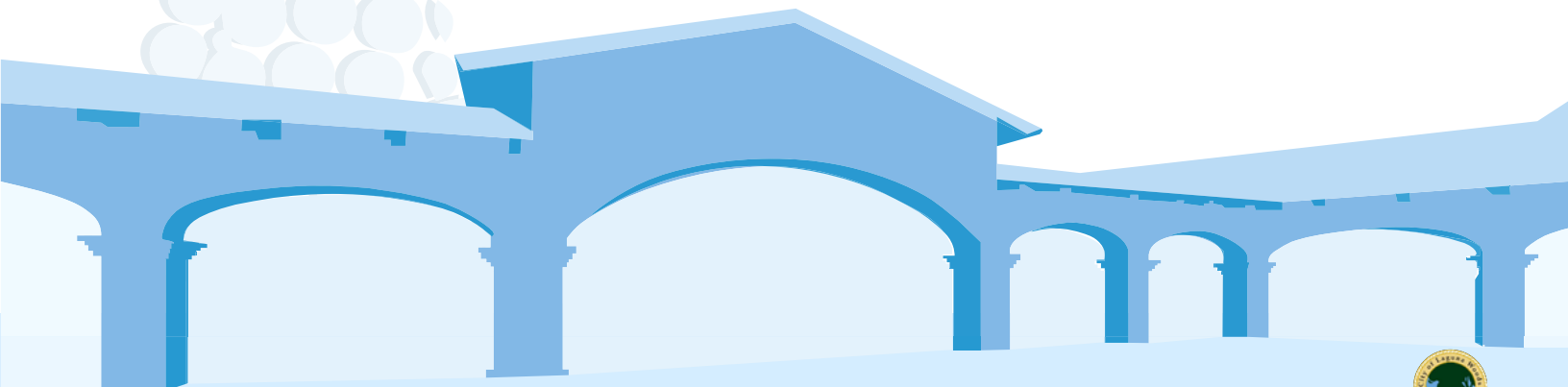
2.1 PUBLICLY ACCESSIBLE OPEN SPACE

2.2 VEHICULAR ACCESS & PARKING

2.3 BICYCLE CIRCULATION & PARKING

2.4 PEDESTRIAN ACCESS & CIRCULATION

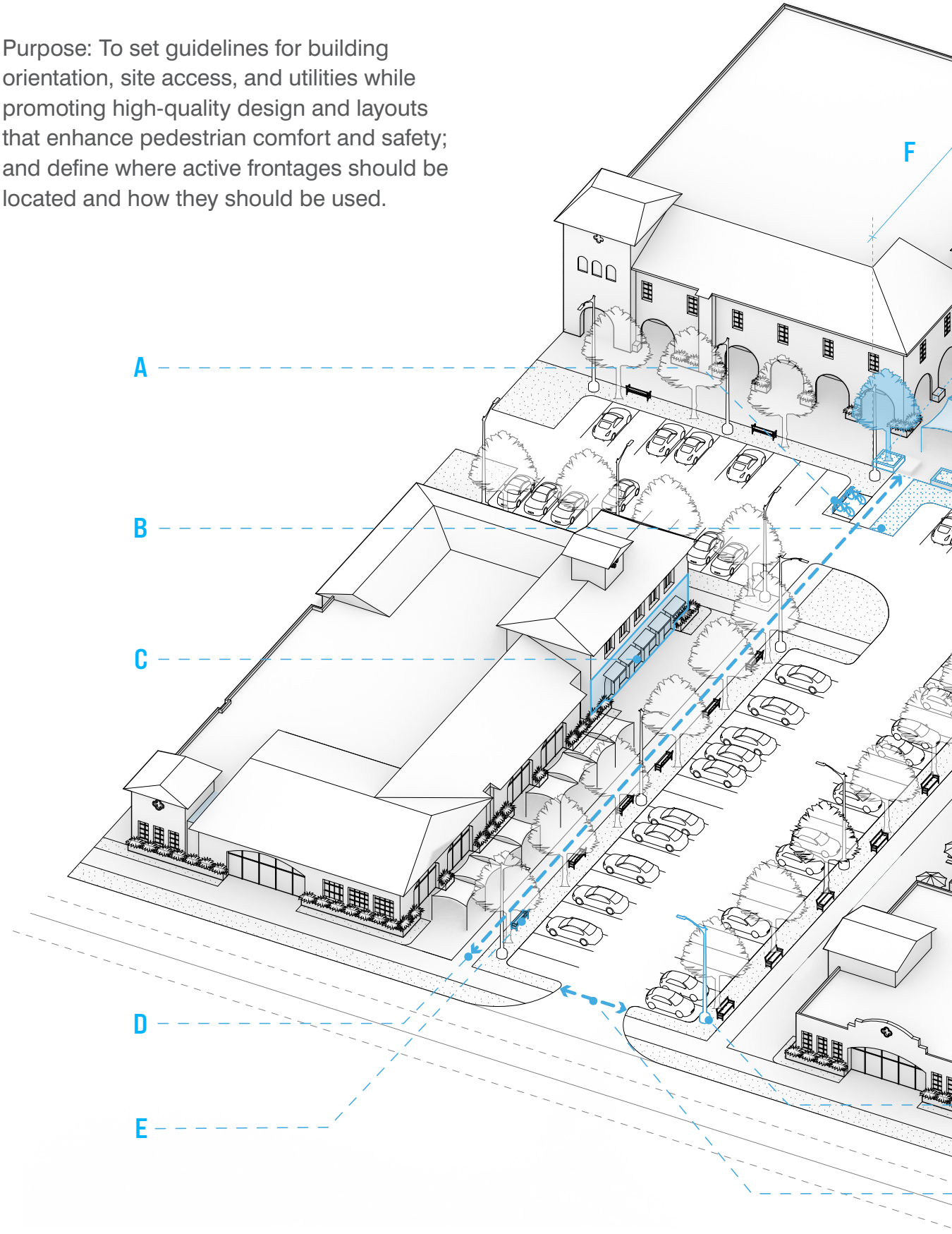
2.5 SITE LIGHTING

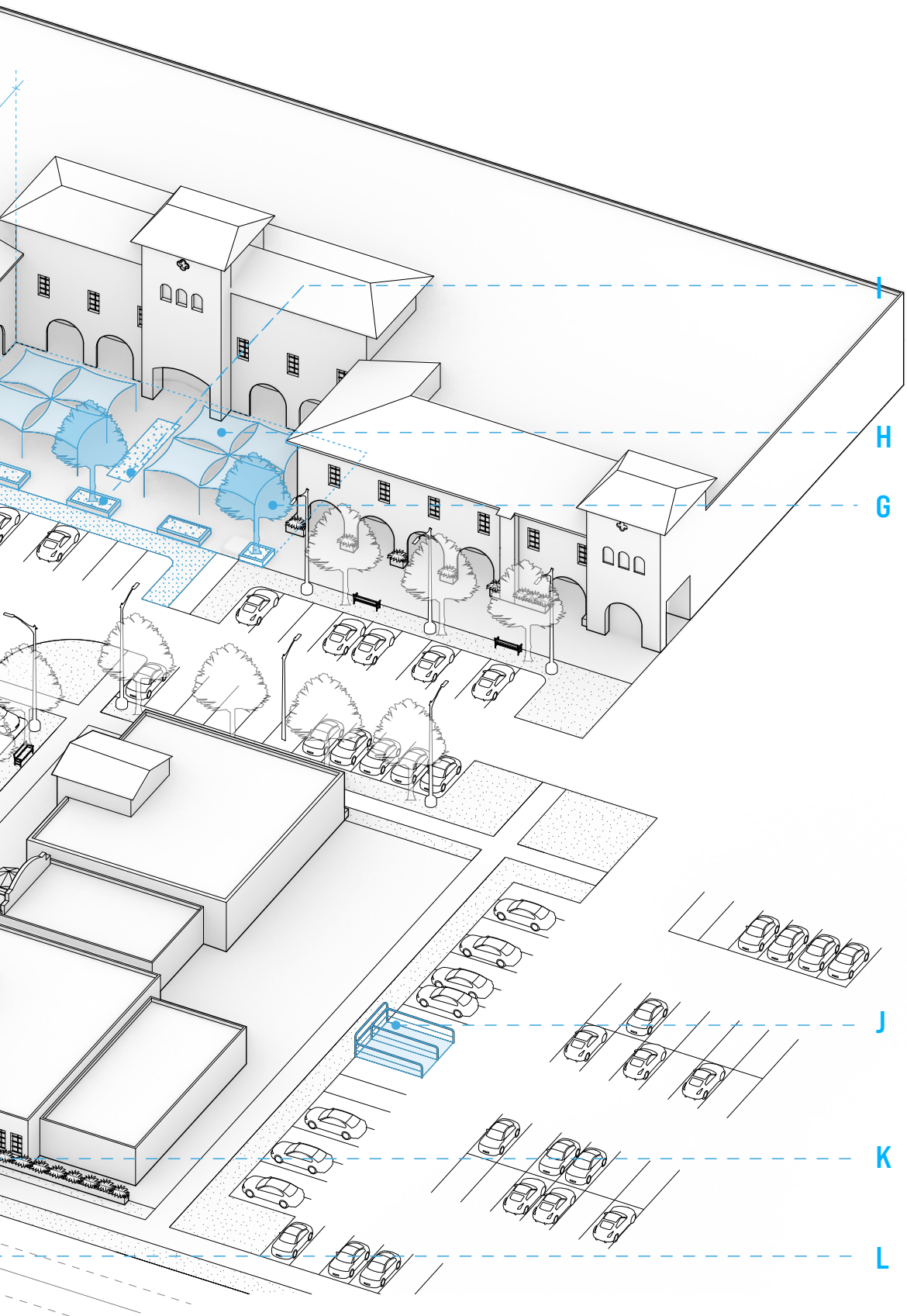


CHAPTER 02

SITE DESIGN

Purpose: To set guidelines for building orientation, site access, and utilities while promoting high-quality design and layouts that enhance pedestrian comfort and safety; and define where active frontages should be located and how they should be used.




I
H
G
J
K
L

A - Ch. 2.3.1 (4)
Short-term bicycle parking shall be located within two hundred (200) ft. of a visitor entrance or be monitored by a surveillance camera that retains all footage for at least seventy two (72) hours

B - Ch. 2.1.4 (5)
Publicly accessible open space located within or adjacent to parking areas shall be separated from drive aisles by a raised curb or edge with a minimum height of six (6) in., excepting ramps or other openings required by the California Building Standards Code or Laguna Woods Municipal Code, or by a landscaped buffer or landscaped parking island.

C - Ch. 2.1.4 (1)
Open space abutting an active frontage of a building

D - Ch. 2.1.5 (5)
Permanent seating (e.g., seat walls, planter ledges, benches, picnic tables, or seating steps) shall be provided at a minimum rate of one seat per five hundred (500) sq. ft. of publicly accessible open space. A minimum of one seat shall be provided for the first five hundred (500) sq. ft., and one (1) additional seat shall be required for each additional five hundred (500) sq. ft. or fraction thereof. Additionally, a minimum of one (1) wheelchair-accessible space shall be provided per five hundred (500) sq. ft. of open space. Each wheelchair-accessible space shall provide a minimum linear length of twenty four (24) in., a minimum depth of eighteen (18) in., and a minimum height of eighteen (18) in. above adjacent grade. Seating and wheelchair-accessible space elements may be extended in length or depth to satisfy multiple required seats, provided that each twenty four (24) in. of continuous seating length and eighteen (18) in. of depth counts as one seat.

E - Ch. 2.4.1 (8)
New development projects providing hundred (100) or more parking spaces shall provide designated pedestrian corridors connecting parking areas to building entrances, public sidewalks, and/or publicly accessible open space

F - Ch. 2.1.4 (2)
Publicly accessible open spaces shall have a minimum dimension in any direction of eighteen (18) ft.

G - Ch. 2.1.5 (9)
Publicly accessible open space of eight hundred (800) sq. ft. or less shall require at least one tree

H - Ch. 2.1.5 (7)
A minimum of thirty percent (30%) and a maximum of fifty percent (50%) of the publicly accessible open space shall be open to the sky. The remaining area shall incorporate shade elements such as trellises, pergolas, canopies, or similar shade structures to provide relief from sun exposure and support comfortable use of the space. Shade elements may utilize materials and be designed in manners that allow filtered light to pass through while limiting direct sunlight and heat gain and shall be open on at least two sides.

I - Ch. 2.1.5 (8)
A minimum of thirty percent (30%) of the publicly accessible open space shall be landscaped. Landscaping shall primarily consist of trees and other plantings that do not obstruct visibility, avoiding dense shrubs or vegetation where people or animals could hide.

J - Ch. 2.4.2
Cart return areas shall be provided within parking areas serving new and applicable retail uses

K - Ch. 2.5.3.1 (1)
Lighting in parking areas shall be maintained with a minimum of one (1) ft. candle of illumination at the ground level during hours of darkness, with a maximum of seven (7) ft. candles

L - Ch. 2.2.1 (1.a)
Shared driveway with a property abutting the project site

2 SITE DESIGN

2.1 PUBLICLY ACCESSIBLE OPEN SPACE

2.1.1 GENERAL OPEN SPACE REGULATIONS

All required open space shall be usable by all members of the public. This subsection is not intended to limit the rights of property owners under Section 2.2.5(4).

2.1.2 APPLICABILITY

Publicly accessible open space shall be required for all projects greater than or equal to two (2) acres in gross parcel area. These requirements are in addition to minimum provided for in the Laguna Woods Municipal Code Title 13.

2.1.3 REQUIRED QUANTITY

The minimum on-site requirement for any project that qualifies under this section shall be two percent (2%) or more of the gross parcel area.

2.1.4 MINIMUM DESIGN STANDARDS

1. Publicly accessible open space shall be located adjacent to or abutting at least one (1) of the following:
   a. Public right-of-way
   b. An active frontage of a building
   c. A publicly accessible easement

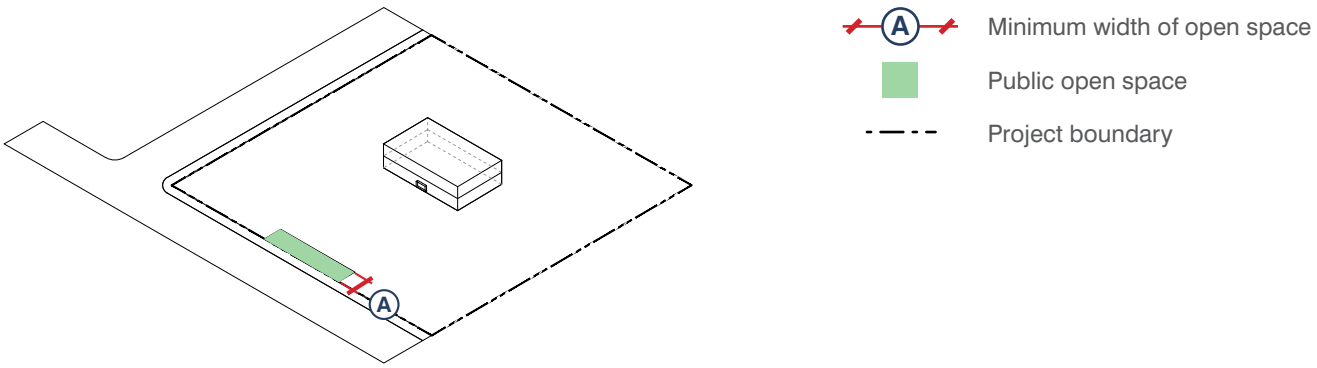


FIGURE 2.1: PUBLIC OPEN SPACE ADJACENT TO OR ABUTTING A PUBLIC RIGHT-OF-WAY

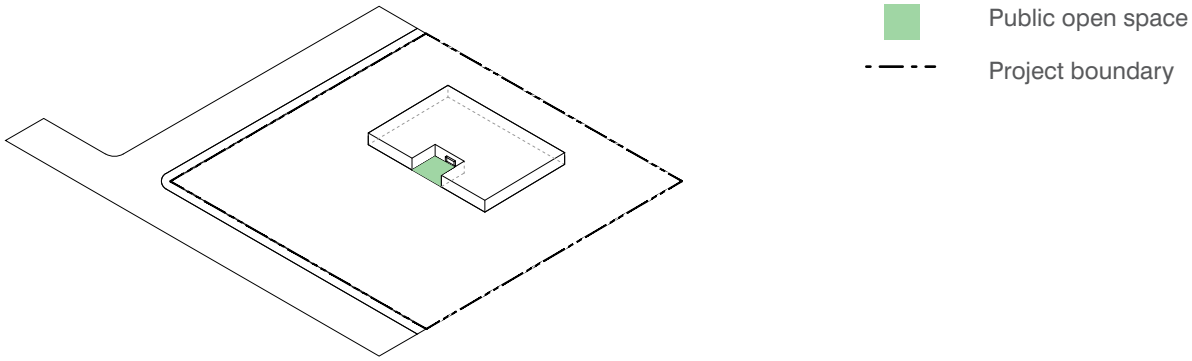


FIGURE 2.2: PUBLIC OPEN SPACE ADJACENT TO OR ABUTTING ACTIVE FRONTAGE OF BUILDING

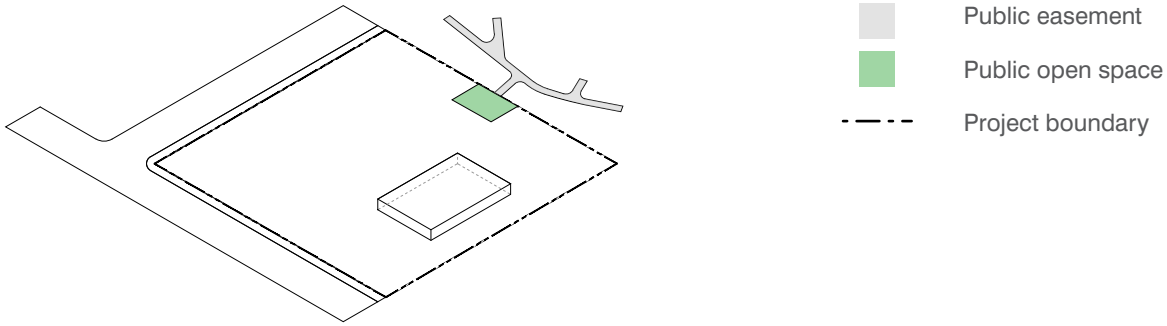


FIGURE 2.3: PUBLIC OPEN SPACE ADJACENT TO OR ABUTTING A PUBLICLY ACCESSIBLE EASEMENT

2. Publicly accessible open spaces shall have a minimum dimension in any direction of eighteen (18) ft.
3. The open space shall be clearly visible from the public realm. Where the open space is adjacent to or abuts an active frontage of a commercial building, it shall be oriented toward the primary entrance of the commercial use occupying that frontage with a direct pedestrian connection between the entrance and the open space.
4. Subdivision of the publicly accessible open space into multiple distinct areas is permitted only where each individual open space area is a minimum of one thousand and seven hundred (1,700) sq. ft. in size and meets all applicable requirements of this section.

5. Publicly accessible open space located within or adjacent to parking areas shall be separated from drive aisles by a raised curb or edge with a minimum height of six (6) in., excepting ramps or other openings required by the California Building Standards Code or Laguna Woods Municipal Code, or by a landscaped buffer or landscaped parking island.

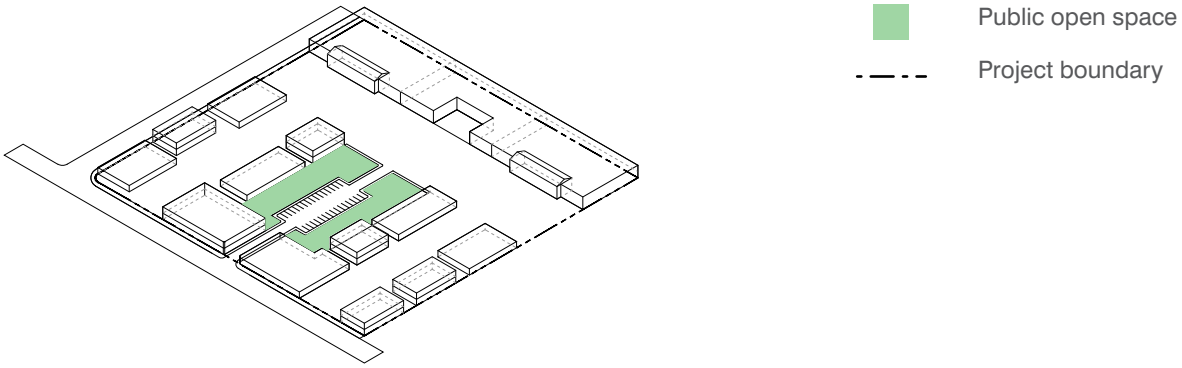


FIGURE 2.4: PUBLIC OPEN SPACE AS AN ENTRY POINT TO THE COMMERCIAL CENTER

2.1.5 ADDITIONAL STANDARDS

Off-street parking and loading areas, driveways, service areas, utility equipment, air conditioner pads, outdoor dining areas, and storage structures shall not be counted as publicly accessible open space.

The following standards shall be met for all publicly accessible open spaces:

1. A public access easement shall be approved by the City Manager and/or their designee and recorded with the Orange County Clerk-Recorder Department for the entire publicly accessible open space.
2. Shall be publicly accessible at a minimum, from 7 am to 7 pm daily during daylight savings time and from 7 am to 5 pm daily during standard time.
3. Shall be accessible from a public right-of-way or publicly accessible easement, with clear signage located at and visible from the public right-of-way or publicly accessible easement identifying the type of open space, hours of access, and amenities. Where the public open space is adjacent to or abuts an active frontage of a commercial building, it shall be accessible by a pedestrian path connecting to a public right-of-way or publicly accessible easement, with signage provided at the entrance to the pedestrian path.
4. Property owners have the authority to establish rules of conduct to ensure appropriate use and safety of the publicly accessible open space including, but not limited to, enforcing trespassing laws.

5. Permanent seating (e.g., seat walls, planter ledges, benches, picnic tables, or seating steps) shall be provided at a minimum rate of one seat per five hundred (500) sq. ft. of publicly accessible open space. A minimum of one seat shall be provided for the first five hundred (500) sq. ft., and one (1) additional seat shall be required for each additional five hundred (500) sq. ft. or fraction thereof. Additionally, a minimum of one (1) wheelchair-accessible space shall be provided per five hundred (500) sq. ft. of open space. Each wheelchair-accessible space shall provide a minimum linear length of twenty four (24) in., a minimum depth of eighteen (18) in., and a minimum height of eighteen (18) in. above adjacent grade. Seating and wheelchair-accessible space elements may be extended in length or depth to satisfy multiple required seats, provided that each twenty four (24) in. of continuous seating length and eighteen (18) in. of depth counts as one seat.

6. Permanent seating shall be located beneath an awning, building overhang, pergola, or other permanent shading element, or within the projected fifteen-year canopy of a shade tree. The trunk of a qualifying shade tree shall be located no more than fifteen (15) feet from the nearest edge of the seating surface. Awnings, overhangs, and other structural shading elements shall extend over the entire seating surface when viewed in plan

7. A minimum of thirty percent (30%) and a maximum of fifty percent (50%) of the publicly accessible open space shall be open to the sky. The remaining area shall incorporate shade elements such as trellises, pergolas, canopies, or similar shade structures to provide relief from sun exposure and support comfortable use of the space. Shade elements may utilize materials and be designed in manners that allow filtered light to pass through while limiting direct sunlight and heat gain and shall be open on at least two sides.

8. A minimum of thirty percent (30%) of the publicly accessible open space shall be landscaped. Landscaping shall primarily consist of trees and other plantings that do not obstruct visibility, avoiding dense shrubs or vegetation where people or animals could hide.

9. Publicly accessible open space of eight hundred (800) sq. ft. or less shall require at least one (1) tree. For any open space area exceeding eight hundred (800) sq. ft., at least one additional tree shall be required for each additional increment or fraction thereof.

10. Hardscape surfaces that are impervious shall not exceed a gradient of 1:12.

2.2 VEHICULAR ACCESS & PARKING

Refer to Laguna Woods Municipal Code Title 13 for off-street parking regulations.

2.2.1 VEHICULAR ACCESS HIERARCHY

1. Parking and service area access shall be provided in the following order, based on site characteristics:
   a. From a driveway shared with a property abutting the site, to the extent that the adjacent property owner(s) agree to such shared access.
   b. From the side/lesser street abutting the site.
   c. In the absence of a side street, from a curb cut/driveway along the primary street frontage.

2.3 BICYCLE CIRCULATION & PARKING

2.3.1 SHORT-TERM BICYCLE PARKING

1. Short-term bicycle parking shall consist of racks that support the bicycle frame at two points and allow for the bicycle frame and one wheel to be locked to the rack with a U-lock. The racks shall be permanently secured to the ground.
2. Short-term bicycle parking space shall be visible to pedestrians along a public right of way.
3. If more than twenty (20) short-term bicycle spaces are provided, at least fifty percent (50%) must be covered by a solid-roofed structure with a minimum height of ten (10) ft. and a one and a half (1.5) ft. overhang beyond the spaces.
4. Short-term bicycle parking shall be located within two hundred (200) ft. of a visitor entrance or be monitored by a surveillance camera that retains all footage for at least seventy-two (72) hours.

2.4 PEDESTRIAN ACCESS & CIRCULATION

2.4.1 PEDESTRIAN PATHWAYS

1. All on-site buildings, entries, facilities, and vehicular and bicycle parking areas shall be internally connected with a minimum five (5) ft. wide pedestrian pathway or pathway network that may include use of the public sidewalk. Portions of public sidewalks used are not required to be expanded to meet the minimum five (5) ft. width. The pedestrian pathway network shall connect to the public sidewalk along each street. The connection to the public sidewalk shall be the shortest distance between the primary entry and sidewalk, and shall not be more than one hundred and twenty five percent (125%) of the straight-line distance.
2. Pedestrian pathways within internal parking areas shall be separated from vehicular circulation by a physical barrier, such as a grade separation or a raised planting strip, of at least six (6) in. in height and at least six (6) ft. in width. A pedestrian pathway is exempt from this standard where it crosses a parking vehicular drive aisle. Additionally, accessible paths of travel inside parking structures are exempt from this requirement.
3. Pedestrian pathways shall be clearly paved to ensure visibility and consistency.
4. Pedestrian pathways shall be constructed of a smooth, firm, and stable surface that is slip-resistant and durable. Surfaces shall be designed to minimize tripping hazards and shall not include loose materials or irregular joints that could impede accessibility.
5. The use of asphalt or uncompacted decomposed granite for a pedestrian path is prohibited.
6. Pedestrian pathways shall maintain a minimum of four (4) ft. of clear zone from parking lots and the building edge, including patios and decks, except where the pathway provides direct access to these spaces.
7. For pedestrian paths exceeding two hundred (200) ft. in length, a minimum of two amenities for rest or shade, including trellises, benches, or trees, shall be provided. The required amenities may be of the same or different types. An additional two amenities shall be required for each subsequent two hundred (200) ft. of path length or fraction therof. All required amenities shall be located within five (5) ft. of the edge of the pedestrian path.

8. New development projects providing one hundred (100) or more parking spaces shall provide designated pedestrian corridors connecting parking areas to building entrances, public sidewalks, and/or publicly accessible open space. A minimum of one pedestrian corridor shall be provided for the first hundred (100) parking spaces, with one additional pedestrian corridor provided for every additional hundred (100) parking spaces. For new development projects with multiple buildings sharing a common parking area, the total number of parking spaces provided for all buildings within the center shall be used to determine whether this requirement applies.

   Where only one pedestrian corridor is required, the corridor shall have a minimum clear width of six (6) ft. Where more than two hundred (200) parking spaces are provided, pedestrian corridors shall have a minimum clear width of ten (10) ft.

   Pedestrian corridors shall be clearly distinguished from vehicle circulation areas through pavement markings, contrasting paving, raised walkways, landscaping, or similar treatments. Pedestrian corridors that cross parking rows or drive aisles shall be designed to improve pedestrian visibility and safety.

   Pedestrian corridors shall be adjacent to planting areas along at least one side of the corridor. Trees shall be provided within these planting areas at intervals not exceeding thirty (30) ft. on center. Planting areas shall include shrubs, groundcover, or other landscape plantings in addition to trees. Where a pedestrian pathway connects to a public sidewalk, within the first fifty (50) feet, trees shall be provided within the planting areas at intervals not exceeding twenty-five (25) ft. on center.

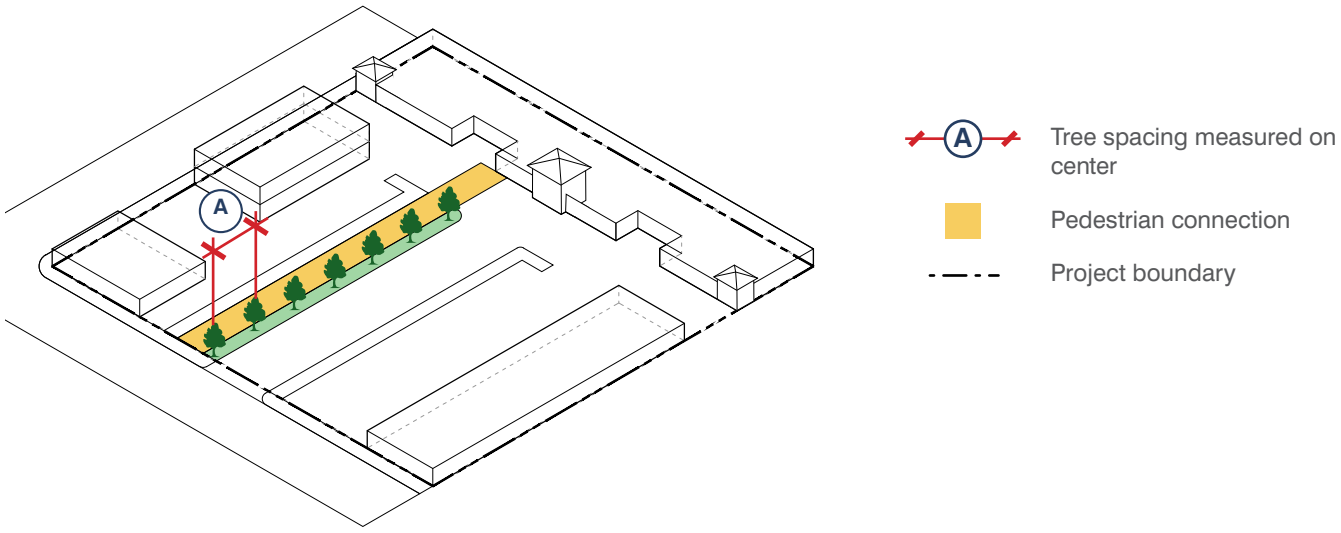


FIGURE 2.5: PUBLIC OPEN SPACE AS AN ENTRY POINT TO THE COMMERCIAL CENTER

2.4.2 CART RETURN AREAS

For new development projects containing land uses that provide shopping carts for customer use, cart return areas shall be provided within parking areas to facilitate convenient cart return, reduce stray carts, and improve pedestrian and vehicular safety.

2.4.2.1 DISTRIBUTION AND LOCATION

1. Cart return areas shall be located within parking rows and shall not obstruct vehicular drive aisles or primary pedestrian pathways.
2. Indoor cart return areas, or cart return areas located in alternate locations (e.g., outside the building entrance) may be requested as an exception to the Objective Design Standards, provided that the property owner enters into an agreement with the City to ensure carts left in parking areas are timely recovered and returned to the cart return areas.

2.4.2.2 CONFIGURATION AND MINIMUM PROVISION

1. Cart return areas shall be oriented parallel to parking stalls and integrated within parking modules.
2. A minimum of one cart return area occupying the equivalent of one parking space, configured as a dual access cart corral, shall be provided for every thirty (30) parking spaces.
3. Dual access cart corrals shall include a permanent divider (such as a metal railing or similar barrier) separating each bay to maintain independent cart storage areas. Each bay shall be designed to accommodate a single row of carts aligned in a straight orientation, such that carts are inserted end-to-end and not from the side.

2.4.2.3 DESIGN

1. Cart return areas shall include durable materials and be defined by either metal railings or similar structural elements, or by perimeter curbing, to provide a protective boundary for cart storage.
2. Signage on cart return areas requires approval as part of a sign program.

2.5 SITE LIGHTING

2.5.1 NUISANCE PREVENTION

1. All lights shall be directed, oriented, and shielded to prevent light trespass or glare onto adjacent properties. No spillover shall be permitted. The light level at property lines shall not exceed 0.3 ft. candles using ninety (90) degrees cutoff downlights.
2. All outdoor light fixtures should be fully shielded to prevent direct upward or outward light spill. This expands the measures related to sign illumination and open space sections (City of Laguna Woods n.d., §§13.12.040, 13.20.060)
3. All lighting shall be designed and installed with fixtures that direct light downward and away from surrounding buildings and properties, using full cut-off fixtures to minimize light trespass and glare.

2.5.2 FIXTURE TYPES

The maximum outdoor light intensity on a site shall not exceed an average value of five (5) ft.candles and all light sources shall have a correlated color temperature of two thousand and seven hundred Kelvin (2,700 K) or less.

2.5.3 MINIMUM LIGHTING REQUIREMENTS

2.5.3.1 PARKING AREAS

1. Lighting in parking areas shall be maintained with a minimum of one (1) ft. candle of illumination at the ground-level during hours of darkness, with a maximum of seven (7) ft. candles.
2. All lighting shall be controlled by a timeclock or photo-sensor system.
3. Illumination color temperature shall be within the range between three thousand to five thousand Kelvin (3,000K - 5,000K).

2.5.3.2 BUILDINGS

1. All exterior doors, including utility doors, shall be illuminated with a minimum of one (1) ft. candle of light during the hours of darkness.
2. All exterior lighting shall be ninety (90) degrees cutoff downlight with illumination not to exceed 0.3 ft. candles. Lighting for awnings shall be from fixtures located above the awnings.
3. Lighting for awnings shall be from fixtures located above the awnings. Backlighting of transparent or translucent awnings are not allowed.

2.5.3.3 PEDESTRIAN SAFETY

Areas used by pedestrians shall be illuminated whenever natural light levels fall below ten (10) ft. candles to ensure safety. This applies during nighttime or in interior spaces, where natural lighting may be insufficient to maintain visibility. Such areas include:

a. Surface parking lots and parking structures (entrances, elevators, and stairwells)

b. Sidewalks, walkways, and plazas

c. Building entrances (including rear and service entrances)

d. Waste disposal areas

e. Alleys

f. Automated Teller Machines (ATMs)

2.5.4 DESIGN OF FIXTURES

2.5.4.1 BUILDING FIXTURES

Fixtures on buildings shall be attached only to walls or eaves, and the top of the fixture shall not exceed the height of the parapet, roof, or eave of the roof.

2.5.4.2 ACCENT LIGHTING

1. Architectural features may be illuminated by up-lighting, provided that the lamps are fully shielded to prevent light spill or upward light trespass, and the lighting intensity is appropriate to the scale of the building. Up-lighting should be directed to highlight features without causing glare or illuminating beyond the intended area.

2. Trees may not be illuminated by up-lighting.

2.5.5 ENERGY EFFICIENCY

1. Outdoor lighting shall utilize energy-efficient fixtures and lamps, such as metal halide, light-emitting diode (LED) or other lighting technology with a minimum luminous efficacy of one hundred (100) lumens per watt.

2. Outdoor lighting shall have a rated average bulb life of at least thirty thousand (30,000) hours, with at least seventy percent (70%) lumen maintenance level.

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BUILDING DESIGN 3

3.1 MASSING

3.2 BUILDING ORIENTATION

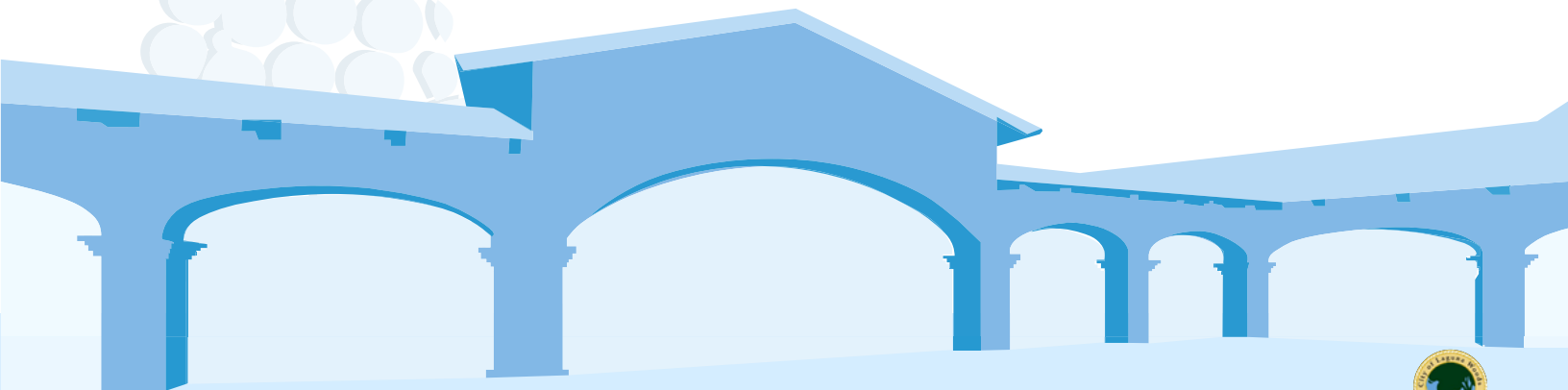
3.3 NEIGHBORHOOD TRANSITION

3.4 FACADE DESIGN

3.5 GROUND FLOOR USES

3.6 STREET FACING TRANSPARENCY

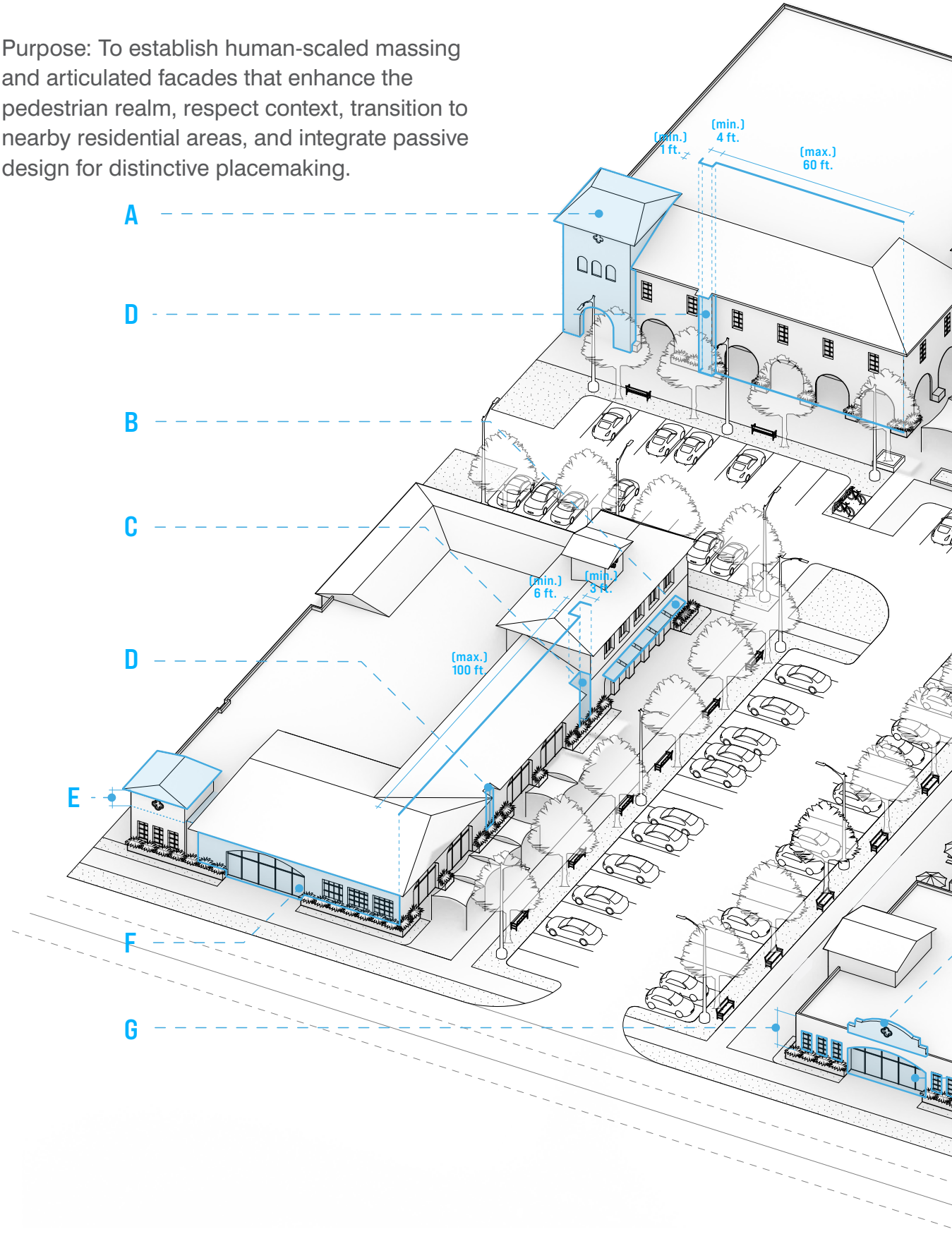
3.7 UTILITIES, SERVICE AREAS & BUILDING EQUIPMENT

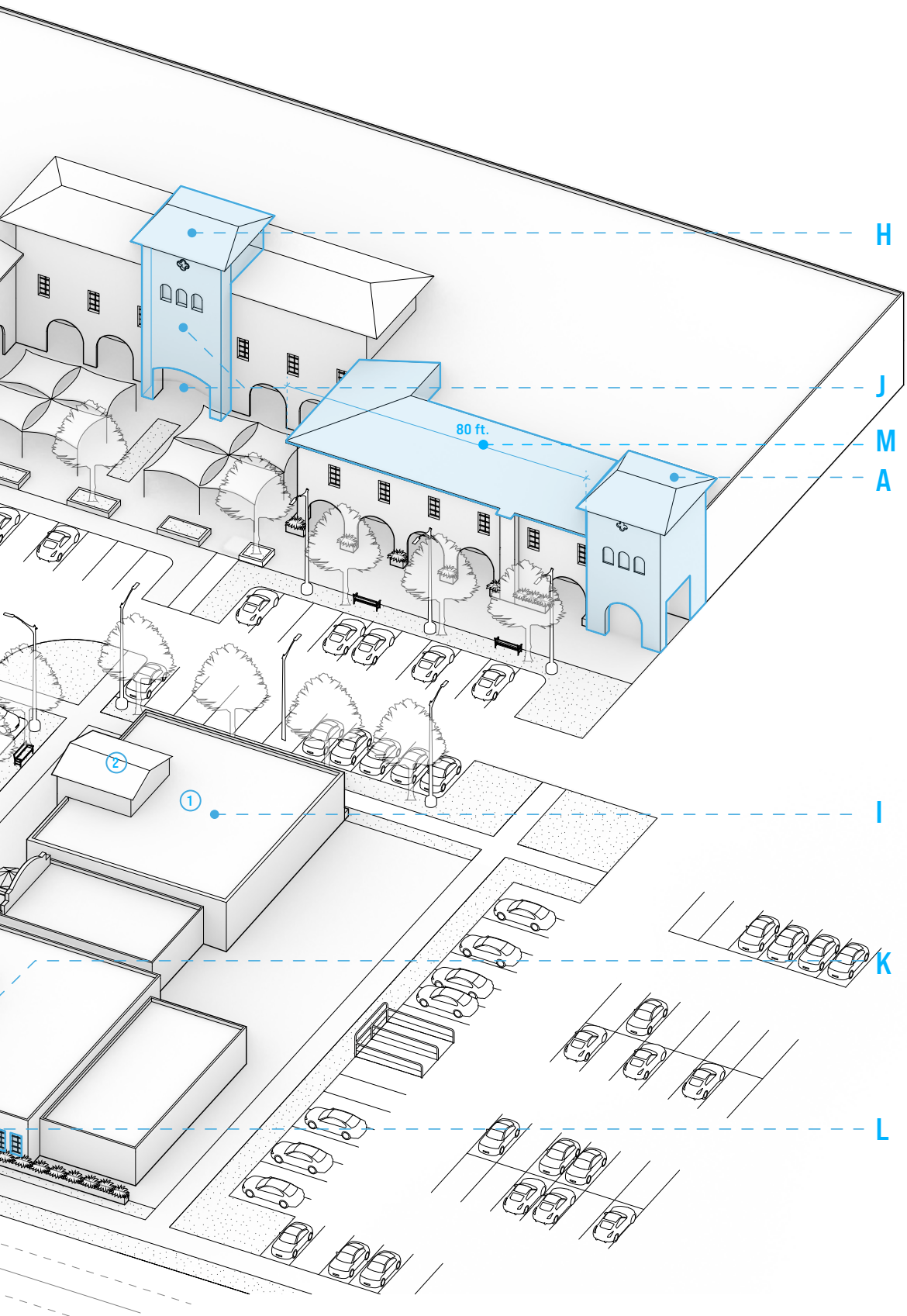


CHAPTER 03

BUILDING DESIGN

Purpose: To establish human-scaled massing and articulated facades that enhance the pedestrian realm, respect context, transition to nearby residential areas, and integrate passive design for distinctive placemaking.




H
J
80 ft.
M
A
2
1
I
K
L

A - Ch. 3.1.4.6 (2)
Standard Vertical Elements shall have a minimum width of fifteen (15) ft. and shall extend vertically a minimum of six (6) ft. above the adjacent primary roofline, measured to the highest point of the element

B - Ch. 3.1.5 (2.a)
Awnings shall be provided over each storefront, located within the individual structural bays

C - Ch. 3.1.3.1 (2)
A major massing break shall be applied at least every 100 ft. in horizontal building length. The major break shall be a minimum of four (4) ft. deep and six (6) ft. wide, open to the sky, and extend the full height of the building

D - Ch. 3.1.3.1 (1)
A minor massing break shall be applied at least every sixty (60) ft. in horizontal building length. The minor break shall be a minimum of one (1) ft. deep and four (4) ft. wide, open to the sky, and extend the full height of the building

E - Ch. 3.1.4.2 (2)
Change in roof height of at least eighteen (18) in. measured from the highest point of each roof line

F - Ch. 3.5.1 (1)
Active Frontages are required for a minimum of sixty percent (60%) of each building facade facing an arterial, a local or collector public street, a publicly accessible private street, or a publicly accessible pathway with adjacent Primary Building Frontages.

G - Ch. 3.5.1.2
Active Frontage uses shall have a minimum floor-to-floor height of ten (10) ft. for ground floor office and fifteen (15) ft. for a commercial storefront

H - Ch. 3.1.4.6 (3)
Prominent Vertical Elements shall have a minimum width of thirty (30) ft. and shall extend vertically a minimum of ten (10) ft. above the adjacent primary roofline, measured to the highest point of the element

I - Ch. 3.1.4 (5)
Each building shall be limited to four (4) roof types.

① Flat Roof with parapet ② Hip Roof

J - Ch. 3.2.3 (1.a)
At all buildings, entrances shall be marked by a taller mass above, such as a tower, or within a volume that protrudes from the rest of the building surface which, if it meets the applicable dimensional requirements for a vertical element, may count toward compliance with both standards

K - Ch. 3.1.4.1 (4)
Flat roofs shall always be edged with parapet walls measuring at least 36 in. in height; and shall be treated with one (1) or more of the following conditions:

a. An architecturally profiled cornice and/ or expressed parapet cap shall be used to terminate the top of parapet wall.

b. Surface mounted cornices, continuous shade elements, or trellises shall be used to strengthen a parapet wall design.

c. Curved parapets shall be limited to one (1) per building.

L - Ch. 3.6.1
Each applicable facade shall provide no less than the minimum transparency listed by use. For a commercial storefront, the minimum transparency is fifty percent (50%) on the ground floor and forty percent (40%) on the upper levels. For other frontages, the minimum transparency is forty percent (40%) on the ground floor and thirty percent (30%) on the upper levels

M - Ch. 3.1.4.3 (3)
Public-facing facades shall incorporate roof form changes such that no continuous roofline segment exceeds eighty (80) linear ft. without a change in roof form.

3 BUILDING DESIGN

3.1 MASSING

3.1.1 BUILDING TYPE STANDARDS

Although each building type has a maximum prescribed number of stories, the maximum building height governed by the zoning district shall prevail. The name and definition of building types are as follows:

1. (S) Small
   a. Maximum length[1] of eighty (80) ft. on any side
   b. Typical building types may include uses such as cafe/coffee shop, drive-through, kiosk, small restaurant, bank branch, boutique retail, office, medical office, studio, car-wash, auto-related shop, and assembly.
2. (M) Medium
   a. Maximum length[1] of hundred (100) ft. on any side
   b. Typical building types may inlclude uses such as cafe/ coffee shop, drive-through, restaurant, food hall, bank branch, retail, office, medical office, studio, car-wash, auto-related shop, religious assembly, storage, brewery, fitness center, grocery, and hotel.
3. (L) Large
   a. Length exceeding hundred (100) ft.

      Typical building types may include uses such as café/coffee shop, drive-through, restaurant, food hall, bank branch, retail, big-box retail, home improvement stores, large specialty retail, regional or flagship markets, office, medical office, studio, car wash, auto-related uses or auto sales, religious assembly, storage, brewery, fitness center, grocery, and hotel. This may also include multi-tenant shopping centers consisting of multiple tenants within a single, connected building.

[1] Maximum length is measured of the longest facade of the building. The length of the facade is measured excluding a full break, which is a significant interruption or separation in the facade, such as a passageway, courtyard, or a change in building height of at least eighteen (18) in., that visually and structurally divides the building.

3.1.2 MASSING STRATEGIES

Buildings shall follow the minimum quantity of the massing strategies, per the tables below:

1. Modulation,
2. Roof form, or
3. Projections

MASSING STRATEGIES

BUILDING TYPE	MINIMUM REQUIRED STRATEGIES
(S) SMALL	1
(M) MEDIUM	2
(L) LARGE	3

STRATEGIES	BUILDING TYPE		
	(S) SMALL	(M) MEDIUM	(L) LARGE
MODULATION	■	■	■
ROOF FORM	●	●	■
PROJECTIONS	●	●	■
■ REQUIRED			
● OPTIONAL			

TABLE 3.1: MASSING STRATEGIES TABLE

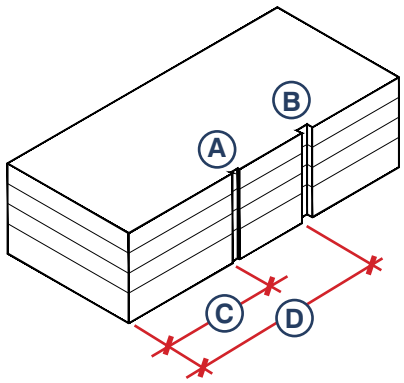
Note: Multi-level parking garages that do not face a public street, public/common open space, or a residential zoning district are exempt from this requirement.

3.1.3 BUILDING MODULATION

3.1.3.1 MASSING BREAKS

Minor and major massing breaks are required along elevations facing a public street, pedestrian-oriented space, publicly accessible outdoor space, or adjacent to a residential zone. Massing breaks shall divide long building elevations into smaller, visually distinct components; reduce perceived building scale and bulk; and create variations in depth, light, and shadow. Required breaks may be formed by insets, bays, notches, or projections. Changes in materials, colors, or architectural detailing may be coordinated with the breaks to further distinguish building components.

1. **Minor Massing Break:** A minor massing break shall be applied at least every sixty (60) ft. in horizontal building length. The minor break shall be a minimum of one (1) ft. deep and four (4) ft. wide, open to the sky, and extend the full height of the building.
2. **Major Massing Break:** A major massing break shall be applied at least every hundred (100) ft. in horizontal building length. The major break shall be a minimum of four (4) ft. deep and six (6) ft. wide, open to the sky, and extend the full height of the building.

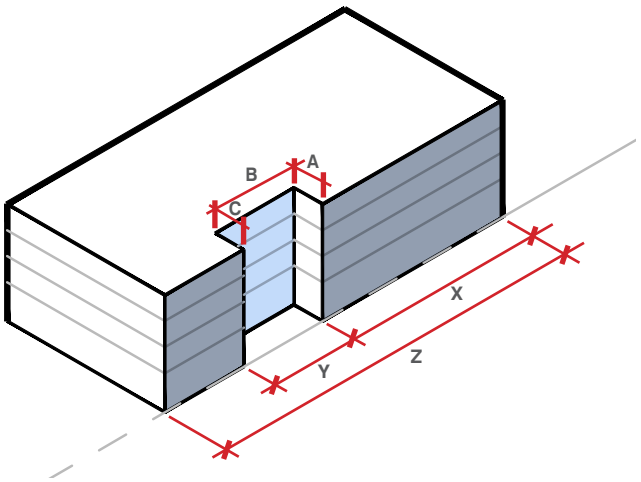


A Minor massing break (min. 1 ft. deep x 4 ft. wide)
B Major massing break (min. 4 ft. deep x 6 ft. wide)
C 60 ft. max.
D 100 ft. max.

FIGURE 3.1: BUILDING MODULATION

3.1.3.2 MAXIMUM CONTINUOUS UNINTERRUPTED BUILDING LENGTH

Buildings over four hundred (400) ft. in length, in addition to applying the minimum required massing breaks, shall apply a horizontal plane change (open to the sky) of at least fifty (50) ft. in depth after every four hundred (400) ft. in length. For this plane change, the total linear horizontal length (A+B+C) shall not be less than two hundred (200) ft., shown in Figure 3.2.



X = MAXIMUM 400 ft. CONTINUOUS UNINTERRUPTED BUILDING LENGTH

Y = HORIZONTAL PLANE CHANGE

Z = TOTAL BUILDING LENGTH

FIGURE 3.2: MAXIMUM CONTINUOUS UNINTERRUPTED BUILDING LENGTH

3.1.3.3 EXEMPTIONS

Building elevations that are less than sixty (60) ft. in length are not required to have a change in plane or a massing break incorporated into their design.

3.1.4 ROOF FORM

Variation in roof forms is required for elevations that face a public street, public easement, publicly accessible open space, or residential zone.

3.1.4.1 ROOFS

1. A minimum of one roof per building shall utilize either a hip or gable roof type.
2. Roofs shall be low-pitched with a slope between 4:12 to 6:12, with broad, overhanging eaves ranging from eighteen (18) to 24 in.
3. Sloped roofs shall utilize clay tile, concrete-tile, or tile-profiled metal roofing. Common shapes include both Spanish (S-shaped) and Mission (half cylindrical/ barrel tile) types.
4. Flat roofs shall always be edged with parapet walls measuring at least 36 in. in height; and shall be treated with one (1) or more of the following conditions:
   a. An architecturally profiled cornice and/or expressed parapet cap shall be used to terminate the top of parapet wall.
   b. Surface mounted cornices, continuous shade elements, or trellises shall be used to strengthen a parapet wall design.
   c. Curved parapets shall be limited to one (1) per building.
5. Interior sides of parapets shall be finished in the same color and materials as the exterior sides thereof.

3.1.4.2 METHODS TO CREATE ROOF FORM VARIATION

A change in roof form shall be implemented using one (1) or a combination of the following methods:

1. A change in roof type, as defined in 3.1.4.4. A minimum of one (1) roof in each building shall utilize either a hip roof type or a gable roof type. Each building is limited to a maximum of four (4) roof types.
2. Change in roof height of at least eighteen (18) in. measured from the highest point of each roof line.
3. Stacked projecting balconies with a minimum depth of five (5) ft. and a minimum length of eight (8) ft., when applied to at least fifty percent (50%) of the upper floors. The full balcony length shall project a minimum of eighteen (18) in. from the primary building facade.
4. Rooftop terrace with a minimum floor area of eighty (80) sq. ft.
5. A change in roof pitch or direction.

3.1.4.3 CALCULATING ROOF FORMS

Roof form changes shall be provided so that no continuous roofline segment exceeds eighty (80) linear ft. without a change in roof form.

1. Each distinct roof form segment shall not exceed eighty (80) linear ft. in length.
2. A new eighty (80) ft. maximum segment shall begin at each roof form change, regardless of the length of the preceding segment.
3. Roof form changes may occur at any interval less than eighty (80) ft.; however, no single roof form shall extend beyond eighty (80) ft. without a change.

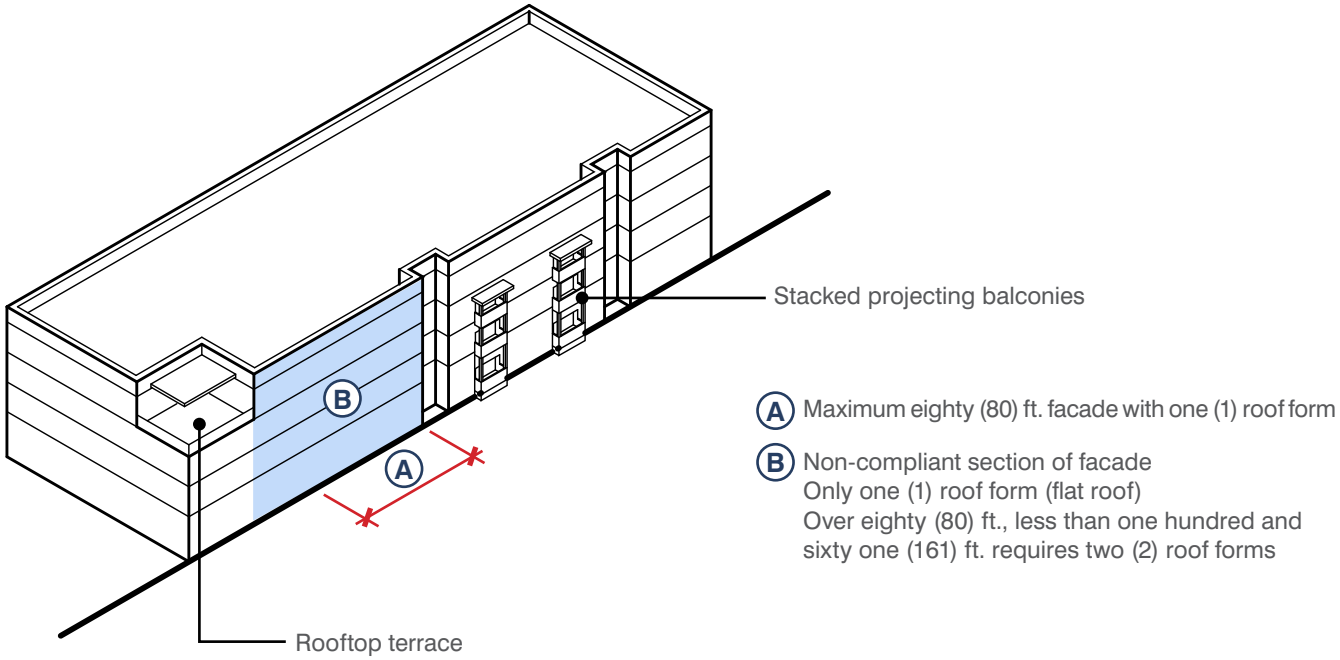


FIGURE 3.3: BUILDING FACADE WITH NON-COMPLIANT SECTION

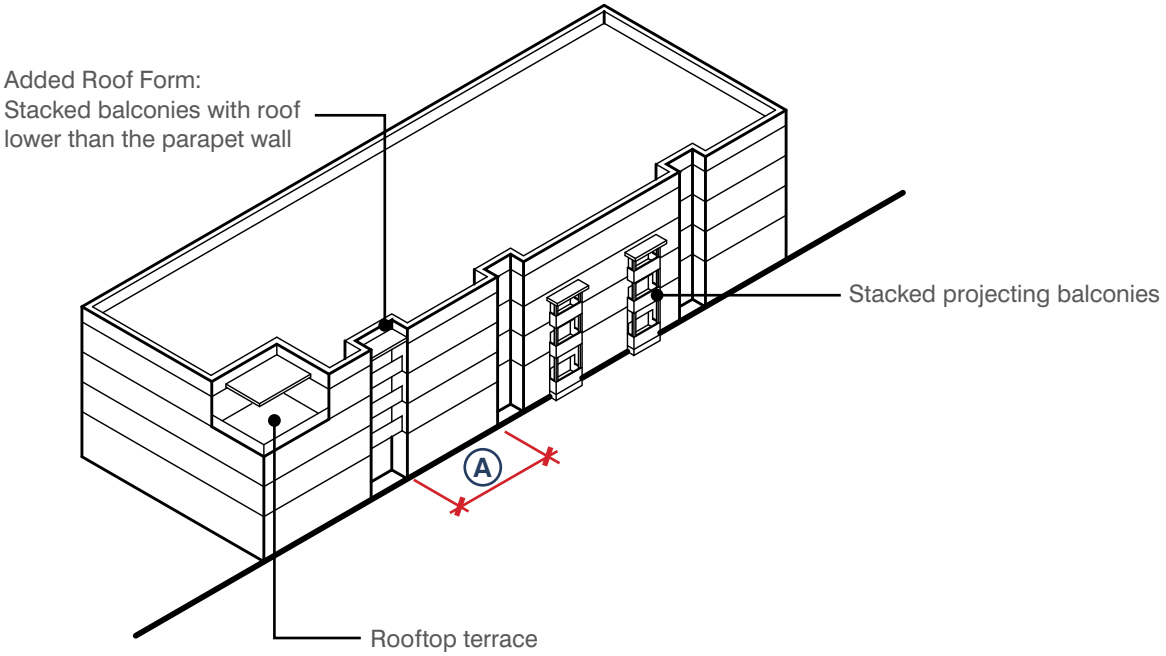


FIGURE 3.4: COMPLIANT BUILDING FACADE

3.1.4.4 CALCULATING COMBINED ROOF TYPES

Combined roof forms occur when two or more roofs intersect.

1. Each distinct change in roof form shall be counted individually, regardless of whether it is the same or a different roof type.
2. Intersecting roofs may be organized in a hierarchy, with a primary roof and additional roof types (see Figure 3.5). Each additional intersecting roof type (e.g., dormers or similar features) shall be counted as a separate roof form in addition to the primary roof (see Figure 3.6).
3. Secondary roof forms located above projecting facade modulations shall each be counted as separate roof forms where they intersect with the primary roof, even when the secondary roof forms utilize the same roof type and are identical in design (see Figure 3.7).
4. Within combined or intersecting roof forms, repeated roof types (e.g., a series of gables or hips, or stepped flat roofs) shall be counted individually for each occurrence (see Figures 3.8 and 3.9).

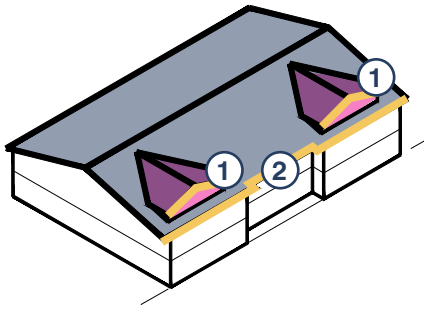


FIGURE 3.5: HIERARCHICAL ROOF FORMS

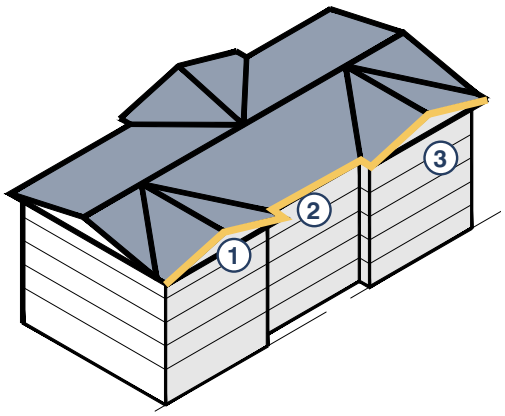


FIGURE 3.6: INTERSECTING ROOF TYPES

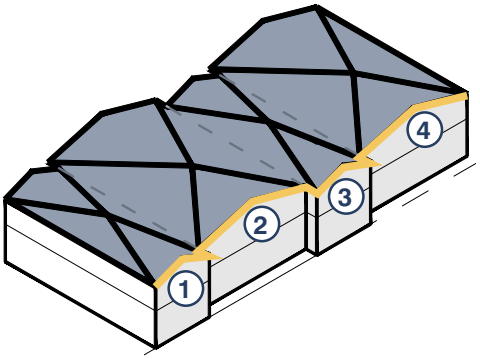


FIGURE 3.7: REPEATED ROOF TYPES: GABLES/ HIP



FIGURE 3.8: REPEATED ROOF TYPES: FLAT ROOF "SAWTOOTH"

3.1.4.5 ACCEPTABLE ROOF TYPES

Roof type is defined as a geometric plane or set of planes which form the top enclosure of a volumetric area below it/them. Each building shall be limited to four (4) roof types. Common types of roof are gabled, hipped, shed, and flat among others. Acceptable roof types are listed in Figure 3.9.

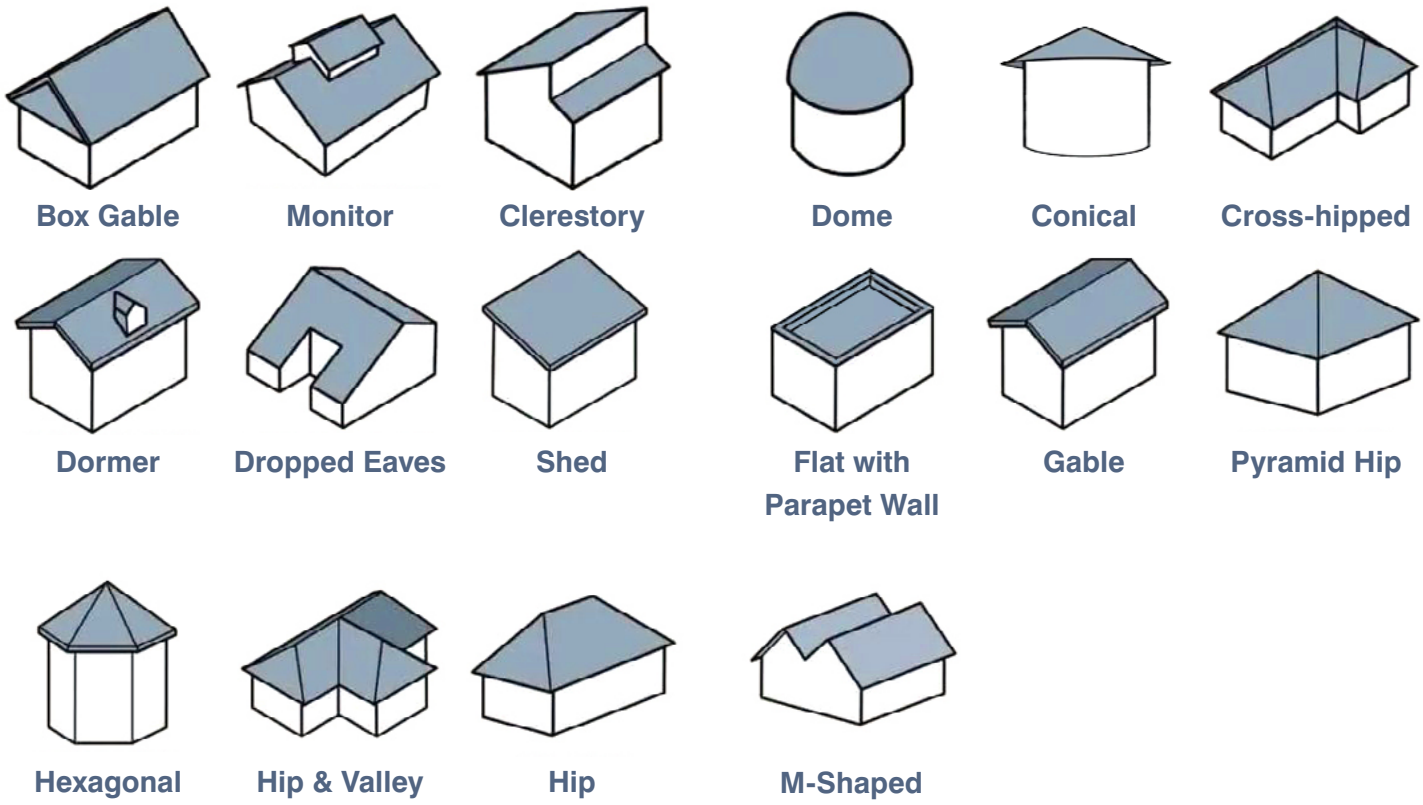


FIGURE 3.9: BUILDING ROOF FORM OPTIONS

3.1.4.6 VERTICAL ELEMENTS

Buildings that are two stories or less, shall incorporate vertical roof variation elements (Vertical Elements) that extend above the primary roofline. Vertical Elements may contain occupiable space or may be purely architectural. Vertical Elements shall include a change in plane from the adjacent wall facade with a minimum depth or projection of three (3) ft. Vertical Elements shall also incorporate a distinct facade treatment that differs from the adjacent building facade, consistent with the requirements of Section 3.4.1.

General Requirements

1. All Vertical Elements shall be located at prominent locations, including primary entrances, corners, building ends, changes in building direction or massing breaks.
2. Standard Vertical Element

   Standard Vertical Elements shall have aw minimum width of fifteen (15) ft. and shall extend vertically a minimum of six (6) ft. above the adjacent primary roofline, measured to the highest point of the element.
3. Prominent Vertical Elements

   Prominent Vertical Elements shall have a minimum width of thirty (30) ft. and shall extend vertically a minimum of ten (10) ft. above the adjacent primary roofline, measured to the highest point of the element.

Required Number and Type by Building Length

1. Medium Buildings (per Section 3.1.1) (see figure 3.10)
   a. A minimum of two (2) Vertical Elements with a minimum spacing of fifteen (15) ft., shall be provided per public facing facade, including:
      i. One (1) Standard Vertical Element
      ii. One (1) Prominent Vertical Element
2. Large Buildings (per Section 3.1.1) (see figure 3.11)
   a. A minimum of two (2) Vertical Elements with a minimum spacing of thirty (30) ft. per public facing facade, shall be provided, including:
      i. One (1) Standard Vertical Element
      ii. One (1) Prominent Vertical Element

b. For buildings greater than one hundred (100) ft. and up to four hundred (400) ft. in length, one (1) additional Standard Vertical Element shall be provided for each additional one hundred (100) ft. of building length, or fraction thereof, beyond the first one hundred (100) ft.

c. For buildings greater than four hundred (400) ft. and up to one thousand (1000) ft. in length, one (1) additional Prominent Vertical Element shall be provided, together with one (1) additional Standard Vertical Element for each additional one hundred (100) ft. of building length or fraction thereof, beyond the first one hundred (100) ft.

d. For buildings greater than one thousand (1,000) ft. in length, an additional three (3) Prominent Vertical Elements shall be provided, together with one (1) additional Standard Vertical Element for each additional one hundred (100) ft. of building length or fraction thereof, beyond the first one hundred (100) ft. of building length.

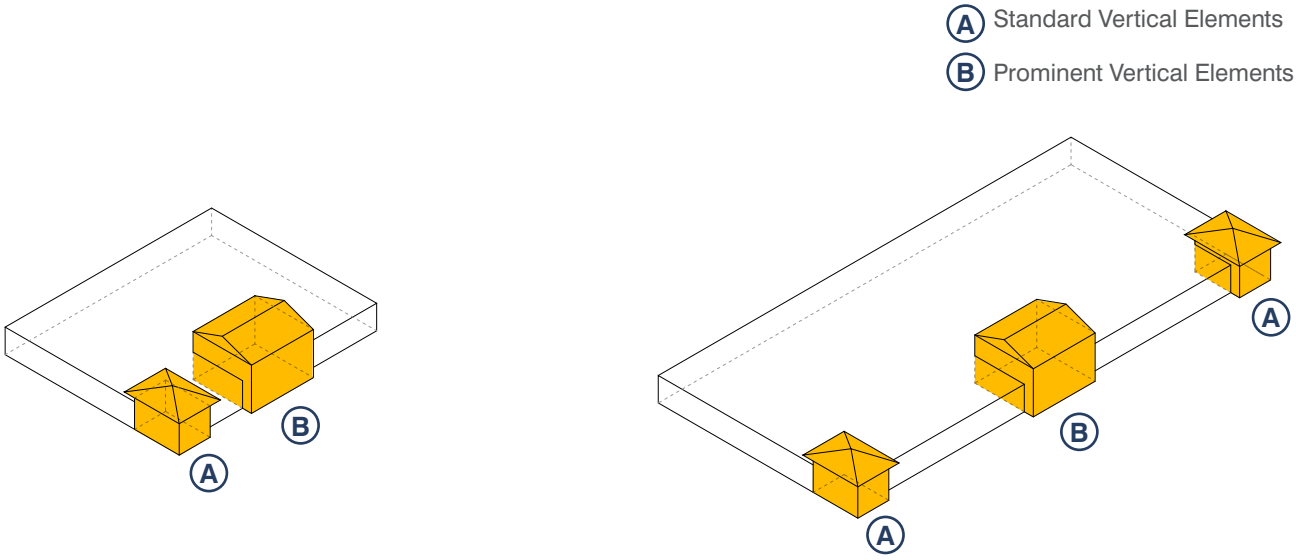


FIGURE 3.10: MEDIUM BUILDINGS

FIGURE 3.11: LARGE BUILDINGS

3.1.4.7 NOTES

Changes in roof form shall not exceed the maximum building heights set forth in Laguna Woods Municipal Code Title 13.

3.1.5 BUILDING PROJECTIONS

Buildings shall use one (1) or more of the following projections:

1. Balconies and Decks
   a. Balconies and Decks shall not project more than six (6) ft. from the facade on elevations directly fronting a primary street or residential zoning district.
   b. The distance between supporting columns, piers, or posts on trellises or balconies shall not exceed their height.
2. Awnings or Canopies
   a. Awnings shall be provided over each storefront, located within the individual structural bays.
   b. Shall not project more than six (6) ft. from the facade.
   c. The height of all awnings above a sidewalk shall be consistent, with a minimum clearance of eight (8) ft. provided between the bottom of the valance and the sidewalk. Valances shall not exceed eighteen (18) in. in height.

3.2 BUILDING ORIENTATION

3.2.1 BUILDING SITING AND ORIENTATION

1. Building frontages shall not orient to parking lots at the sides or rears of buildings.
2. Building facades along the primary street frontage shall contain elevations activated by doors and windows that look into the street and shall contain the most articulated elevations of the building.

3.2.2 CORNER BUILDINGS

For buildings located at intersections, they shall be designed to define and give prominence to the corner on which they are sited, by acknowledging both street facades with facade articulation and detail. At least one (1) of the following techniques shall be used.

1. Creation of a landmark roof form, such as dome, conical, hexagonal or pyramidical roof.
2. Creation of a corner tower.
3. A storefront, building protrusion, bay, porch element or arcade that wraps around the corner.
4. A corner entrance that protrudes or is cut-away from the corner.
5. A change in roofline; such as a gabled end to mark the corner.

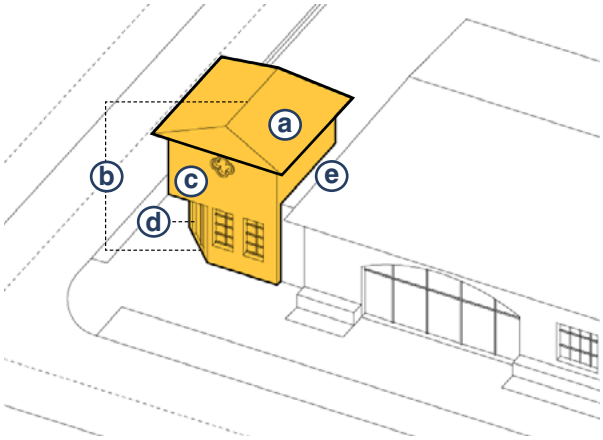


FIGURE 3.12: CORNER TOWER

3.2.3 PRIMARY ENTRANCES

1. Primary entrances to buildings or commercial units shall be designed to be consistent with the overall architecture of the building. At all buildings, entrances shall be located along the primary street facade and shall be clear, easily identifiable and shall use one (1) or more of the following treatments.

   a. Marked by a taller mass above, such as a tower, or within a volume that protrudes from the rest of the building surface which, if it meets the applicable dimensional requirements for a vertical element, may count toward compliance with both standards

   b. Indicated by a projection from the building facade, and covered by means of a building overhang, awning or canopy that projects from the building.

   c. Indicated by a recessed entry. Treatments shall include either special paving materials such as ceramic tile; ornamental ceiling treatments, such as coffering; decorative light fixtures; and attractive decorative pulls, escutcheons, hinges, and other hardware.

   d. Denoted by a single arch or series of arches to indicate entry. Arcaded entry porches are also recommended.

   e. Framed by special architectural elements, such as columns, archways, and overhanging roofs.

   f. Emphasized by a small roof overhang over the entrance, change in roofline or a major break in the surface of the subject wall.

3.3 NEIGHBORHOOD TRANSITION

3.3.1 TRANSITION PLANE

1. Buildings shall not intercept a forty five (45)-degree neighborhood transition plane inclined inward from the underlying setback, starting at a height thirty five (35) ft. above grade.
2. Balconies and decks shall not extend into an underlying setback.
3. The area of roof decks, including any deck on roof area falling under the neighborhood transition plane, shall be set back at least three (3) ft. from the building edge and any railings, shade structures, or accessory structures shall not intersect the required neighborhood transition plane.

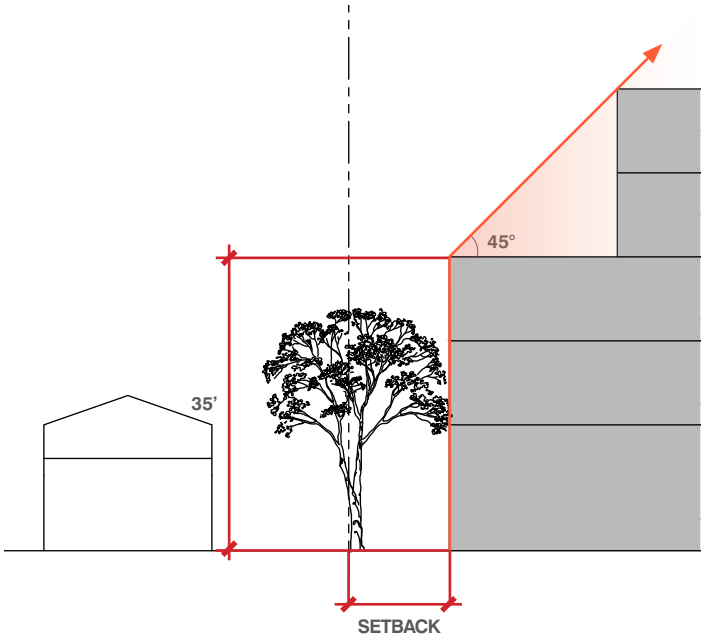


FIGURE 3.13: TRANSITION PLANE

3.4 FACADE DESIGN

3.4.1 FACADE TREATMENT

1. Each building facade between one hundred (100) and one hundred fifty (150) ft in length shall include a minimum of two (2) distinct facade treatments. For facades exceeding 300 ft, three (3) distinct facade treatments shall be required. A building facade shall not have more than three (3) distinct facade treatments, regardless of the length of the facade.
2. Each distinct facade treatment shall have a minimum of twenty percent (20%) of the overall facade area. Additional treatments beyond the maximum are permitted and may be less than twenty percent (20%) of the overall facade area.
3. A change in stucco color may be considered a distinct facade treatment, allowing for up to two (2) variations of facade treatment.

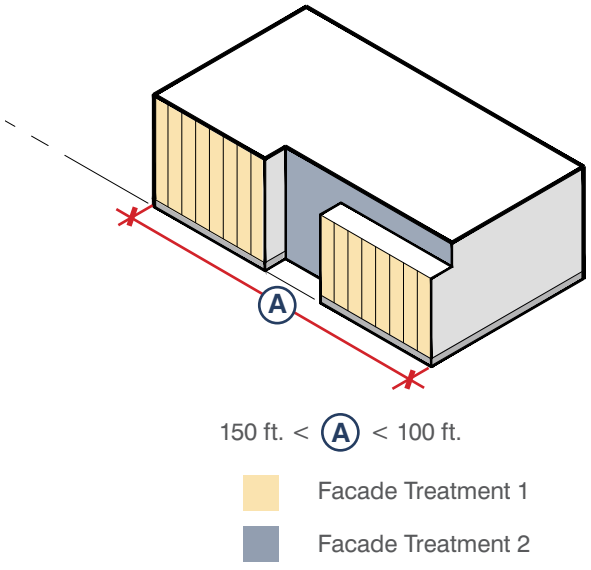


FIGURE 3.14: FACADE TREATMENT DIAMGRAM 1

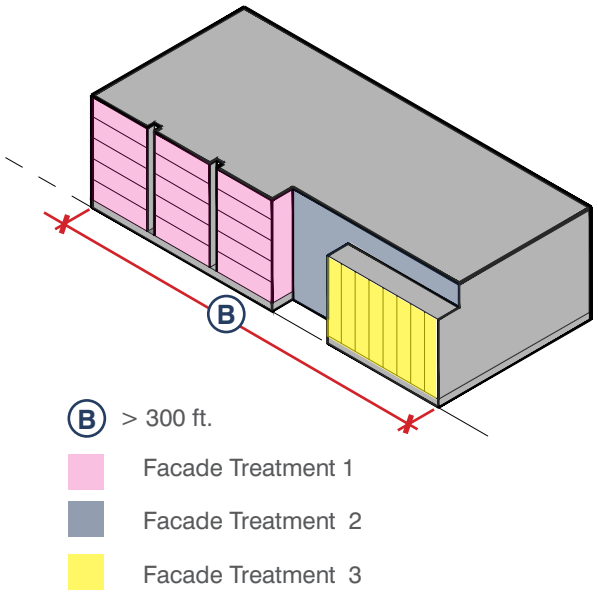


FIGURE 3.15: FACADE TREATMENT DIAGRAM 2

3.4.2 BASE/MIDDLE/TOP

Buildings four (4) stories or taller with a building length on any side greater than fifty (50) ft. measured as the horizontal distance of the building facade, which includes minor and major modulations, shall be designed as specified in this subsection to differentiate a defined base or ground floor, a middle or body, and a top, cornice, or parapet cap. This standard applies to all exterior facades of the building.

1. A building's base shall be defined or differentiated from the middle/body by using one (1) of the following techniques:
   a. Having a distinct facade composition between the base floor(s) and middle/body floors
   b. Having a datum line or cornice between the base floor(s) and middle/body floors that has a minimum height of four (4) in. and a minimum depth of four (4) in.
   c. The ground floor height (measured floor to floor) that is a minimum two (2) ft. greater than middle/body floor-to-floor heights.

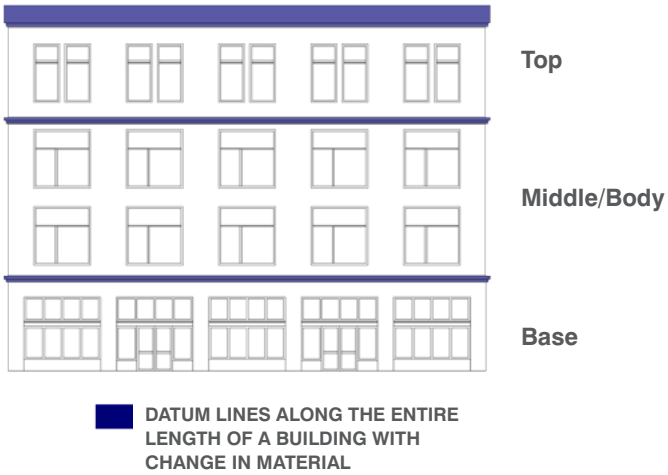


FIGURE 3.15: DATUM LINE DIAGRAM 1

2. A building's top floor(s) shall be defined or differentiated from the middle/body by using two (2) or more of the following techniques:

   a. Have a distinct facade composition from the middle/body floors to the top floor(s)

   b. Datum line or cornice between the middle and top floor(s) that include a minimum height of four (4) in. and a minimum depth of four (4) in.

   c. Distinct roof form or roof line. Apply one (1) of the following:

      i. Cornice or parapet cap that includes a change in material from the facade and a minimum height of eight (8) in. and a minimum depth of four (4) in.

      ii. A variation in roof or building height through building modulation: (examples: Bays that extend above primary facade height)

      iii. The use of at least two roof types

3.4.3 FACADE MATERIALS

1. Building Materials

   a. Stucco, cement plaster or stucco-like finishes are acceptable finishes. Attention should be paid to detail and trim elements for a high quality installation. The pattern of joints shall match the overall facade composition, and sealant colors shall be consistent with surface and other building colors. Stucco surfaces shall have a-half (1/2) to three quarters (3/4) an inch bull-nosed corners.

2. Windows and Doors

   a. Window frames shall not be set flush with walls. Glass shall be inset a minimum of two (2) in. from the exterior wall and/or frame surface.

   b. At least sixty percent (60%) of all windows and doors shall be recessed a minimum of four (4) in. to emphasize wall mass, depth, and shadow.

   c. At deeply inset windows (greater than four (4) in. from the exterior wall); the framing may be simple and relatively unarticulated. At shallower insets (two to four (2-4) in. from the exterior wall), projecting sills, molded surrounds, lintels and/or trim shall be used to frame openings.

   d. Where window mullions are provided, they shall be arranged in simple, regular divisions to create a balanced and orderly window pattern.

   e. Sills and surrounds shall be proportioned to relate to the window size. For windows less than forty eight (48) in. in width, surrounds shall not exceed six (6) in. width. For windows greater than forty eight (48) in. in width, surrounds shall not exceed eight (8) in. in width.

   f. Aluminum sliding windows shall be designed to have substantial framing members, at a minimum width of two (2) in.

   g. Clear glass is preferred. Reflective glazing shall not be used. Non-reflective films, coatings, low emissivity glass, and external and internal shade devices shall be used for heat and glare control.

   h. Deeply tinted glass or applied tinted films shall not be used. If tinted glazing is used, light tints and gray hues are acceptable.

   i. A minimum of one (1) arched door, window, or opening shall be provided along a public-facing facade.

3. Parapet walls shall be terminated with a substantial, integrated cap that conveys the appearance of solid wall construction. Thin, flush-applied caps or edge conditions that appear lightweight or prone to warping are prohibited. Acceptable cap treatments shall consist of stucco, cast stone, concrete, or clay tile, formed with sufficient thickness and a shaped or sloped profile to provide a durable, high-quality finish.

3.5 GROUND FLOOR USES

3.5.1 ACTIVE FRONTAGES

Active frontages are building frontages occupied by active uses that create visual engagement between the ground floor and an adjacent street, public space, or other public-facing area and generate pedestrian activity throughout extended periods of the day. Active uses may include shops, cafes, restaurants, and other social spaces as well as accessory spaces such as lobbies, lounges and shared amenity areas.

1. Active Frontages are required for a minimum of sixty percent (60%) of each building facade facing an arterial, a local or collector public street, a publicly accessible private street, or a publicly accessible pathway with adjacent Primary Building Frontages.
2. On corner parcels, the commercial uses shall turn (wrap around) the corner for a distance of at least fourty (40) ft. The termination of use shall occur at an architectural break in the building.

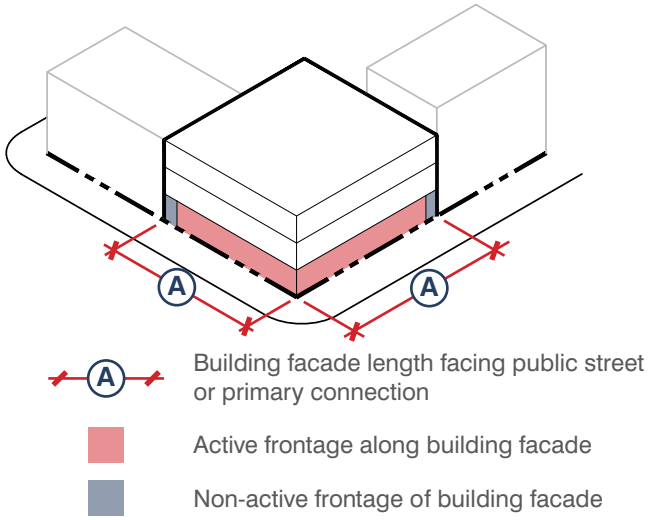


FIGURE 3.16: ACTIVE FRONTAGE DIAGRAM

3. To qualify as Active Frontage, uses shall maintain a minimum depth of 30 ft, while corner parcels shall provide a minimum depth of 40 ft along all frontages.

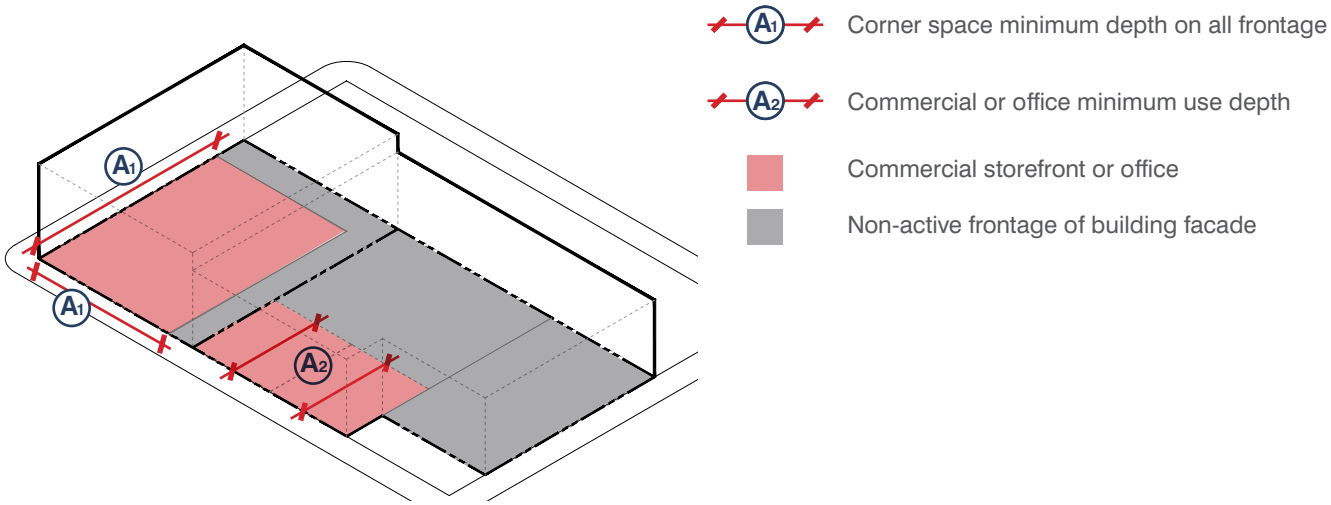


FIGURE 3.17: ACTIVE FRONTAGE MIN. DEPTH DIAGRAM

3.5.1.1 FINISHED FLOOR HEIGHTS OF ACTIVE USES

Active frontage spaces shall have a finished floor height within the following ranges (measured from grade at the back edge of the adjacent sidewalk). All other uses see Standard 3.5.1.2 Variable Finished Floor Heights.

ACTIVE USES FINISHED FLOOR HEIGHT

	MIN. HEIGHT (FT.)	MAX. HEIGHT (FT.)
PRIMARY BUILDING ENTRIES	0 ft.	3 ft.
COMMERCIAL STOREFRONT; OFFICE	0 ft.	1 ft.
BUILDINGS WITH CROSS SLOPE	At no point shall the finished floor height be greater than 2 ft. above or below grade, with a minimum cross slope of 1%	

TABLE 3.2: ACTIVE USES FINISHED FLOOR HEIGHT STANDARD

3.5.1.2 FLOOR TO FLOOR HEIGHTS OF ACTIVE USES

Active Frontage uses shall have a minimum floor-to-floor height by use type as follows:

ACTIVE USES FLOOR TO FLOOR HEIGHT

	MIN. HEIGHT (FT.)
COMMERCIAL STOREFRONT	15 ft.
GROUND FLOOR OFFICE	10 ft.

TABLE 3.3: ACTIVE USES FLOOR TO FLOOR HEIGHT STANDARD

3.6 STREET FACING TRANSPARENCY

3.6.1 TRANSPARENCY

Placement and orientation of doorways, windows, and landscape elements shall create strong, direct relationships with the street. Street-facing facades of all buildings shall incorporate windows and openings providing light to adjacent spaces, rooms and uses. Transparency is measured as a percentage, calculated as the sum of single story transparent area divided by the total single story facade area.

Each applicable facade shall provide no less than the minimum transparency listed by use.

REQUIRED TRANSPARENCY BY FRONTAGE TYPE

FRONTAGE TYPE	TRANSPARENCY (MIN.)	
	GROUND LEVEL	UPPER LEVELS
COMMERCIAL STOREFRONT	50%	40%
OTHER FRONTAGES	40%	30%

TABLE 3.4: REQUIRED TRANSPARENCY BY FRONTAGE TYPE

3.6.1.1 STREET FRONTAGE TRANSPARENCY

Elevations that face a public street, public easement, or publicly accessible open space shall be comprised of windows and/or doorlites with clear unobscured glass as measured from two and a half (2.5) ft. to eight (8) ft. above finished grade where no minimum blank walls occur.

Where facades include windows, glazing shall be provided between two and a half (2.5) ft. and eight (8) ft. above finished grade. Glazing may extend beyond this range, provided it is also present within this required zone.

Within this area, no more than twenty five percent (25%) can be covered by signage, displays, shelving, opaque film or interior partitions. Window coverings, including blinds, curtains, shades, or similar treatments, shall remain operable and shall not be permanently fixed, adhered, or installed in a manner that prevents the window from meeting the required transparency standard.

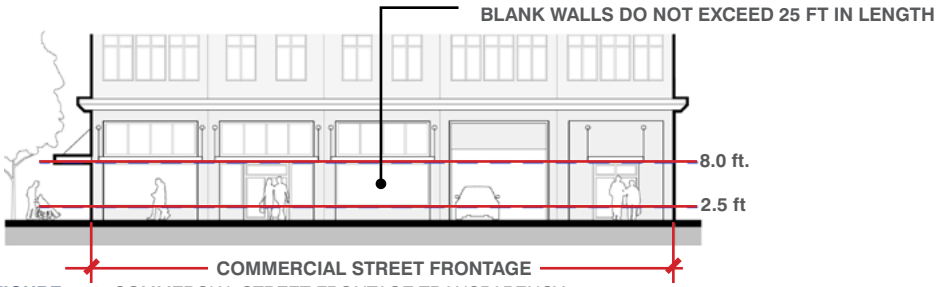


FIGURE 3.18: COMMERCIAL STREET FRONTAGE TRANSPARENCY

3.6.1.2 BLANK WALLS

1. Building facades without the use of windows or doors shall not span a continuous horizontal length greater than twenty five (25) ft. across any story.
2. A break in a blank building wall shall be provided by any of the following:
   a. Doors, windows, or other building openings.
   b. Varying wall planes, where the wall projects or is recessed at least six (6) in. Where the projection or recess also meets the requirements for minor or major massing modulation, it may be counted toward both requirements.
3. The following do not qualify as a break in blank wall:
   a. Variation in exterior building wall color.
   b. Vegetation or landscaping not attached to a building wall.
   c. Commercial or directional signs.
   d. Mechanical appurtenances such as water heaters, vents, or utility meters.

3.7 UTILITIES, SERVICE AREAS & BUILDING EQUIPMENT

3.7.1 SERVICE AREAS, STORAGE, UTILITIES, AND EQUIPMENT

3.7.1.1 UTILITIES

For new development projects, utilities shall be placed in underground or subsurface conduits unless technically infeasible or prohibited by the City or the respective utility provider.

3.7.1.2 LOCATION OF SERVICE AREAS, STORAGE, UTILITIES, AND EQUIPMENT

1. All above-ground utilities and equipment (e.g., electric and gas meters, fire sprinkler valves, backflow prevention devices, etc.), service areas (e .g. garbage collection areas, loading docks, etc.), and storage areas shall be integrated into the building and landscape design, and located to minimize impact on the pedestrian experience and neighboring properties, by following the standards below:

   a. Utilities, equipment, service areas, storage, and non-passenger loading zones shall be located inside buildings or away from the primary building frontage, preferably along alleys, parking areas, or at the rear or side of the building, if not part of the primary frontage, except where such placement would be prohibited by the respective utility provider, conflict with applicable building code requirements, including required access, clearances, and visibility for emergency response and maintenance.

   b. Utilities and equipment, service, storage, and non-passenger loading areas shall be consolidated within a single area. They shall not be located within minimum setback areas, and/or within twenty five (25) ft. of a street corner, unless required by the respective utility provider or applicable building code requirements.

   c. Backflow preventers shall be located within landscaped areas and covered with freeze protection, in a green color (e.g., Hex #013220). Where cages or other enclosures are installed to house or protect backflow preventers, they shall be in a green color.

3.7.1.3 SERVICE, STORAGE, UTILITY, AND EQUIPMENT SCREENING

1. All service and storage areas, utilities, and equipment not housed inside buildings shall meet the following screening standards:

   a. Screening shall consist of solid enclosures, landscaping, and/or architectural elements that are consistent with the building design.

   b. Screening shall follow the same design, colors, and materials as the building walls to maintain visual consistency and complement the overall architectural style.

c. When landscaping is used as screening, it must be a minimum of thirty six (36) in. wide and include dense, evergreen shrubs or small trees that reach a minimum height of four (4) ft. within four (4) years of planting. A minimum spread of two (2) ft. shall be required at time of planting.

3.7.1.4 LOCATION AND SCREENING OF ROOFTOP EQUIPMENT

1. Rooftop elements including roof access, mechanical equipment, and other features needed for the function of the building, shall be located to minimize visual impact by meeting the following requirements. Mechanical equipment less than two (2) ft. in height, solar panels, or wind generators are exempt from these requirements.

   a. Roof-mounted equipment and screening of roof-mounted equipment shall be stepped back from top of parapet a minimum of ten (10) ft. from the parapet or roof edge.

   b. Roof-mounted equipment that extends higher than the parapet wall shall be fully screened by an architectural screen element similar in design and color to the underlying building. Wood lattice is not permitted as a screening device. A pre-manufactured screening device that aligns with the building's architecture may be used as an alternative.

   c. Screening must effectively block views of rooftop equipment from a point six (6) ft. above ground level at the property line, the sidewalk on the opposite side of the street, or from any adjacent property and public rights-of-way.

   d. The location, spacing, materials, and colors of down-spouts, gutters, scuppers, and other drainage components shall be incorporated into the architectural composition of the facade and roof. Downspouts shall be concealed within walls or located to harmonize with window spacing and facade composition.

3.7.2 WASTE ENCLOSURES AND RECEPTACLES

Waste enclosures and receptacles shall be designed and constructed as required by the Laguna Woods Municipal Code.

3.7.3 SECURITY BARRIERS

1. Any security barriers installed on the windows or the doors of the premises shall be installed only on the interior of the building and in compliance with the California Building Standards Code and Laguna Woods Municipal Code.
2. Security barriers shall meet the following criteria:
   a. Only open grill design security systems located on the inside of the building shall be permitted on elevations visible from the street.
   b. Open grill design security systems shall be primarily transparent with not less than seventy five percent (75%) visibility from the street.
   c. Solid roll-down security doors on elevations visible from a public or private street are prohibited unless part of a vehicle loading bay.

ARCHITECTURAL STYLE 4

4.1 OVERVIEW AND APPLICATIONS

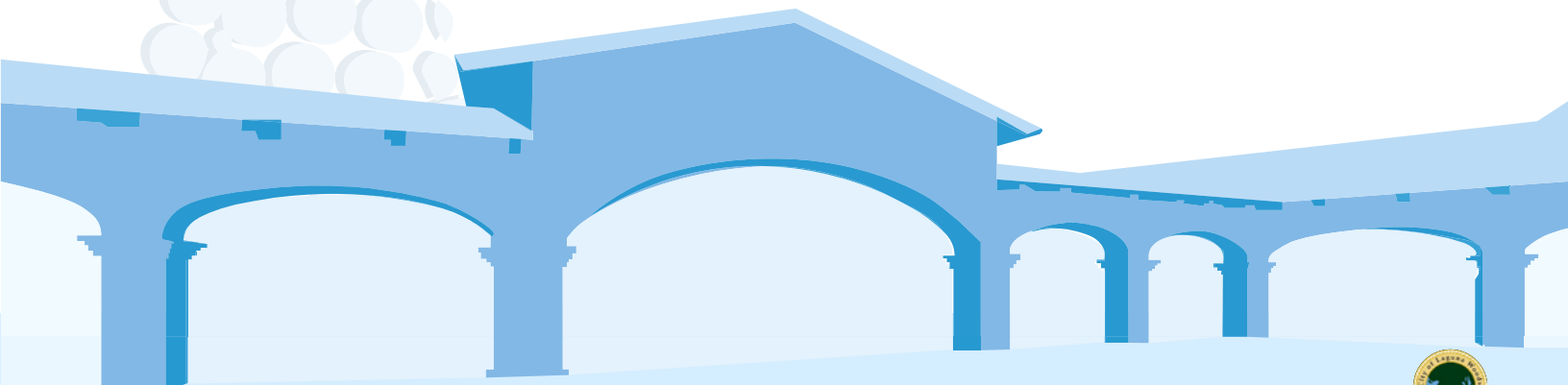
4.2 LAGUNA WOODS REVIVAL

4.3 ROOFS

4.4 WALLS AND WINDOWS

4.5 MATERIALS AND COLORS

4.6 DECORATIVE ACCENTS AND DETAILS



4 ARCHITECTURAL STYLE

4.1 OVERVIEW AND APPLICATION

4.1.1 EXISTING ARCHITECTURAL STYLES MAP

The following map identifies seven (7) existing architectural styles that contribute to the City's character. Future architectural designs shall merge the preferred Mission Revival and Spanish Revival styles into a cohesive "Laguna Woods Revival" identity.



LEGEND

- SPANISH REVIVAL
- MISSION REVIVAL
- SPANISH MODERNIST
- MEDITERRANEAN
- MEDITERRANEAN REVIVAL
- MOUNTAIN CONTEMPORARY
- CONTEMPORARY

4.1.2 APPLICATION

The architectural style provides a clearly defined framework of required and optional architectural features in the categories of roof, walls and windows, materials and colors, and decorative accents and details, providing flexibility for creative expression while ensuring consistency with the main characteristics of the architectural style. The Objective Design Standards also identifies prohibited elements that shall be avoided to maintain the integrity and intended character of the architectural style.

1 REVIEW THE STYLE DESCTIPTION

2 COMPLY WITH ALL FOUR (4) CATEGORIES

The architectural style is divided into four categories: Roof, Walls and Windows, Materials and Colors, and Decorative Accents and Details. All categories must be met to comply with the Architectural Style section of the Objective Design Standards.

1. ROOF
2. WALLS AND WINDOWS
3. MATERIALS AND COLORS
4. DECORATIVE ACCENTS AND DETAILS

3 PROVIDE REQUIRED & OPTIONAL FEATURES

Each category includes three (3) components: required, optional, and prohibited. All required features shall be fulfilled, while the optional component provides a selection of features from which a minimum number must be chosen. Prohibited features identify elements that shall be avoided to maintain the intended architectural character.

REQUIRED: MEET ALL FEATURES

OPTIONAL: SELECT MINIMUM NUMBER OF FEATURES

PROHIBITED: REFRAIN FROM USING

4.2 LAGUNA WOODS REVIVAL

4.2.1 STYLE DESCRIPTION

The proposed architectural style is a blended expression rooted in both Mission Revival and Spanish Revival traditions, adapted to create a cohesive and locally responsive identity for Laguna Woods. Mission Revival architecture draws inspiration from the early California missions established during the Spanish colonial period, emphasizing simplicity, thick stucco walls, smooth plaster surfaces, and iconic features such as shaped parapets and arcades. Spanish Revival, influenced by the architecture of Spain and Latin America, builds upon this foundation with more ornamental detailing, including decorative tilework, decorative metal elements, and articulated facades.

Laguna Woods Revival combines the restrained massing and clarity of Mission Revival with the richness and human-scaled detail of Spanish Revival, resulting in an architectural language that is both timeless and approachable. Buildings typically feature low-pitched clay tile roofs, smooth stucco finishes in light, warm tones, and a composition of simple volumes enhanced by selective ornamentation. Arches, recessed openings, and shaded walkways are commonly incorporated to create depth and visual interest, while maintaining a cohesive and unified appearance.

Recognizable characteristics of this style include articulated rooflines with parapets or modest towers, variation in facade planes to break down building scale, and the integration of outdoor spaces such as courtyards or covered entries that support social interaction and comfort. Decorative elements are used intentionally and sparingly, allowing for visual richness without overwhelming the overall simplicity of the form. The result is a balanced architectural approach that reflects Southern California's historic influences while establishing a distinct and enduring character for the community.

4.2.2 ARCHITECTURAL FEATURES



4.2.3 REPRESENTATIVE PHOTOGRAPHS

















4.3 ROOFS

REQUIRED ELEMENTS

- Low-pitched roofs (between 4:12 to 6:12) with broad, overhanging eaves ranging from eighteen (18) to twenty four (24) in. If conical roof is used, roof pitch must not exceed 4:12
- Clay tile, concrete-tile, or tile-profiled metal roofing. Common shapes include both Spanish (S-shaped) and Mission (half cylinder/barrel tile) types
- A minimum of one roof utilizing hip or gable roof type

OPTIONAL ELEMENTS (CHOOSE AT LEAST 1)

(Not required for buildings that qualify as Small or Medium in Chapter 3.1.2 of this document. If Medium Buildings have identified "Roof Form" as the optional Massing Strategy, then the "Optional Elements" in this section shall apply.)

- Flat roofs with parapets that have an architecturally profiled cornice and/or expressed parapet cap
- A shed roof additive element either on the side or front facing
- Hipped-roof towers or belvederes (square, rectangle or circular in plan)

PROHIBITED ELEMENTS

- Curved parapet walls shall be limited to one (1) per building and shall shall feature a simple, smooth profile without intricate detailing, jagged edges, or sharp corners.
- Each project shall have no more than four (4) roof types
- Exposed galvinized coping or sharp edged metal parapet caps for flat roofs
- Thin, flush-applied caps or edge conditions that appear lightweight or prone to warping



Red clay tile roofing



Low-pitched roofs (between 4:12 to 6:12)



No more than four (4) roof types per development



Curved parapet walls shall be limited to one (1) per building

4.4 WALLS & WINDOWS

REQUIRED ELEMENTS

- A minimum four (4) in. recess for at least sixty percent (60%) of all windows and doors to emphasize wall mass, depth, and shadow
- A minimum of one (1) arched door, window, or opening along a public-facing facade
- At shallower insets (two to four (2-4) in. from the exterior wall), projecting sills, molded surrounds, lintels and/or trim shall be used to frame openings
- Simple divisions of window mullions

OPTIONAL ELEMENTS (CHOOSE AT LEAST 1)

- Mix of large focal windows and smaller rectangular windows
- Minimum of one (1) ft. deep walls for public street, public easement, or residential-facing facades
- Recessed balconies with round arch openings under a separate roof or overhang
- Open balconies over loggias/arcades
- Awnings

PROHIBITED ELEMENTS

(Refer to Chapter 11.10.050(9) of the Municipal Code)

- Exterior wall surfaces shall not include striping, banding, or multi-color linear patterns
- Arch forms supported by narrow, freestanding, or visually detached columns or piers, rather than solid wall-integrated arches or arcades.
- Ornamentation or decorative detailing on columns
- Exterior shutters or window grills



Recessed balconies with arched openings



Awnings



Open balconies over loggias/arcades



Mix of large focal windows and small rectangular windows

4.5 MATERIALS & COLORS

REQUIRED ELEMENTS

- Stucco, cement plaster or stucco-like finishes on exterior walls. Stucco surfaces shall have a-half (1/2) to three quarters (3/4) in. bull-nosed corners
- Light, natural, neutral or muted warm colors for exterior stucco
- Roof colors shall consist of red or brown tones and be darker in value than exterior wall colors to ensure a clear visual contrast between roof and wall surfaces
- Sealant colors shall be consistent with surface and other building colors

OPTIONAL ELEMENTS (CHOOSE AT LEAST 1)

- Composite wood, or wood for railings and handrails on stairs and ramps
- Stone used as a limited accent decorative feature, providing contrast to stucco surfaces
- Sand-finished cement plaster on balcony, porch or arcade ceilings

PROHIBITED ELEMENTS

(Refer to Chapter 11.10.050 of the Municipal Code)

- Multiple primary colors within a single facade composition; wall finishes shall maintain a uniform color per building
- Exposed wooden brackets or decorative wood supports on exterior elevations
- Deeply tinted glass or applied tinted films. If tinted glazing is used, light tints and gray hues are acceptable



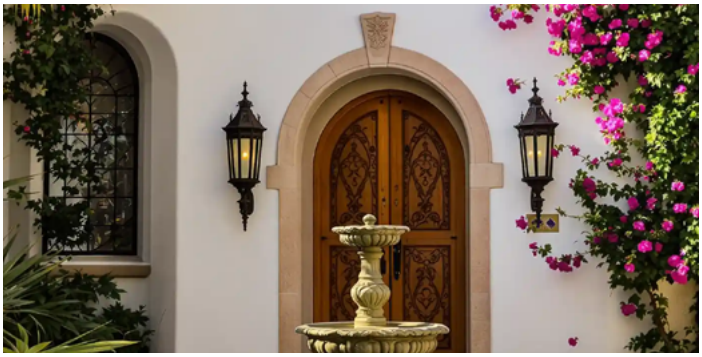
Stucco on exterior walls



Roof colors darker than wall colors



Sand-finished cement plaster on balcony, porch



Stone as a decorative accent

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4.6 DECORATIVE ACCENTS & DETAILS (CHOOSE AT LEAST SIX (6))



ACCENT GRILLES

Wrought iron, black or dark brown painted steel or bronze accent grilles in simple design shall be placed on exterior walls



AWNING

Awnings shall occur at ground floor openings. Visible decorative metal supports are acceptable. Color must be similar to the roof



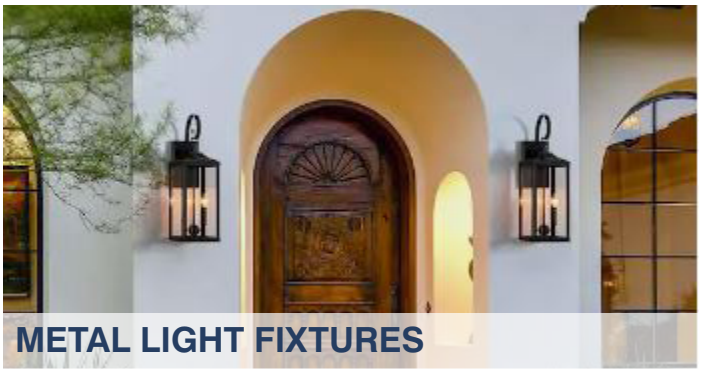
DECORATIVE TILES

Decorative tiles shall be applied as a border at entrances or entry porticos



CLAY/ CONCRETE TILE VENTS

Red clay or concrete tile vents shall occur at gable ends



METAL LIGHT FIXTURES

Wrought iron, black or dark brown painted steel or bronze light fixtures shall occur at building entrances at a minimum of one (1) per two hundred (200) linear ft. of building perimeter



LOGGIAS

Provide recessed loggias framed by arches to create shaded outdoor spaces



ARCADES

Use of arcaded walkways (row of arches supported by solid wall integrated columns)



TOWER ELEMENT

Central raised element



ARCHED OPENINGS

Round-arched doors, windows, or entry openings



METAL STAIRCASE HANDRAIL

These can be used for staircase handrails. Metal can be wrought iron, bronze, or black or dark brown painted tubular steel



CURVED PARAPET WITH QUATREFOIL OPENING

Provide cement plaster or cast surrounds at curved parapet and quatrefoil openings



DOMES

A rounded vault forming the roof of a structure, typically with a circular base

LANDSCAPE 5

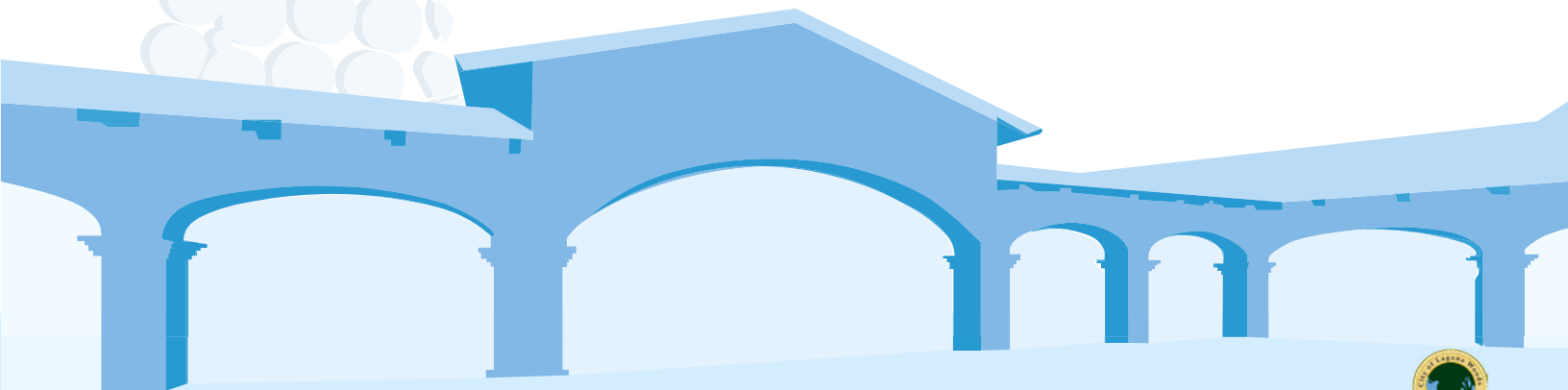
5.1 LANDSCAPE MATERIALS & VEGETATION

5.2 HARDSCAPE

5.3 WALLS & FENCES

5.4 LANDSCAPE LIGHTING

5.5 SITE FURNISHINGS



5 LANDSCAPE

5.1 LANDSCAPE MATERIALS & VEGETATION

5.1.1 LANDSCAPED AREA

1. A minimum of twenty percent (20%) of the lot area not comprised of buildings or required vehicular access and parking areas shall be comprised of pervious surfaces such as landscaping, gravel, rocks, or other similar pervious materials.
2. A minimum of fifty percent (50%) of the length of the property fronting arterial streets shall be maintained as a landscaped area with a minimum depth of five (5) ft. Hardscape areas containing impervious surfaces shall only be used for the purpose of pedestrian and vehicular access.
3. Landscaped areas shall not contain more than ten percent (10%) decomposed granite, gravel, mulch, rock, sand, or similar non-vegetated landscape material, except to the extent groundcover or other vegetation is also planted that will conceal at least ninety percent (90%) of the non-vegetated material upon maturity.
4. The following standards shall apply to all properties with surface parking lots:
   a. A minimum five (5) ft. landscape buffer strip shall be provided between a parking lot and public right-of-way and shall be maintained with a permanent, operable automatic irrigation system.
   b. Parking lot shade trees shall be provided at the ratio of one (1) tree for every five (5) parking spaces.
5. No vehicle shall be parked in a required landscape area.

5.1.2 SOIL DEPTH

Planting in above grade planters or podium landscaped areas shall have a minimum topsoil depth of twelve (12) in. for ground cover, twenty four (24) in. for shrubs, and thirty six (36) in. for trees.

5.1.3 SHRUBS, HEDGES, & GROUNDCOVER

5.1.3.1 GENERAL LANDSCAPE AREA

1. Plants on the Cal-IPC invasive plant inventory are prohibited.
2. Shrubs shall be a minimum size of five (5) gallons. When planted to serve as a hedge or screen, shrubs shall be planted with two (2) ft. or four (4) ft. of spacing, depending on the plant species.
3. Groundcover shall be minimum one (1) gallon or greater in size at time of planting and shall be planted at an on center spacing appropriate to the plant species to ensure complete coverage from plant to plant, (minimum twenty four (24) in. o.c.). Groundcover from cuttings or flats is allowable but shall be spaced at a maximum of twelve (12) in. on center.
4. Landscaping shall comply with the sight clearance triangle requirements set forth in Laguna Woods Municipal Code Title 13, Sec. 13.16.190 (Landscaping) and Sec. 13.16.230 (Fences and walls).

5.1.3.2 TURF AND ARTIFICIAL TURF

1. Turf is prohibited unless it meets the definition of “functional turf,” set forth in California Water Code Section 10608.12.
2. Artificial plants and artificial turf are prohibited.
3. Natural turf areas shall be a minimum ten (10) ft. diameter, or ten (10) ft. width on any side. Use of turf shall be in compliance with the California Model Water Efficient Landscape Ordinance (MWELO).

5.1.3.3 NON-PLANT MATERIALS, SOIL, AND MULCH

1. Landscaped areas where plant material other than turf is present shall be top-dressed with three (3) in. shredded mulch or two (2) in. crushed rock, mulch, pebbles or stones to avoid exposed bare soil.
2. Three (3) in. minimum depth bark mulch must be confined to areas underneath shrubs and trees and shall not count toward the fifty percent (50%) minimum landscape requirement.

5.1.4 TREES

5.1.4.1 TREES TYPES

Trees provided as part of the project shall be selected from the following list:



a. Arbutus Unedo (Strawberry Tree)[1]



b. Cupaniopsis Anacardioides (Carrotwood)[1;2]



c. Cercis Canadensis (Eastern Redbud)



d. Geijera Parviflora (Australian Willow)[1]



e. Koelreuteria Paniculata (Goldenrain Tree)[2]



f. Liriodendron Tulipifera (Tulip Tree)[2]



g. Olea Europaea (Olive Tree)[1]



h. Phoenix Dactylifera (Date Palm)[1]



i. Pinus Canariensis (Canary Island Pine)[1]



j. Platanus Racemosa (California Sycamore)[2]



k. Prosopis Alba 'Colorado' (Argentine Mesquite)[2]



l. Prosopis 'Phoenix' (Phoenix Mesquite)[2]



m. Quercus Agrifolia (Coast Live Oak)[1]



n. Rhus Iancea (African Sumac)[1;2]



o. Syagrus Romanzoffianum (Queen Palm)[1]

[1] Evergreen tree

[2] Shade tree

5.1.4.2 GENERAL LANDSCAPE AREA

1. All tree planting shall be installed at a minimum twenty four (24) in. box size and a maximum distance of thirty (30) ft. on center. A minimum of fifty-one percent (51%) of all trees planted shall be a minimum thirty-six (36) in. box size at the time of installation.
2. Trees planted along pedestrian corridors, paths, walkways, commercial frontages, or public streets shall be spaced at a maximum interval of thirty (30) ft. on center.
3. Projects that are greater than or equal to two (2) acres, or shopping center entrances that serve a cumulative commercial area of over five (5) acres, shall include, along the primary entrance, a landscaped median and landscaped side areas planted with Phoenix Dactylifera (Date Palm) at a maximum spacing of thirty (30) ft. on center, with a minimum ten (10) ft. brown trunk height measured from finished grade to the base of the lowest living frond.
4. Corner sites, defined as properties with frontage along two intersecting public streets, shall plant Syagrus romanzoffiana (Queen Palms) or Phoenix dactylifera (Date Palms) at a maximum spacing of thirty (30) ft. on center, with a minimum ten (10) ft. brown trunk height (BTH), measured from finished grade to the base of the lowest living fond. They shall be planted within the first thirty (30) ft. of each street frontage measured from the corner property line.
5. Publicly accessible open spaces that include trees with a minimum mature canopy spread of twenty five (25) ft., and shall locate trees to shade pedestrian paths, seating areas, and gathering spaces. Trees shall be selected from the following list: Cupaniopsis Anacardioides (Carrotwood), Koelreuteria Paniculata (Goldenrain Tree), Liriodendron Tulipifera (Tulip Tree), Platanus Racemosa (California Sycamore), Prosopis Alba ‘Colorado’ (Argentine Mesquite), Prosopis ‘Phoenix’ (Phoenix Mesquite), Rhus Iancea (African Sumac).
6. Trees planted along pedestrian corridors, paths, and walkways shall be selected from the following species: Cupaniopsis anacardioides (Carrotwood), Koelreuteria paniculata (Goldenrain Tree), Platanus racemosa (California Sycamore), Syagrus romanzoffiana (Queen Palm), or Phoenix dactylifera (Date Palm). Syagrus romanzoffiana (Queen Palm) and Phoenix Dactylifera (Date Palm) shall be planted at a maximum spacing of thirty (30) ft. on center, with a minimum ten (10) ft. brown trunk height measured from finished grade to the base of the lowest living frond.
7. A minimum distance of ten (10) ft. is required between the center of trees to street light standards, water meters, back-flow prevention systems, sewer cleanouts and fire hydrants.
8. A minimum of fifty percent (50%) of all trees planted on the project site shall be evergreen trees.

5.1.4.3 SURFACE PARKING AREA

1. Planter islands or planter fingers shall be provided at the ends of all parking rows.
2. A minimum five (5) ft. planting width is required for all planter islands, planter fingers, and tree wells.
3. A row of side-by-side (contiguous) parking spaces shall not exceed five (5) stalls without a planter island, planter finger or tree well.
4. Trees shall be planted in planter islands, planter fingers, or tree wells at a minimum of every fifty (50) ft. on center.

5.1.4.4 TREE PROTECTION

1. At the time of installation, newly planted trees shall be supported with double stakes and/or guy wires or approved equivalent City standard.
2. Trees planted within ten (10) ft. of a street, sidewalk, paved trail or walkway shall be deeply-rooted species or shall be separated from paved surfaces by a minimum twenty four (24) in. root barrier to prevent physical damage to public improvements.
3. Existing trees that are already established on a project site may be retained at the property owner's discretion, regardless of whether the tree species is included in the approved tree selection list identified in Section 5.1.4.1, Tree Types of this Objective Design Standards. Determination as to whether an existing tree is established shall be determined by a certified arborist.
4. Where an existing tree is removed and replacement planting is required pursuant to Laguna Woods Municipal Code Section 4.26.060(c), Tree Removal- Replacement, of the Laguna Woods Municipal Code, the replacement tree shall be selected from the approved tree selection list identified in Section 5.1.4.1, Tree Types, of these Objective Design Standards.
5. Existing trees to be retained on site shall be appropriately protected during construction and incorporated into the overall landscape design of the project.

5.1.5 RESIDENTIAL BUFFERING

1. Projects abutting residentially zoned properties shall provide a minimum ten (10) ft. wide landscape buffer (A) along the entire length of the shared property line. The buffer shall include one (1) tree every thirty five (35) ft. (B) and a solid masonry wall (C) with a six (6) ft. height along the entire lenth of the abutting property. All walls shall comply with Laguna Woods Municipal Code Section 13.16.230.
2. Whenever a project shares a side or rear property line with any residentially zoned lot, and non-residential uses are located within fifteen (15) ft. of that side or rear property line, a six (6) ft. tall solid masonry wall shall be provided, along or adjacent to all such side and rear lot lines. The wall shall conform to the height regulations applicable to front setback areas of the residentially zoned lot having the common lot line, per Laguna Woods Municipal Code Section 13.16.230. A landscape buffer, with a minimum depth of five (5) ft. shall also be provided along the shared lot lines.

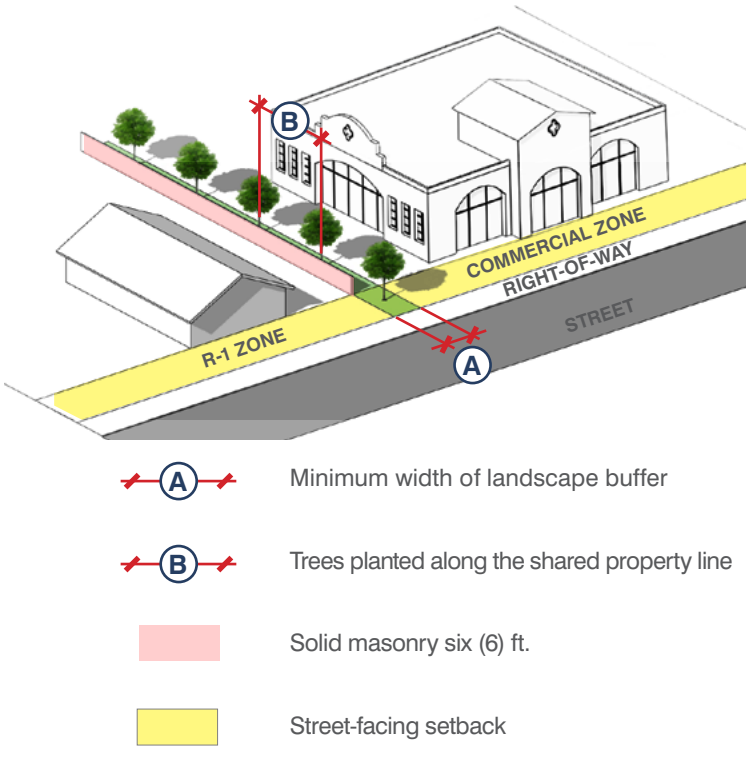


FIGURE 5.1: RESIDENTIAL BUFFERING

5.1.6 DROUGHT TOLERANT & NATIVE PLANT SPECIES

A minimum of fifty percent (50%) of non-turf landscaped areas shall be planted with materials identified as appropriate by the Water Use Classification of Landscape Species (WUCOLS) for Region 3 (South Coastal). Refer to latest WUCOLS recommendations from California Center for Urban Horticulture WUCOLS website <https://ccuh.ucdavis.edu/wucols>.

5.1.7 PROTECTION FROM ENCROACHMENT

1. Landscaping shall be protected from vehicular and pedestrian encroachment by raised planting surfaces, providing appropriately planned walkways, the use of curbs, and installing hedges to direct the flow of pedestrian traffic.
2. At parking stalls, one (1) wheel stop per stall must be provided if a raised planter curb is not present to prevent vehicles from damaging adjacent tree trunks or landscaping.

5.1.8 INTERFERENCE WITH UTILITIES

1. All service areas, storage areas and utility and equipment locations shall be coordinated between landscape architect and civil engineer.
2. Plant materials shall be placed so that they do not interfere with the lighting of the premises or restrict access to emergency apparatus such as fire hydrants or fire alarm boxes.
3. Trees or large shrubs shall not be planted under overhead lines or over underground utilities if their growth might interfere with such public utilities.
4. Plant material setbacks from utilities shall conform to utility company requirements.

5.1.9 SAFETY

All trees should be cut so that no branches or leaves hang lower than ten (10) ft. from the finish surface/ ground plane.

5.2 HARDSCAPE

5.2.1 LOCATION

1. Primary entries to buildings shall provide decorative paving that contrasts in color and texture with the adjacent walkway paving to accentuate the entrances.
2. Asphalt and standard concrete shall be used only in areas of high traffic volume and service areas unseen by the average commercial tenant or visitor.

5.2.2 APPEARANCE & MATERIALS

1. Hardscape materials shall be constructed of firm and slip-resistant materials, see Table 5.2.
2. No stained or stamped concrete shall be used in any area as non-integral colored concrete quickly fades and stamped patterns become unsightly and unrecognizable over time.
3. Integral color concrete shall be non-fading pigment thoroughly mixed into the full concrete depth; no top-layer surfacing color mixture is allowed.

ORDER OF PREFERRED PAVING OPTIONS

VEHICULAR	PEDESTRIAN
1. CONCRETE PAVERS[1]	1. CLAY OR CONCRETE PAVERS[1]
2. INTEGRAL COLORED CONCRETE[2]	2. CONCRETE WITH AGGREGATE
3. ASPHALT	3. INTEGRAL COLORED CONCRETE[2]
	4. STANDARD CONCRETE (NATURAL GRAY)

[1] Pavers shall be installed over a concrete slab to ensure a stable, durable, and level surface.

[2] Using Scofield, Davis Color or City Approved Equivalent.

TABLE 5.1: ORDER OF PREFERRED PAVING OPTIONS

5.3 WALLS & FENCES

5.3.1 APPEARANCE AND INTEGRATION

Walls and fences shall be designed to be consistent with adjacent structures and the surrounding terrain, and shall incorporate landscaping and vegetation to soften their appearance, while complying with Laguna Woods Municipal Code Section 13.16.230.

5.3.1.1 MATERIALS & COLOR

1. Walls and fencing shall consist of solid masonry material, incorporating building colors.
2. Acceptable finish treatments include colored stucco, wood stain, natural or polished stone, slump stone, split-faced concrete block, prefabricated finish texture, or a combination thereof.
3. Open metal fencing may be used in lieu of solid masonry walls where necessary to maintain visibility at driveways, vehicle turning areas, pedestrian paths, public walkways, and similar locations. Such fencing shall provide a minimum of fifty percent (50%) transparency and shall be consistent with the architectural style.

5.3.1.2 VISUAL INTERESTS

1. Walls shall provide a minimum three (3) ft. wide landscaped area to screen and soften the wall base, except where interrupted by required pedestrian access, vehicular access, utilities, or fire access. Planting within the landscaped area shall achieve a minimum height of three (3) ft. at maturity. For walls greater than six (6) ft. in height, planting within the landscaped area shall achieve a minimum height of four (4) ft. at maturity.
2. Evergreen trees shall be used to soften the appearance of blank walls and provide visual screening; a minimum of one (1) tree shall be provided for each blank wall segment up to fifteen (15) ft. in length, and two (2) trees shall be provided for segments up to the maximum permitted length of twenty five (25) ft.

5.3.2 WALL CAPS

Wall caps shall be incorporated as a horizontal design element at the top of walls and shall not exceed four (4) in. in vertical thickness. Decorative capstones on stucco walls shall be implemented to prevent water damage from rainfall and moisture.

5.4 LANDSCAPE LIGHTING

This section supplements the site lighting standards set forth in Section 2.6.

5.4.1 TYPES OF LIGHTING

Landscape architects and electrical engineers shall implement a variety of lighting types shown in the table below to illuminate the project's landscape appropriately.

LANDSCAPE LIGHTING: TYPES

	DEFINITION
SPOTLIGHT	Known as uplights, downlights, directional lights or bullets most commonly used to illuminate trees in the landscape.
PATH & AREA	Path lights illuminate paths and walkways. Area lights increase visibility to the area around the fixture and can be used to light landscape beds.
FLOOD LIGHTS	Flood lights add security and light up property at night. Flood lights commonly have a much higher wattage and wider angle than spotlights.
WALL WASH LIGHTS	This type of flood light is used to provide even illumination across a wide surface.
WELL LIGHTS	Well and in-grade lights are installed below ground (grade) level. The fixture may sit in a turf area or hardscape where foot or vehicular traffic will pass over.
DECK LIGHTS	Deck lights are designed to attach to fence posts and can be mounted on the sides of nearby structures and stairs.
STEP LIGHTS	Step lights illuminate treads and or risers of stairs.
HARDSCAPE LIGHTS	Hardscape lights attach to the underside of capstones and overhangs most commonly floodlight surfaces such as patios, walkways, driveways, stairs, walls and outdoor kitchens or fireplaces.

TABLE 5.2: LANDSCAPE LIGHTING TYPE DEFINITION

5.4.2 LOCATION

1. Accent lighting shall be used to illuminate walkways, parking areas, entries, seating areas, and/or specimen plants and trees.
2. Spotlighting or glare from any site lighting shall be shielded from adjacent properties and directed at a specific on-site object or target area.
3. Landscape lighting fixtures shall be incorporated in water features.
4. Path lights, if used, shall be placed min. twelve (12) to eighteen (18) in. away from edge of paving and be incorporated with landscape rock/boulders or similar objects for protection.

5.4.3 LIGHT COLOR

The color of landscape lighting is essential as it provides appropriate warmth to outdoor spaces, enhancing the atmosphere and overall aesthetic of the project. Thoughtful selection of light color creates a welcoming environment that complements the natural landscape and architectural features. The standard of light color is as follows:

LIGHT COLOR

	MIN.	MAX.
COLOR TEMPERATURE (KELVIN)	3000	2700

TABLE 5.3: LIGHT COLOR TEMPERATURE STANDARD

5.4.4 CONCEALMENTS

Light sources for wall washing and tree lighting shall be hidden.

5.4.5 FIXTURE DESIGN

Lighting fixtures shall complement and be compatible with the overall landscape material palette and design theme, as well as the building's design and architectural style.

5.5 SITE FURNISHINGS

5.5.1 LOCATION

1. Site furnishings within open spaces shall be arranged in coordinated groupings that support the intended use of the space, provide seating in shaded areas, and integrate with features such as plazas or water elements, while minimizing visual clutter within the landscape.
2. The use of benches in the public right-of-way shall be limited; groupings of individual chairs for seating options are preferred.

5.5.2 APPEARANCE & MATERIALS

1. Simple designs, instead of ornate decorations, shall be specified for their timeless appeal and ability to be complimentary to the Laguna Woods Revival architectural style.
2. When wood is used as a furnishing material, the wood products must comply with the Forest Stewardship Council's (FSC's) approved list of products and manufacturers, which regulates environmentally responsible forest management.

5.5.3 PLAN SUBMISSION

Applicant shall submit product cut sheets of each typical piece of furniture for City approval.

5.5.4 POTS

For sites where a landscaping area cannot be provided due to required pedestrian clearances, ADA access, fire access, utility access, drainage, visibility, structural slab conditions, or operational access needs, decorative pottery or planters may be used as an alternative landscape treatment, subject to the following:

1. Pottery shall be used to direct flow of pedestrian traffic or provide an elevation and height design aesthetic in relationship to the adjacent architecture.
2. Selection of plant material placed in pottery shall be appropriate for growing and irrigation conditions of the pot(s).
3. Pottery design, massing, materiality and color shall be complementary to the Laguna Woods Revival architectural style.

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CITY OF LAGUNA WOODS
OBJECTIVE DESIGN STANDARDS FOR COMMERCIAL DEVELOPMENT

Response to Public Review Period Comments
July 31 – August 21, 2026

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Sue Quam 7

WRITTEN COMMENTS #1

From: Jay
Sent: Thursday, July 30, 2026 12:19 PM
To: City Hall - City of Laguna Woods <CityHall@lagunawoods.gov>
Subject: Comment for 7/31/26 City Design Standards Meeting

Dear City,

Please read my comment (in blue below) aloud at the 7/31/26 Design Standards mtg. Thank you. Jay Laessi

City Staff Response 1: No design standards meeting was held on July 31, 2026. Mr. Laessi's comments are being treated as comments submitted during the public review period due to his comments having been read aloud at the City Council meeting on August 12, 2026 during Item 9.1 (Commercial Objective Design Standards Project).

Hello,

My name is Jay Laessi. I'm so happy the City is undertaking this design standards project. It will refine our City's identity into something we can truly enjoy as we walk around and something to be proud off.

Last I knew the Spanish Revival and Mission Revival styles were under consideration. The Mission is a more friendly and approachable look compared to the Spanish which is too palatial. Also, the cost of remodeling into the Mission style would cost less. I favor the Mission style.

City Staff Response 2: Based on City Council input at the February 24, 2026 meeting, Mission Revival and Spanish Revival architecture were combined into a single, unified style: "Laguna Woods Revival." This locally tailored style blends defining elements of both architectural styles to establish a cohesive identity unique to Laguna Woods.

All trees should be at least the 24" box size. That is substantial enough to give immediate curb appeal and get a head-start on providing shade and cooling the spaces. We can see--and hopefully have learned--how the lack of substantial landscape at the new Shell station really makes that corner into an unsightly heat island.

City Staff Response 3: Public Review Draft Section 5.1.4.2(1) required all trees planted with a public street-facing setback to be installed at a minimum 24 inch box size. Section 5.1.4.2(1) has been revised to apply this requirement to all trees planted, not just those in a public street-facing setback. Section 5.1.4.2(1) has also been revised to require at least 51% of all trees planted to be installed at a minimum 36 inch box size.

Thank you.

(END)

WRITTEN COMMENTS #2

From: DennisHarper
Sent: Wednesday, August 12, 2026 2:31 PM
To: Chris Macon <CMacon@lagunawoods.gov>; City Hall - City of Laguna Woods <CityHall@lagunawoods.gov>
Subject: Comments on Community Design Standards

To Christopher Macon, City Manager and the City Council of Laguna Woods:

I would like to preface my comments below with an expression of appreciation for the thoughtful effort so far. I agree with one resident who commented on August 12 that it is a shame that there were no commercial design standards when the City of Laguna Woods was incorporated in 1999.

As a retired architect from Portland OR, I was involved as a member of the urban design & historic preservation committee of the task force that developed the Portland Central City Plan of 1988 as well as a member for five years on the NWDA Planning committee which regularly provided preliminary design review for projects in our historic Northwest Portland neighborhood. So my interest in good urban design continues as a relatively new permanent resident of Laguna Woods.

Following are my review comments on and suggestions for the July 2026 Draft of Objective Design Standards for Commercial Development. I would be happy to clarify my comments in person at a future city council meeting.

Regards,
Dennis Harper, (ret. AIA)

Laguna Woods

P. 28; D - Ch. 2.1.5.5. Permanent seating should always be provided with shade from trees, awnings, or other building shading elements.

City Staff Response 4: Section 2.1.5(6) has been added to read as follows: "Permanent seating shall be located beneath an awning, building overhang, pergola, or other permanent shading element, or within the projected fifteen-year canopy of a shade tree. The trunk of a qualifying shade tree shall be located no more than fifteen (15) feet from the nearest edge of the seating surface. Awnings, overhangs, and other structural shading elements shall extend over the entire seating surface when viewed in plan."

P. 28; G - Ch. 2.1.5.8. Public space trees. Minimum one tree per 800 sq. ft. of open area.

City Staff Response 5: Section 2.1.5(9) has been revised to read as follows: "Publicly accessible open space of eight hundred (800) sq. ft. or less shall require at least one (1) tree. For any open space area exceeding eight hundred (800) sq. ft., at least one additional tree shall be required for each additional increment or fraction thereof."

P. 36-37; 2.4.1 Pedestrian Pathways. Where a pedestrian pathway connects to a public sidewalk, decrease the spacing of shade trees to 25 ft on center.

City Staff Response 6: Section 2.4.1(8) has been revised to add the following: "Where a pedestrian pathway connects to a public sidewalk, within the first fifty (50) feet, trees shall be provided within the planting areas at intervals not exceeding twenty-five (25) ft. on center."

P. 40; 2.5.4.2. Accent Lighting. Why is up-lighting of trees forbidden? In many cases, the up-lighting of large, well-tended trees would be a welcome enhancement of the pedestrian experience. The design of the tree up-lighting can avoid light spillage.

City Staff Response 7: Biologists retained by the City to assist with the development of lighting design standards advise against upward-direct lighting that serves primarily aesthetic purposes or provides minimal functional benefit as it contributes to skyglow, disorients nocturnal wildlife, and increases glare without enhancing safety.

P. 46; C - Ch. 3.1.3.1.2. and 3.1.3.1.1. The description and illustration of the major and minor massing breaks are clumsy and could lead to bad implementation. The intent is to break down long expanses of building facades. I would suggest an explanation of what the goal is. Maybe it could also be accomplished by changing the plane of the building facade in combination with a change of materials.

City Staff Response 8: The first paragraph in Section 3.1.3.1 has been revised to read as follows: "Minor and major massing breaks are required along elevations facing a public street, pedestrian-oriented space, publicly accessible outdoor space, or adjacent to a residential zone. Massing breaks shall divide long building elevations into smaller, visually distinct components; reduce perceived building scale and bulk; and create variations in depth, light, and shadow. Required breaks may be formed by insets, bays, notches, or projections. Changes in materials, colors, or architectural detailing may be coordinated with the breaks to further distinguish building components."

P. 48; 3.1.1. Building Type Standards. Why are drive-through businesses included? New drive-through businesses should not be permitted. In other cities in California and elsewhere, drive-throughs are being banned because of congestion and pollution. Refer to the following link:

https://www.nytimes.com/2026/08/01/us/drive-throughs-california-culver-city-in-n-out.html?unlocked_article_code=1.2FA._OzF.egZ3yMcHDQLL&smid=nytcore-android-share

City Staff Response 9: Whether to allow or disallow drive-through businesses falls outside the scope of the Objective Design Standards for Commercial Development. This is a topic that the City Council could consider separately, if it wishes.

P. 50; 3.1.3.1. Building Modulation - Massing Breaks. The Standards should also encourage minimum 4-foot shifts in the building facade to create a more interesting pedestrian experience. The outdoor space created in front of each recessed storefront would create an opportunity for cafe tables, benches, or outdoor retail activities.

City Staff Response 10: The second sentence in Section 3.1.3.1(2) has been revised to read as follows: "A major massing break shall be applied at least every hundred (100) ft. in horizontal building length. The major break shall be a minimum of four (4) ft. deep and six (6) ft. wide, open to the sky, and extend the full height of the building." A corresponding change has been made to Note B for Figure 3.1.

P. 59; 3.2.2. Corner Buildings. Because of the suburban streetscape of Laguna Woods commercial streets, I am concerned that the regulations to create architectural prominence at corners will fail without creating a better pedestrian environment on sidewalks of commercial streets. Where sidewalks are too narrow and passing vehicle traffic is too close to those on foot, most pedestrians would prefer to NOT to walk there. Wider sidewalks and ample street trees for shade are essential for pedestrian comfort which can lead to foot traffic that will activate commercial corners.

City Staff Response 11: Sidewalks and street trees exist within public rights of way that would not be subject to the Objective Design Standards for Commercial Development. This is a topic that the City Council could consider separately, if it wishes.

P. 76; 4.1.1. Existing Architectural Styles Map. In the opening paragraph, clarify which of the Spanish styles will be blended into the Laguna Woods Revival identity: Spanish Modernist or Spanish Revival?

City Staff Response 12: Section 4.1.1 has been revised to clarify that Laguna Woods Revival merges Mission Revival and Spanish Revival styles.

P. 82; 4.5. Materials & Colors. Under Prohibited Elements, why are wooden brackets and decorative wood supports not allowed? Those are elements that I have seen on historic Mission adobe buildings in Southern California.

City Staff Response 13: Wood brackets and decorative wood supports are not allowed based on City Council input at the August 12, 2026 meeting.

P. 84; 4.6. Decorative Accents & Details. Why should a designer be mandated to incorporate at least six such elements? This feels so prescriptive.

City Staff Response 14: The Objective Design Standards for Commercial Development would provide a ministerial option for design approval. Applicants wishing to incorporate fewer than six decorative accents and details may choose the discretionary review path in lieu of complying with the Objective Design Standards for Commercial Development (see Section 1.3.2).

P. 91; 5.1.4.2. General Landscape Area. In paragraphs 3. and 4. it appears that developments fronting on a commercial street are mandated to have palm trees, which provide very little shade for pedestrians. I think that shade trees should be provided along all sidewalks.

City Staff Response 15: Requirements to incorporate Queen Palms or Date Palms on corner sites and larger commercial developments are the result of feedback received at the community workshop on January 26, 2026, expressing interest in common, prominent trees being planted across commercial properties.

End of Comments

ORAL COMMENTS #1

Commenter: Sue Quam
Date: August 19, 2026
Meeting: City Council
Item: Public Comments on Non-Agenda Items

The other thing I wanted to ask about was it was very interesting at your last board meeting where you talked about the design for buildings being updated that promotes an architectural symmetry. It's a beautiful style, but my question is will this be a little bit more or a lot more expensive for businesses when they update? So, I know people consider that when they think about updating their buildings. So, it's beautiful, but I hope we don't price people out.

City Staff Response 16: Neither staff nor JZMK Partners, Inc. believe that implementing the Objective Design Standards for Commercial Development would result in financial hardship for applicants. If an applicant disagrees, they may choose the discretionary review path in lieu of complying with the Objective Design Standards for Commercial Development (see Section 1.3.2).

The other thing I'd like to talk about is I'd encourage you to allow for muted tile individualization and a tempered use of iron work on windows if you go with that style. As if I was a business owner and required to use this new architectural style, I'd want to highlight and individualize my shop/building as much as possible. So, those were just some comments from the last meeting. Thank you very much.

City Staff Response 17: Decorative tiles are an allowable decorative accent and detail (see Section 4.6). While window grills are proposed to be prohibited based on City Council input at the August 12, 2026 meeting (reflected in Section 4.4), 12 choices of decorative accents and details are provided, of which an applicant is required to select six. If an applicant wishes to further individualize their project, they may choose the discretionary review path in lieu of complying with the Objective Design Standards for Commercial Development (see Section 1.3.2).

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8.2
SIGN PROGRAM AMENDMENT SP-2026-0002, A REQUEST BY PHILIP DEL RIO ON BEHALF OF THE ARTIST TREE FOR APPROVAL OF A SIGN PROGRAM AMENDMENT TO AMEND SIGN PROGRAM SP-547 TO ALLOW FOR VARIOUS ADDITIONAL AND MODIFIED SIGNAGE AT 24330 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: October 21, 2026 City Council Meeting

SUBJECT: Sign Program Amendment SP-2026-0002, a request by Philip Del Rio on behalf of The Artist Tree for approval of a sign program amendment to amend Sign Program SP-547 to allow for various additional and modified signage at 24330 El Toro Road, Laguna Woods, CA 92637

Recommendation

1. Receive staff report;
2. Open public hearing;
3. Receive public testimony;
4. Close public hearing; and
5. Adopt a resolution titled:

   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-2026-0002, TO AMEND SIGN PROGRAM SP-547, TO ALLOW FOR VARIOUS ADDITIONAL AND MODIFIED SIGNAGE AT 24330 EL TORO ROAD, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE RESOLUTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Background

Philip Del Rio on behalf of The Artist Tree ("Applicant") has submitted a land use application seeking approval of Sign Program Amendment SP-2026-0002, which would amend Sign Program SP-547 to allow for various additional and modified signage at 24362 El Toro Road, Laguna Woods, CA 92637.

The project location is located generally west of Moulton Parkway, south of El Toro Road, and east of Calle Sonora. The most recent tenant was Rite Aid. The sign program, if approved, would regulate permanent signage at the project location.

The Orange County Assessor's Parcel Number for the project location is 621-211-05 and the property owner is MANP Laguna Woods, LLC.

A vicinity map is included as Attachment B.

Table 1: Surrounding Land Uses

General Location	General Plan Land Use Designation	Land Use
North	Commercial	Town Centre – SCOS Orthopedics Building
South	Commercial / Open Space / Residential Community	Home Depot / Area 5 Flood Control Basin / Laguna Woods Village Maintenance Center
East	Open Space / Residential Community	Area 5 Flood Control Basin / Laguna Woods Village Maintenance Center
West	Commercial	Sabrosada and US Bank

The project location is within the Community Commercial (CC) zoning district. Community Commercial designates areas 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" (Laguna Woods Municipal Code Section 13.10.010).

Sign programs are intended to "provide incentive and latitude to achieve effectiveness, attractive appearance, compatible design and variety in permanent signage" (Laguna Woods Municipal Code Section 13.20.160). The City Council is responsible for approving or denying sign programs and subsequent amendments, subject to certain findings set forth in the Laguna Woods Municipal Code.

Sign Program SP-547

Sign Program SP-547 was approved by the City Council on July 15, 2009 and allowed a variety of signage desired by Rite Aid, the tenant at the time.

Discussion

The City Council is asked to conduct a public hearing on the application for Sign Program SP-2026-0002 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 signage in a manner

consistent with the purpose and intent of the Laguna Woods Municipal Code's sign regulations, which are to "promote and protect public health, safety and welfare by regulating signs in order to assure that they are:

> (1) Well-designed, consistent with any design criteria otherwise applicable to the sign property, compatible with community character and harmonious with surrounding properties, buildings, and streetscapes;
> (2) Clear and legible in the circumstances in which they are seen, including for purposes of promoting awareness of local businesses and activities;
> (3) Appropriate to the type of business or activity to which they pertain; and
> (4) Displayed in a manner that does not harm public health, safety and welfare" (Laguna Woods Municipal Code Section 13.20.010(a)).

Laguna Woods Municipal Code Chapter 13.20.160 allows the Laguna Woods Municipal Code's sign regulations to be supplemented by sign programs approved by the City Council. In this case, the proposed sign program seeks the approval of a variety of signs including walls signs and a monument sign.

The proposed sign program amendment:

- Allows different wall signage based on the number of tenants occupying space within the building at the project location, as may change from time to time. The maximum number of wall signs would be four, if there were three tenants. Of those wall signs, only one would be visible from El Toro Road. The other wall signs would be located on the south elevation of the building, facing the parking lot and Home Depot.

- Allows one existing monument sign to remain. The monument sign is located near the El Toro Road/Home Depot Center signalized intersection. The monument sign would remain unchanged except for the sign face and colors, which would be updated.

Sign Program SP-2026-0002 would apply to the occupant (TAT El Toro LLC doing business as The Artist Tree), as well as other and successor occupants, 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 proposed sign program is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15311 of Title 14 of the California Code of Regulations, in that it consists of approvals related to the construction or placement of on-premise signs, which are minor structures accessory to (appurtenant to)

an existing commercial facility.

Documents Available for Review

Related documents – including the applicant's application and Sign Program SP-547 – are available for public review at City Hall during normal working hours.

Report Prepared With: Rebecca M. Pennington, Planning & Environmental Services Director
Justin Faylona, Senior Planner

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

CITY OF LAGUNA WOODS
RESOLUTION NO. 26-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING SIGN PROGRAM AMENDMENT SP-2026-0002, TO AMEND SIGN PROGRAM SP-547, TO ALLOW FOR VARIOUS ADDITIONAL AND MODIFIED SIGNAGE AT 24330 EL TORO ROAD, LAGUNA WOODS, CA 92637, AND DETERMINING AND CERTIFYING THAT THE RESOLUTION IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, The Artist Tree ("Applicant") submitted an application for Sign Program Amendment SP-2026-0002 to allow for various additional and modified signage at 24330 El Toro Road, Laguna Woods, CA 92637 ("project" or "proposed project"); and

WHEREAS, on October 21, 2026, the City Council of the City of Laguna Woods, after giving notice thereof as required by law, held a public hearing regarding Sign Program Amendment SP-2026-0002; and

WHEREAS, the City Council has carefully considered all pertinent testimony, as well as all information contained in the agenda report prepared for Sign Program Amendment SP-2026-0002, 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, Sign Program Amendment SP-2026-0002 has been determined to be categorically exempt pursuant to Section 15311 of the California Environmental Quality Act ("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 Sign Programs

1. *The proposed signs are well-designed, consistent with any design criteria otherwise applicable to the sign property, compatible with community character and harmonious with surrounding properties, buildings, and streetscapes.*

   The proposed signs would be aesthetically appealing, compatible, and harmonious with signage on the sign property (Project Location) and on surrounding properties, buildings, and streetscapes. The proposed signs would not be of a type, nor would they include any of the features or characteristics, which would result in their being

prohibited by Laguna Woods Municipal Code Section 13.20.130. The Project Location has been operated as a retail business for numerous years. During that time, similar types of signs as the proposed signs have existed at the Project Location without any finding by the City of incompatibility with community character or a lack of harmony with surrounding properties, buildings, or streetscapes. The monument sign is existing and will only see non-structural design requirements change with this approval. The proposed signs are similar in type as those associated with commercial businesses elsewhere in Laguna Woods including, but not limited to, other retail businesses. No legal non-conforming or prohibited signs will exist at the Project Location after the sign program is fully implemented.

2. *The proposed signs are clear and legible in the circumstances in which they are seen, including for purposes of promoting awareness of local businesses and activities*.

The proposed signs would help promote local businesses and activities, as well as visibility and circulation at the Project Location. The proposed signs would be clear and legible for the purposes for which they are intended, which include identifying and differentiating between prospective multiple tenants within the building at the Project Location. The proposed signs are intended to promote awareness of the commercial business to motorists and pedestrians. The proposed signs are similar in type and scale as those commonly associated with commercial businesses including, but not limited to, retail businesses.

3. *The proposed signs are appropriate to the type of business or activity to which they pertain*.

The proposed signs would be appropriate in type, location, size/scale, and design for commercial businesses including, but not limited to, retail businesses. The proposed sign types include wall and monument signs, both of which are expressly contemplated for commercial zoning districts and uses in Laguna Woods Municipal Code Chapter 13.20. While designs vary, retail businesses in Laguna Woods and/or surrounding jurisdictions contain all of the proposed sign types.

4. *The proposed signs are displayed in a manner that does not harm public health, safety and welfare*.

The proposed signs would not harm public health, safety, and welfare. Several conditions of approval are included to address public health, safety, and welfare including, but not limited to, conditions of approval #3, #17, and #18. Condition of Approval #3 requires that the proposed signs "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…"

Condition of Approval #17 includes provisions to ensure that the proposed signs do not, at any time, create an actual or reasonably foreseeable nuisance for properties located within line of sight, passing motorists, or any other party. Condition of Approval #18 requires that the proposed signs be kept "... in good structural and functional working order..." Additionally, Laguna Woods Municipal Code Section 13.20.020(d) requires that all signs be maintained in good condition and allows the City to "order the repair or removal of any sign that is unsafe, defective, damaged, or unsatisfactorily maintained."

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 categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15311 of Title 14 of the California Code of Regulations, in that it consists of approvals related to the construction or placement of on-premise signs, which are minor structures accessory to (appurtenant to) an existing commercial facility.

SECTION 3. The City Council hereby approves Sign Program Amendment SP-2026-0002 (Exhibit A), subject to the conditions of approval attached to this resolution (Exhibit B), 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 21st day of October 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 21st day of October 2026, by the following vote:

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

_____
YOLIE TRIPPY, CMC, City Clerk

Exhibit A to Resolution No. 26-XX

Sign Program
SP-2026-0002

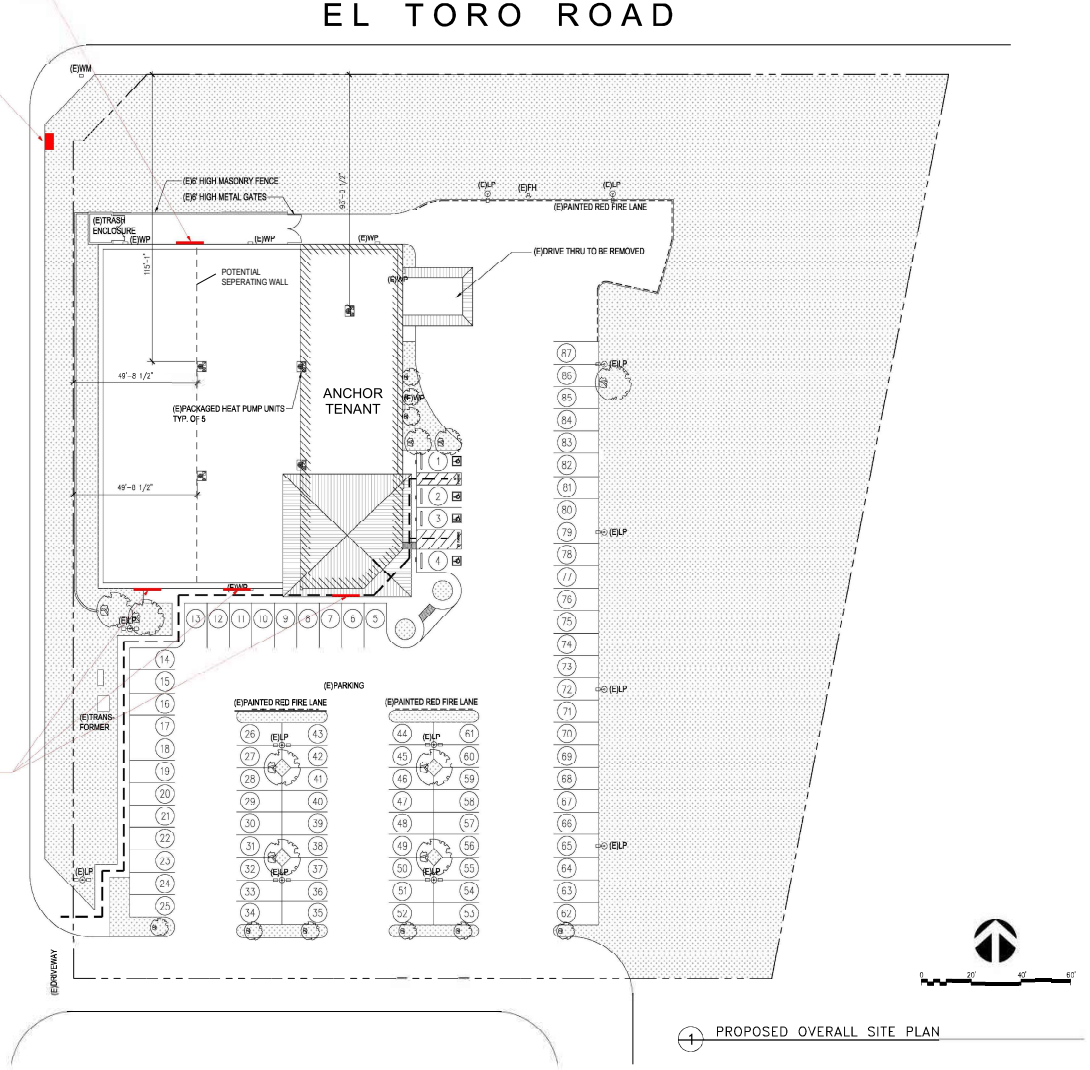
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Anchor Tenant Signage

Monument Sign

Tenant Signage

OPTION 1 - THREE TENANTS



Client Information

Contact

Company

Address 24330 El Toro Rd
Laguna Woods, CA 92637

Phone

Fax

email

* If specific colors have not been provided, colors will be matched to the closest equivalents. By signing you confirm that you have reviewed and agree to the color callouts.

Title 24: Signs to be controlled by customer supplied Autotimer + Photocell. All signs to be LED with power supply having an efficiency of 80% or greater.

Each sign must have:
- A dedicated branch circuit
- Three wires: Line, Ground and Neutral
- Wire Size: Min 12 GA THHN Copper Wire

Note: This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.
The location of the disconnect switch after installation shall comply with Article 600.6(A)(1) of the National Electrical Code.
- Power to the sign must be done by a licensed contractor or licensed electrician

ATTENTION: Before signing please review all details of this drawing, including (but not limited to) spelling, colors, and placement. By signing you confirm that you have reviewed and agree to all specifics shown in this drawing.

X PLEASE SIGN HERE

approved date

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☐ With Changes Noted

A-PLUS SIGNS
4270 N. Brawley Ave.
Fresno, CA 93722
Ph: (559) 275-0700
Fax: (559) 275-7482
design@a-plussigns.com

POTENTIAL SEPERATING WALL

Site Map

Drawn by JTA | Date 5/27/26 | Scale NTS

This drawing is proof of concept only. Due to construction constraints, sizes and/or layouts are subject to change. This original drawing is the exclusive property of A-Plus, Inc., and may not be reproduced, displayed or distributed without express written consent.

File name: El Toro MSP Site Map
Location: \T\THE ARTIST TREE\LAGUNA WOODS EL TORO RD

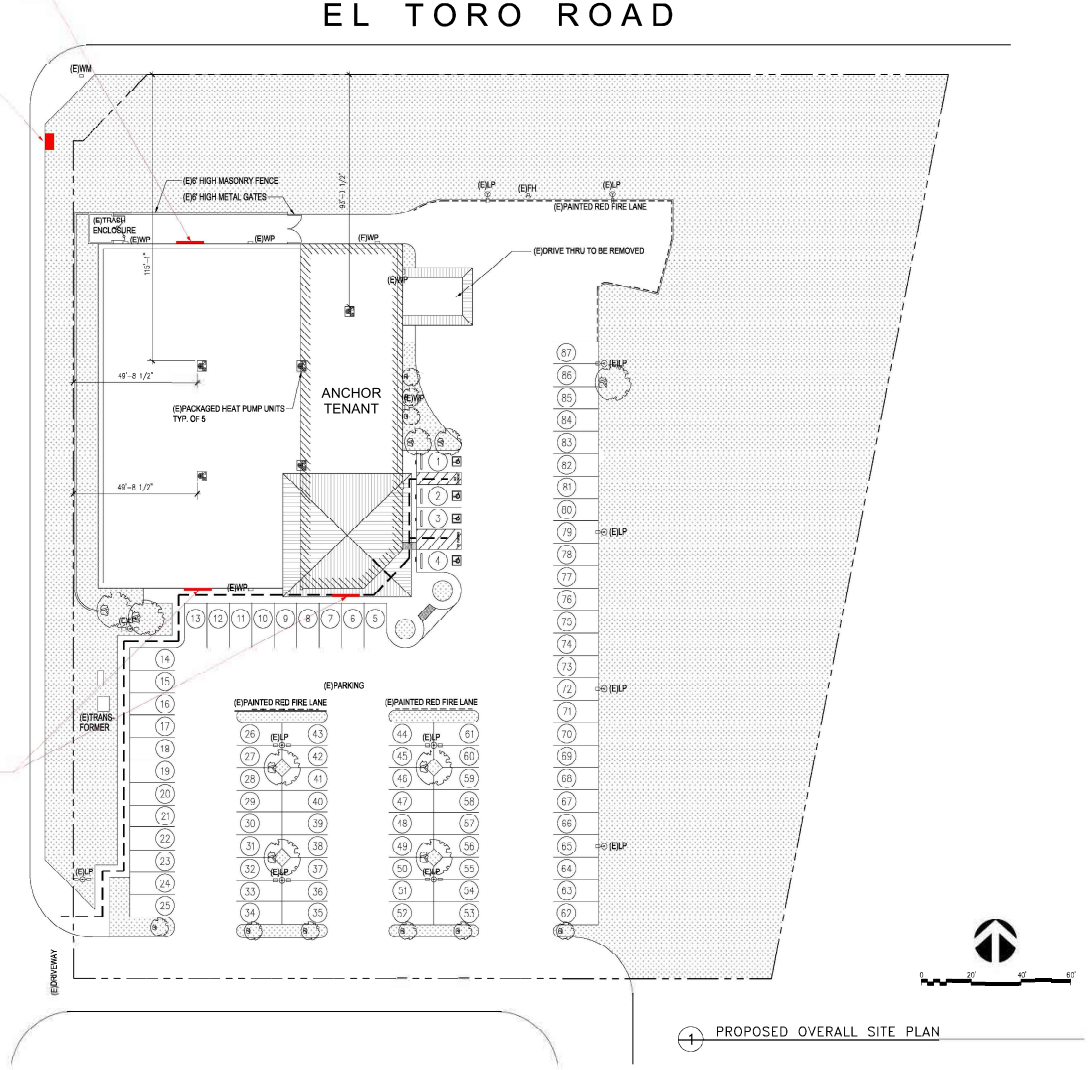
Rep JF

Anchor Tenant Signage

Monument Sign

Tenant Signage

OPTION 2 - TWO TENANTS



Client Information

Contact

Company

Address 24330 El Toro Rd
Laguna Woods, CA 92637

Phone

Fax

email

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- Power to the sign must be done by a licensed contractor or licensed electrician

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approved date

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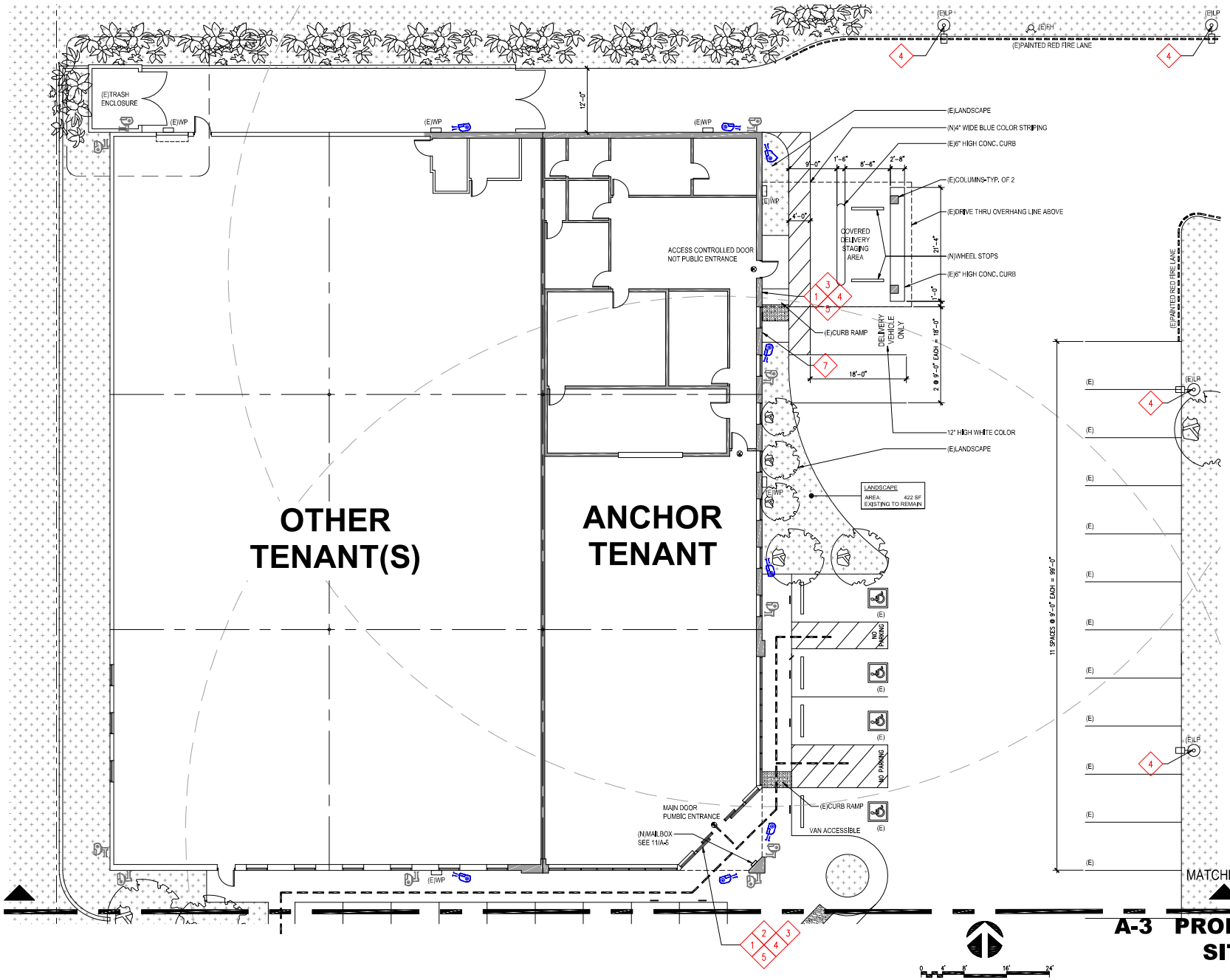
Site Map

Drawn by JTA | Date 5/27/26 | Scale NTS

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File name: El Toro MSP Site Map 2
Location: \T\THE ARTIST TREE\LAGUNA WOODS EL TORO RD

Rep JF

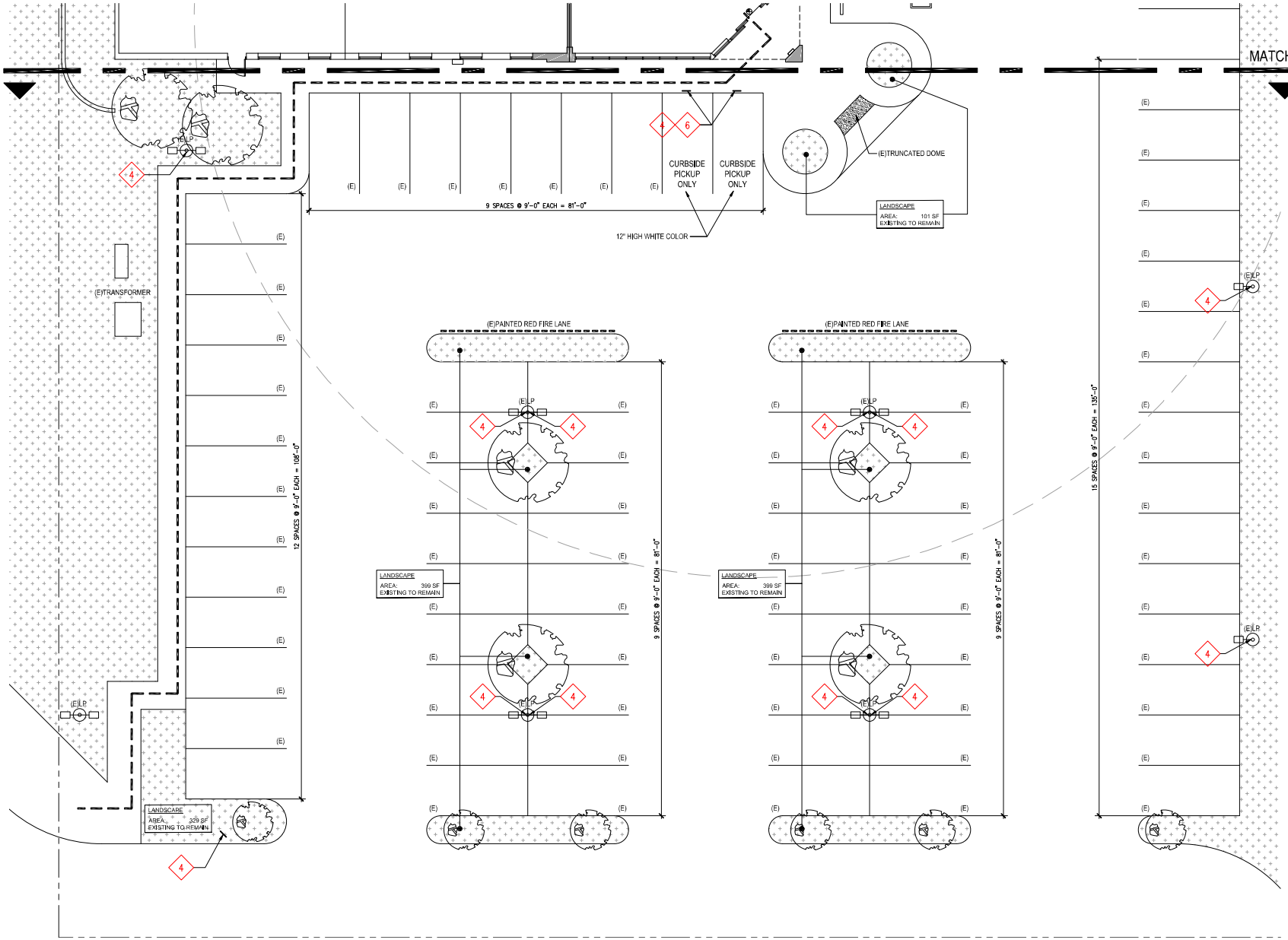


SIGN LEGEND FOR PARKING/REGULATORY SIGNS

1. SECONDARY SALE, BARTER, OR DISTRIBUTION OF CANNABIS PRODUCTS PROHIBITED
   LVMC SECTION 13.26.025(I)(16)c
   SIGN DIMENSION: 18"x24", SEE 2/A-7
2. PERSON UNDER 21 PROHIBITED UNLESS 18+ WITH VALID MEDICAL DOCUMENTATION
   LVMC SECTION 13.26.025(I)(16)b
   SIGN DIMENSION: 18"x24", SEE 3/A-7
3. NO CONSUMPTION OR LOITERING
   LVMC SECTION 13,26,025(I)(3)a and 13,26,025(I)(15)a
   SIGN DIMENSION: 18"x24", SEE 4/A-7
4. ALL ACTIVITIES AT THIS PREMISES AND THE SURROUNDING SITE ARE MONITORED BY VIDEO CAMERA SURVEILLANCE
   LVMC SECTION 13.26.025(I)(21)c
   SIGN DIMENSION: 8.5"x11", SEE 6/A-7
5. NOTICE OF TIME-TRIGGERED CASH REPOSITORY
   LVMC SECTION 13.26.025(I)(21)h
   SIGN DIMENSION: 8.5"x11", SEE 7/A-7
6. CURBSIDE PICKUP PARKING ONLY SIGN
   SIGN DIMENSION: 12"x18", SEE 1/A-7
7. DELIVERY VEHICLE PARKING ONLY SIGN
   SIGN DIMENSION: 12"x18", SEE 5/A-7

LICENSED ARCHITECT KENNETH AHK No. C-33575 Exp. 8/2027 STATE OF CALIFORNIA

A-3 PROPOSED PARTIAL SITE PLAN



SIGN LEGEND FOR PARKING/REGULATORY SIGNS

1. SECONDARY SALE, BARTER, OR DISTRIBUTION OF CANNABIS PRODUCTS PROHIBITED
   LVMC SECTION 13.26.025(I)(16)c
   SIGN DIMENSION: 18"x24", SEE 2/A-7
2. PERSON UNDER 21 PROHIBITED UNLESS 18+ WITH VALID MEDICAL DOCUMENTATION
   LVMC SECTION 13.26.025(I)(16)b
   SIGN DIMENSION: 18"x24", SEE 3/A-7
3. NO CONSUMPTION OR LOITERING
   LVMC SECTION 13.26.025(I)(3)a and 13.26.025(I)(15)a
   SIGN DIMENSION: 18"x24", SEE 4/A-7
4. ALL ACTIVITIES AT THIS PREMISES AND THE SURROUNDING SITE ARE MONITORED BY VIDEO CAMERA SURVEILLANCE
   LVMC SECTION 13.26.025(I)21c
   SIGN DIMENSION: 8.5"x11", SEE 6/A-7
5. NOTICE OF TIME-TRIGGERED CASH REPOSITORY
   LVMC SECTION 13.26.025(I)(21)h
   SIGN DIMENSION: 8.5"x11", SEE 7/A-7
6. CURBSIDE PICKUP PARKING ONLY SIGN
   SIGN DIMENSION: 12"x18", SEE 1/A-7
7. DELIVERY VEHICLE PARKING ONLY SIGN
   SIGN DIMENSION: 12"x18", SEE 5/A-7

LICENSED ARCHITECT
KENNETH AHN
No. C-30875
Rev. 9/30/27
STATE OF CALIFORNIA

0 4' 8' 16' 24'

A-4 PROPOSED PARTIAL SITE PLAN

TENANT WALL SIGNAGE

Location: South elevation - Centered on fascia, over main entrance
North elevation - reserved for anchor tenant, The Artist Tree.

Number: two (2) signs for anchor tenant. All others one (1) wall sign.

Letter types shall be face illuminated, halo illuminated or dual illuminated.

Letters shall be custom fabricated aluminum construction. Face to be acrylic or aluminum, with aluminum returns.

All exposed metal surfaces shall have a uniform finish and color, with no visible variation between components.

Illumination shall be provided by LED modules.

All letters shall conform to all UL specifications and bear a UL label.

Length of tenant signs may not be greater than 75% of leased frontage.

Max logo height - 70", Max letter height - 48"

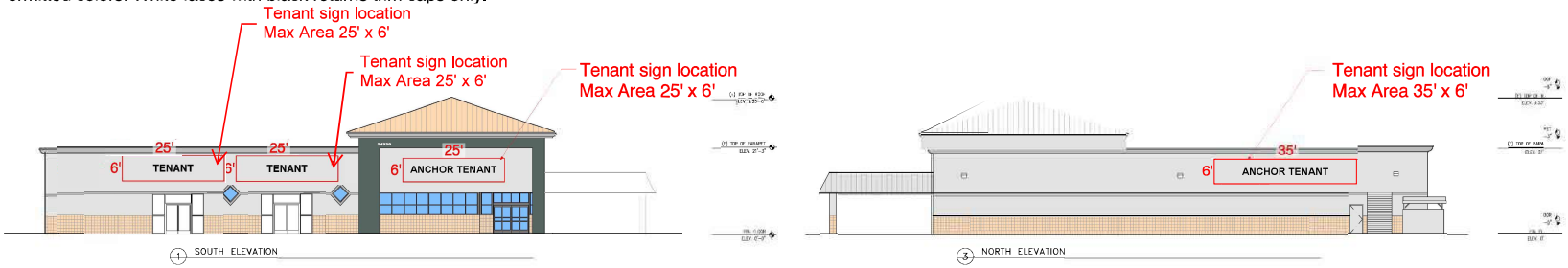
Max number of lines of text - 2

Max overall sign height shall not exceed 60% of fascia height.

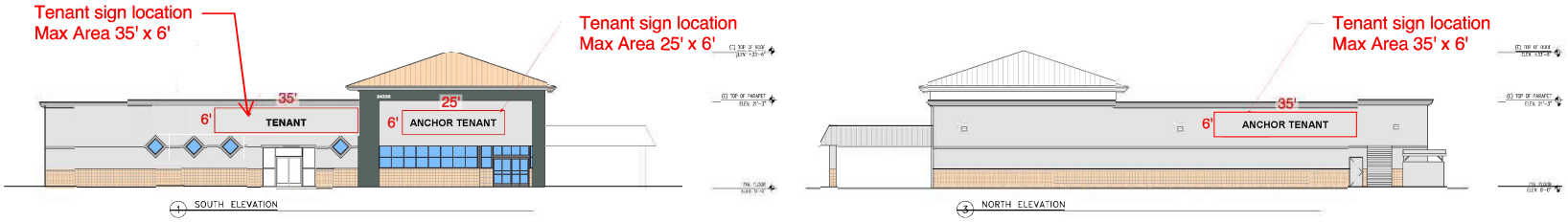
Permitted colors: White faces with black returns trim caps only.



SOUTH ELEVATION



OPTION 1 - THREE TENANTS



OPTION 2 - TWO TENANTS

Client Information

Contact
Company
Address 24330 El Toro Rd
Laguna Woods, CA 92637
Phone
Fax
email

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Title 24: Signs to be controlled by customer supplied Autotimer + Photocell. All signs to be LED with power supply having an efficiency of 80% or greater.
Each sign must have:
- A dedicated branch circuit
- Three wires: Line, Ground and Neutral
- Wire Size: Min 12 GA THHN Copper Wire

Note: This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.
The location of the disconnect switch after installation shall comply with Article 600.6(A)(1) of the National Electrical Code.
- Power to the sign must be done by a licensed contractor or licensed electrician

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approved date

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Fax: (559) 275-7482
design@a-plussigns.com

Building Signs

Drawn by JTA
Date 5/27/26
Scale NTS

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File name: El Toro MSP Building Signs
Location: \T\THE ARTIST TREE\LAGUNA WOODS EL TORO RD

Rep JF



Monument sign is for Anchor Tenant only.

Dimensions of available sign area - 48" x 48"

All logo and text shall not exceed sign area (48" x 48")

Max number of lines of text - 5

Max tenant names - 1

Max logo height - 24"

Max text height - 8"

Permitted colors:

Background: DE6307 Artistic Stone

Text, logos, and borders: White

Monument sign shall be internally illuminated.

Sign panel faces shall remain non-translucent so that only the designated graphics and lettering are illuminated.

Client Information

Contact

Company

Address 24330 El Toro Rd
Laguna Woods, CA 92637

Phone

Fax

email

Description

Internally illumintated double sided monument sign.

Materials

3/16" white acrylic

* DE6307 Artistic Stone

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- Power to the sign must be done by a licensed contractor or licensed electrician

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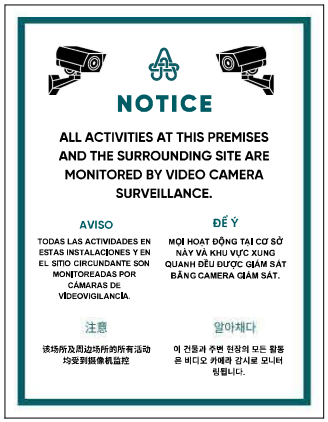
Monument

Drawn by JTA | Date 5/27/26 | Scale NTS

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File name: LW El Toro MSP Monument 1
Location: \T\THE ARTIST TREE\LAGUNA WOODS EL TORO RD

Rep JF



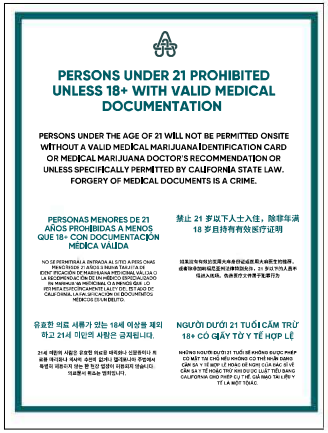
SIGN SIZE: 8 1/2"x 11"
WHITE BACKGROUND WITH BLACK AND TEAL (HEX #036067) TEXT

4 VIDEO SURVEILLANCE



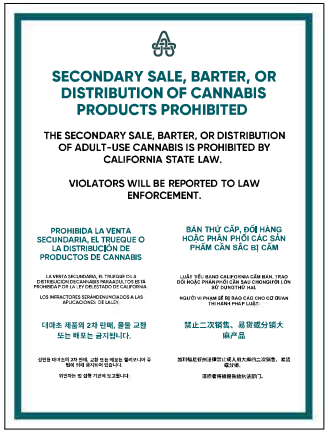
SIGN SIZE: 18"x24"
WHITE BACKGROUND WITH BLACK AND TEAL (HEX #036067) TEXT

3 NO CONSUMPTION OR LOITERING



SIGN SIZE: 18"x24"
WHITE BACKGROUND WITH BLACK AND TEAL (HEX #036067) TEXT

2 UNDER 21 PROHIBITED



SIGN SIZE: 18"x24"
WHITE BACKGROUND WITH BLACK AND TEAL (HEX #036067) TEXT

1 SECONDARY SALE PROHIBITED

SIGN MATERIAL (ALL SIGNS): REFLECTIVE ALUMINUM



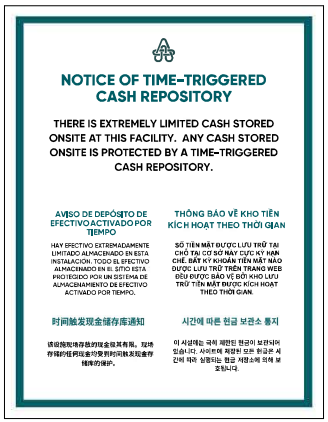
SIGN SIZE: 12"x18"
WHITE BACKGROUND WITH TEAL (HEX #036067) TEXT

7 DELIVERY VEHICLE PARKING ONLY



SIGN SIZE: 12"x18"
WHITE BACKGROUND WITH TEAL (HEX #036067) TEXT

6 CURBSIDE PICKUP PARKING ONLY



SIGN SIZE: 8 1/2"x11"
WHITE BACKGROUND WITH BLACK AND TEAL (HEX #036067) TEXT

5 TIME-TRIGGERED CASH REPOSITORY

Client Information

Contact
Company
Address 24330 El Toro Rd
Laguna Woods, CA 92637
Phone
Fax
email

Description

Parking / Regulatory Signs

Materials

.080" aluminum
3M reflective vinyl
anti-graffiti laminate

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Fresno, CA 93722
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design@a-plussigns.com

Parking / Regulatory Signs

Drawn by JTA | Date 7/9/26 | Scale NTS

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File name: LW El Toro MSP Parking-Regulatory Signs 1
Location: \T\THE ARTIST TREE\LAGUNA WOODS EL TORO RD

Rep JF

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Exhibit B to Resolution No. 26-XX

Conditions of Approval
SP-2026-0002

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City of Laguna Woods

Conditions of Approval for Sign Program Amendment SP-2026-0002

Sign Program Amendment Applicant (Applicant): The Artist Tree
Sign Program Amendment Address: 24330 El Toro Road, Laguna Woods, CA 92637
Sign Program Amendment Assessor's Parcel Number (APN): 621-211-05
Property Owner of APN 621-211-05 (Owner): MANP Laguna Woods, LLC
City Council Approval Date: October 21, 2026

STANDARD CONDITIONS OF APPROVAL

1. The Owner and occupant(s) of the property to which this sign program amendment applies shall comply with all of the conditions of approval as part of SIGN PROGRAM AMENDMENT SP-2026-0002 ("Sign Program"). Failure to comply with any one or more of the conditions imposed herein constitute grounds for revocation of said Sign Program by the City Council.

   This Sign Program allows all of the following:

   - Various additional and modified signage at 24330 El Toro Road, Laguna Woods, CA 92637 (APN 621-211-05)

2. This Sign Program 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 Sign Program 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 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 Sign Program 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 Sign Program 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 Sign Program 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 Sign Program applies to make reasonable Owner- or occupant(s) of the property to which this Sign Program 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 Sign Program applies shall be responsible for costs incurred as a result of local law enforcement, 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 Sign Program 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 Sign Program 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 Sign Program 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 Sign Program 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 Sign Program 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 Sign Program 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 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 Sign Program 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 Sign Program 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 Sign Program 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 Sign Amendment Program SP-2026-0002" 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. Standard Condition of Approval #5 is deleted and does not apply to this Sign Program.

16. Exhibit A (Sign Program Amendment SP-2026-0002) is included herein 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. Exhibit A and these conditions of approval amend Sign Program SP-547, in its entirety, and replace the corresponding documents in Sign Program SP-547.

17. The signs erected and maintained pursuant to the Sign Program shall not, at any time, create an actual or reasonably foreseeable nuisance for properties located within line of sight, passing motorists, or any other party including, but not limited to, any nuisance caused either entirely or in part by the brightness, intensity, or direction of sign illumination. The Owner(s) and occupant(s) shall take all steps necessary to prevent and immediately resolve such situations and shall immediately implement any direction received by the City Council or City Manager, which may include, but not necessarily be limited to, any or all of the following:

    a) Reducing the intensity or brightness of sign illumination;
    b) Installing additional shielding or filters for illuminated signs; and/or
    c) Dimming or turning off the illumination on signs at certain times.

    For the purpose of this condition, "reasonably foreseeable" shall include any determination made based upon the judgement and discretion of the City Council or City Manager. City staff's discretion shall not be directed toward the content or wording of signage.

18. All signs erected and maintained pursuant to the Sign Program shall be kept clean, complete, and in good structural and functional working order, and shall not be allowed to fall into a state of disrepair, damage, or decrepitude.

19. No sign erected and maintained pursuant to the Sign Program shall flash, blink, rotate, engage in any motion, or emit any noise.

20. Exhibit A is structured in a manner to allow for different signage based on the number of tenants occupying space within the building at the Project Location, as may change from time to time. Signage identified as "Option 1" is only permitted if there are three separate tenants occupying space within the building. Signage identified as "Option 2" is only permitted if there are one or two separate tenants occupying space within

the building. If there is only one tenant occupying the space within the building, that tenant shall only be permitted to utilize either the signage identified in Option 2 as "Anchor Tenant" or "Tenant" – not both or a combination thereof.

Irrespective of option, the "Anchor Tenant" signage to be utilized, it must be utilized by only the "Anchor Tenant" as that term is defined in Condition of Approval #21.

The "potential separating wall" shown on Exhibit A, Page 1 of 7 and the interior walls shown on Exhibit A, Page 2 of 7 are shown for conceptual purposes only and do not limit the Owner's ability to demise the building.

21. For purposes of this Sign Program, the "Anchor Tenant" shall always be the tenant that takes access from the entrance at the southeast corner of the building at the Project Location. Prior to any other tenant taking access from that same entrance, this Sign Program shall be amended to clarify the extent, type, allocation, and design of signage permitted on the south elevation of the building at the Project Location.

22. Exhibit A, Page 5 of 7 depicts changes to the façade, windows, and doors on the south elevation of the Project Location based on the number of wall signs constructed on that same elevation. Those depictions shall guide the design of the south elevation and be substantially consistent with the final as-built condition of the south elevation, excepting only changes necessitated by compliance with Conditions of Approval #3 and #4. No signage identified as "Tenant" signage is permitted to be installed on the south elevation until the corresponding façade, window, and door changes have been constructed and the corresponding building permit(s) finaled.

23. The outer surfaces of the base, body, caps, and trim of the monument sign depicted on Exhibit A, Page 6 of 7 shall be color matched to the building at the Project Location. The same color must be used on all non-sign face elements of the monument sign.

24. No tree located at the Project Location and visible, in whole or in part, from El Toro Road shall be removed without first obtaining an International Society of Arboriculture ("ISA") Certified Arborist's recommendation to do so based on health or safety. A copy of the ISA Certified Arborist's recommendation shall be provided to the City at least 30 calendar days in advance of the planned removal, unless an ISA Certified Arborist determines that immediate removal is required due to health or safety, in which case, a copy of such determination shall be provided to the City no later than 5:00 p.m. on the first business day after removal. Trees that have been removed shall be replaced in the same location with the same species or a species consistent with any objective design standards for commercial development that the City may prospectively adopt. Trees shall be minimum thirty-six (36) inch box size at the time of installation. This Condition of Approval shall not apply in the event that the Property Location is the subject of a discretionary development application that includes landscape review and/or the application of any objective design standards for commercial development

that the City may prospectively adopt.

25. References to “The Artist Tree” in the Sign Program are for reference only and do not limit the occupancy of the Project Location or application of this Sign Program.

26. The parking/regulatory signs identified in the Sign Program are for reference only and are not a part of the Sign Program approval or subject to these conditions of approval.

[EXHIBIT A BEGINS ON NEXT PAGE]

EXHIBIT A – PAGE 1 OF 7

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.

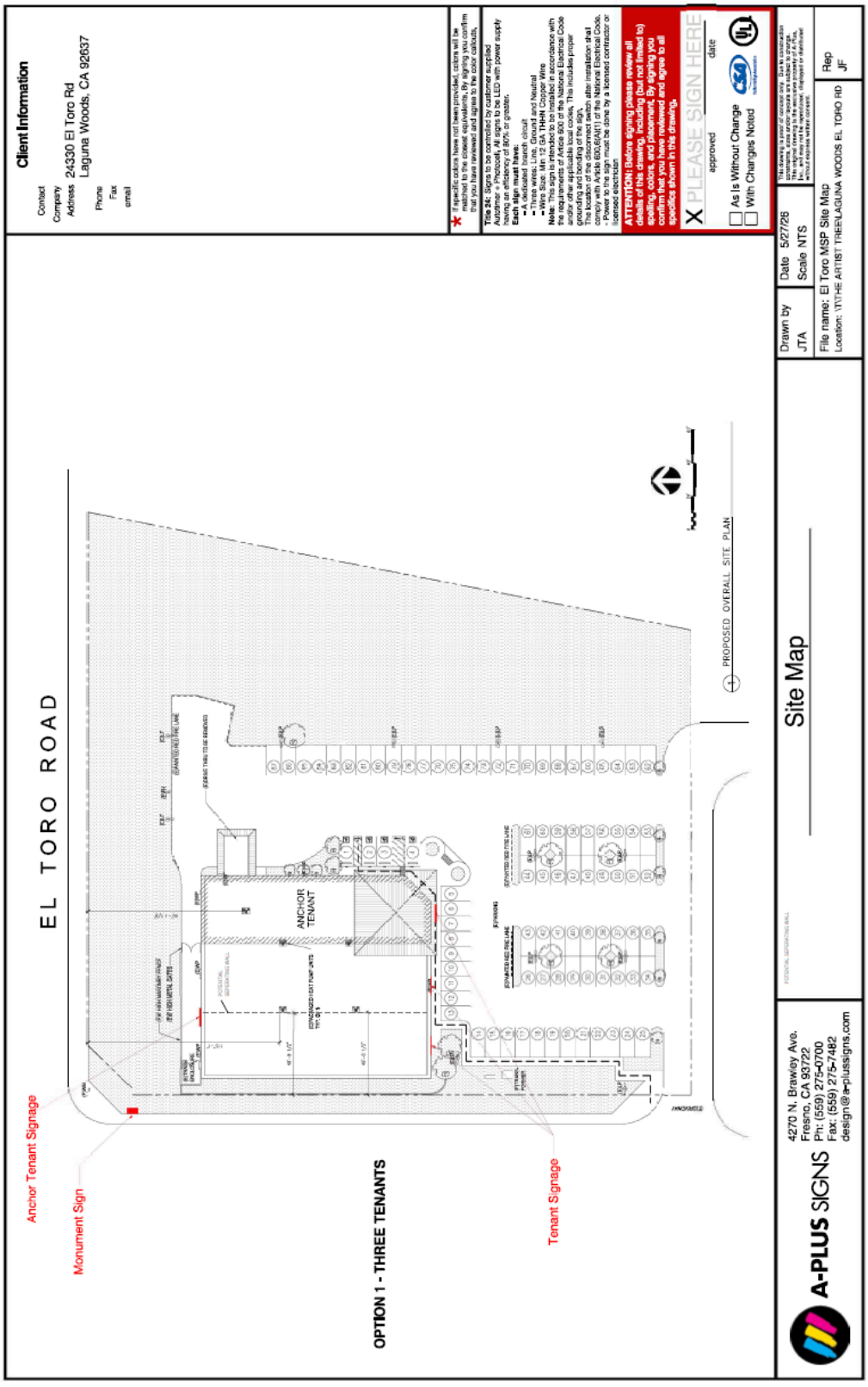


EXHIBIT A – PAGE 2 OF 7

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.

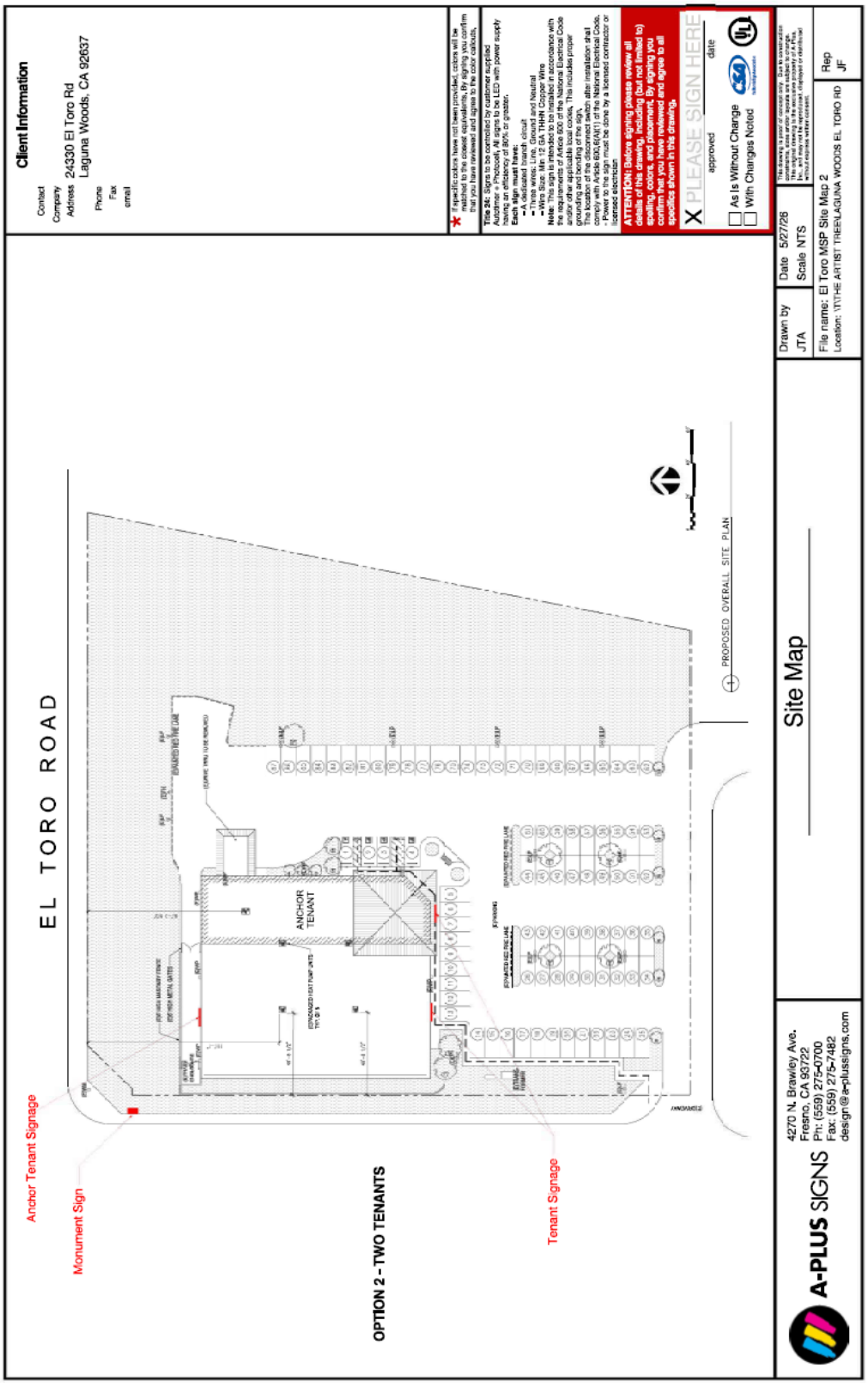


EXHIBIT A – PAGE 3 OF 7

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.

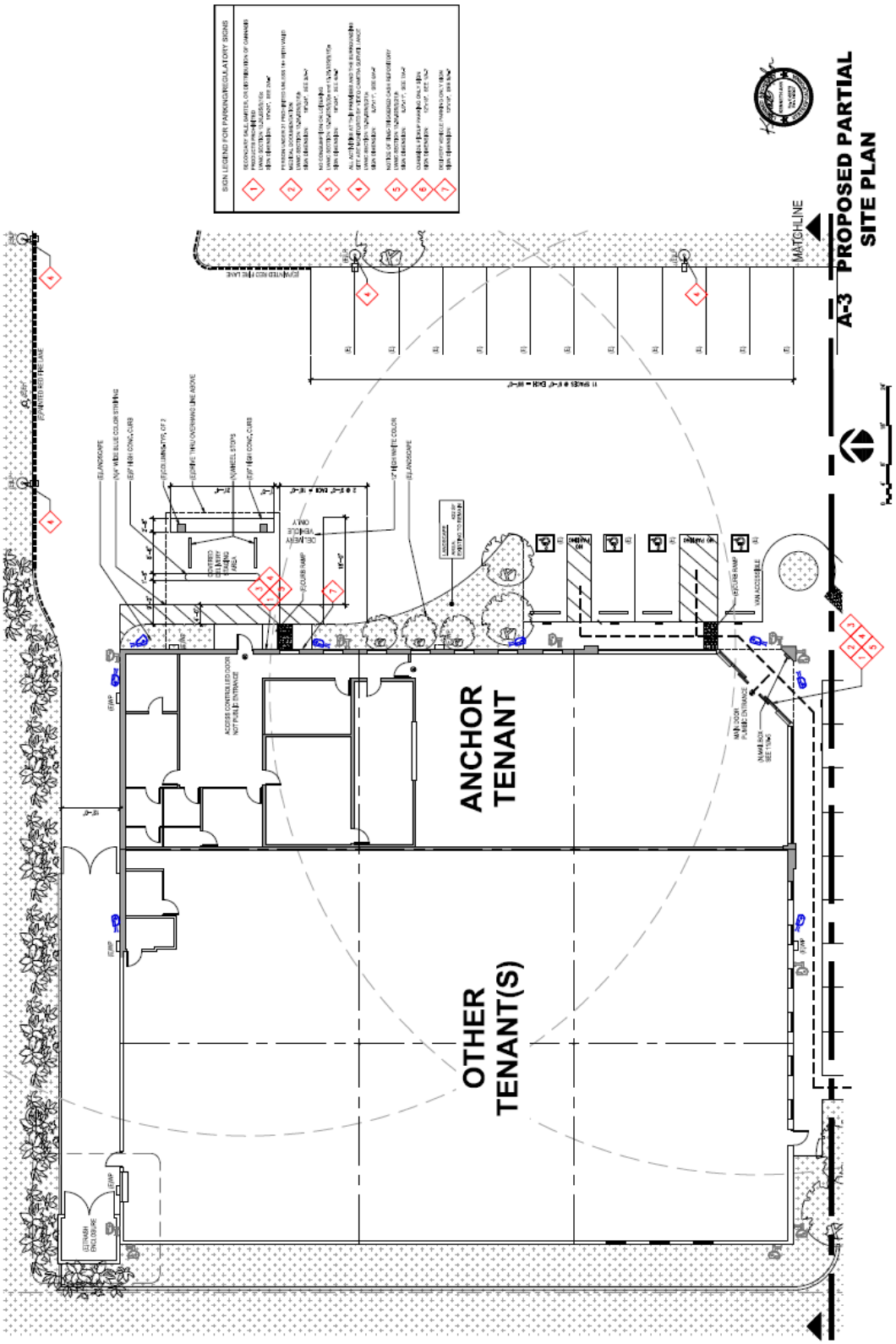


EXHIBIT A – PAGE 4 OF 7

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.

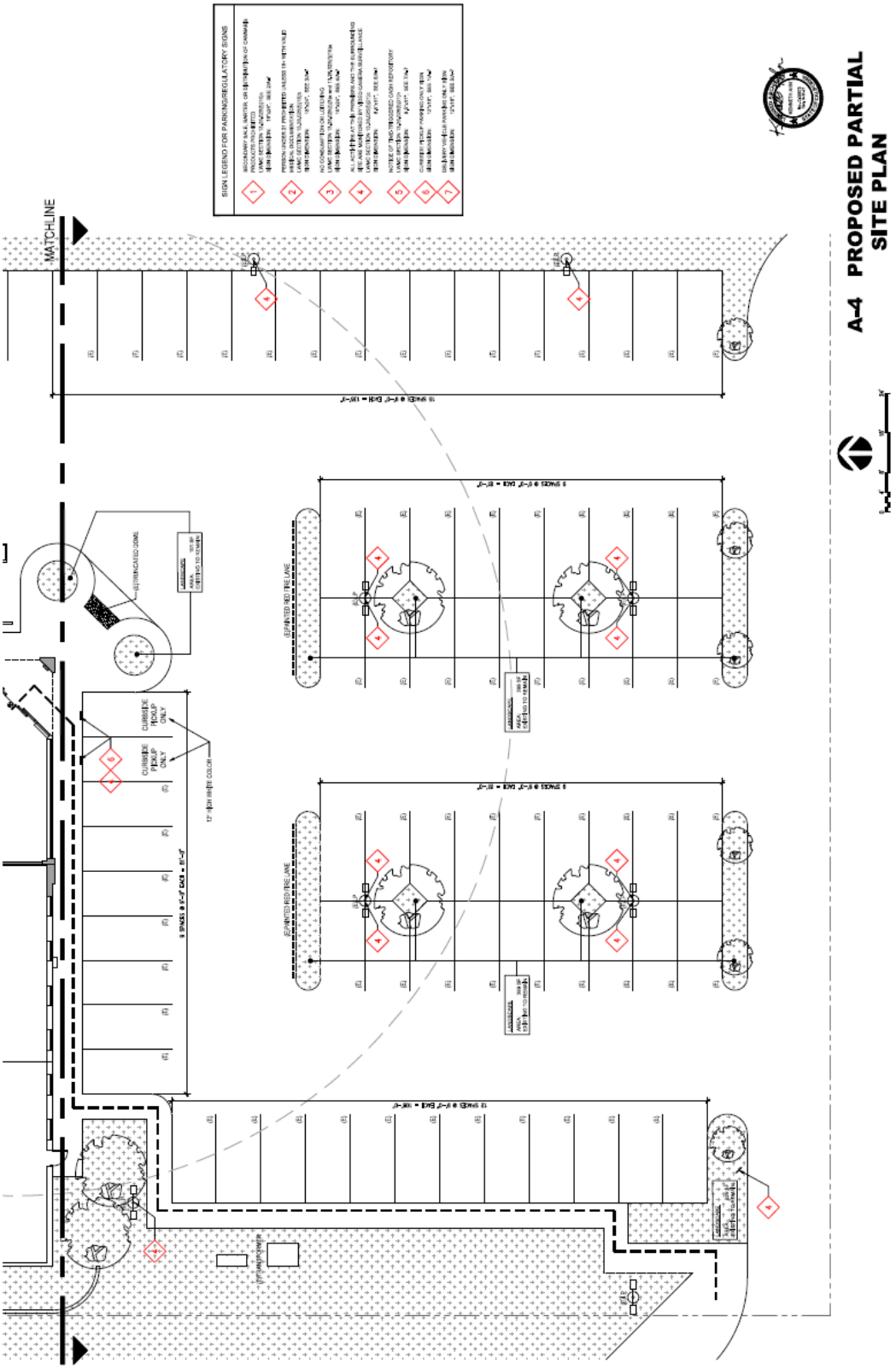


EXHIBIT A – PAGE 5 OF 7

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.

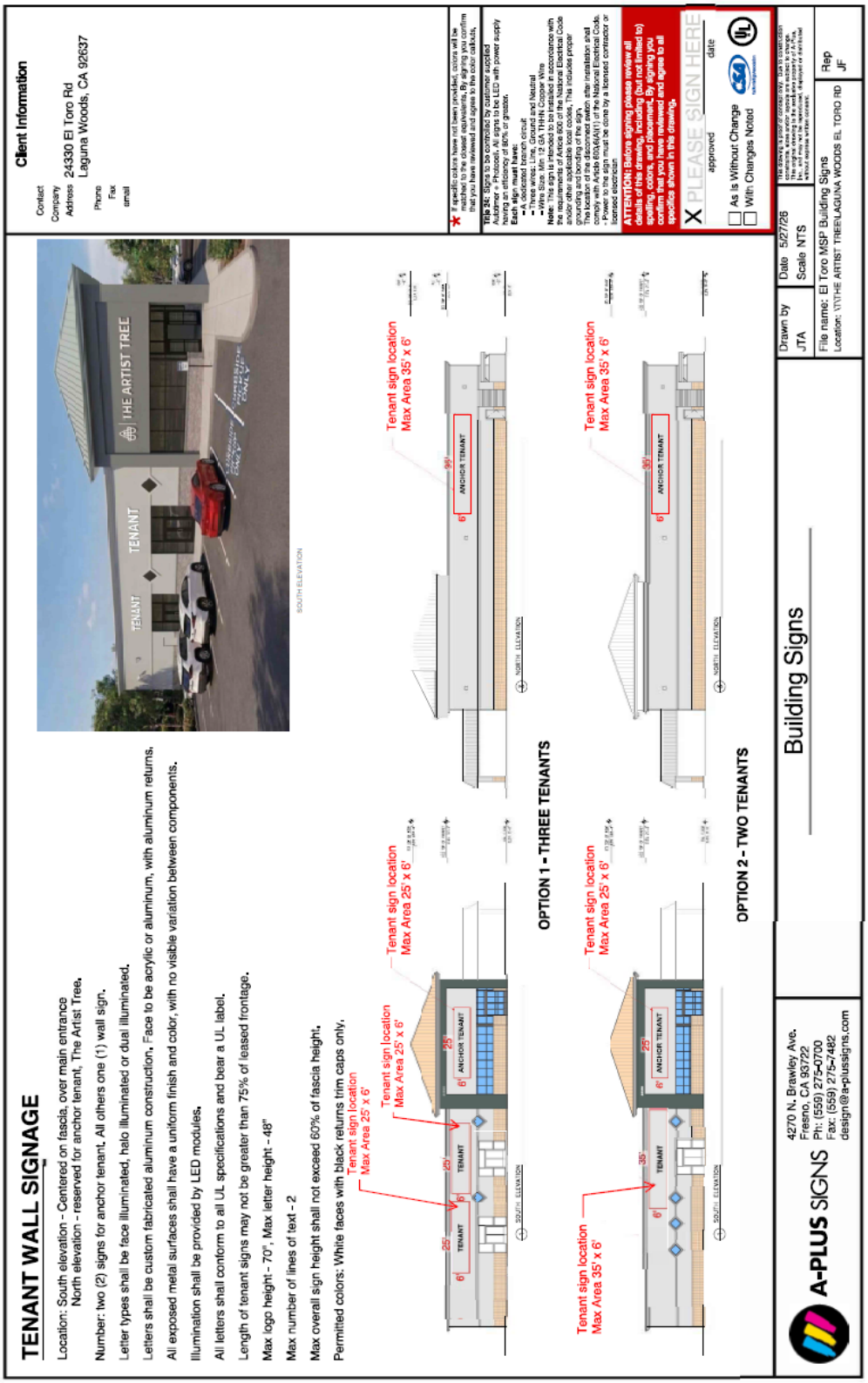


EXHIBIT A – PAGE 6 OF 7

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.

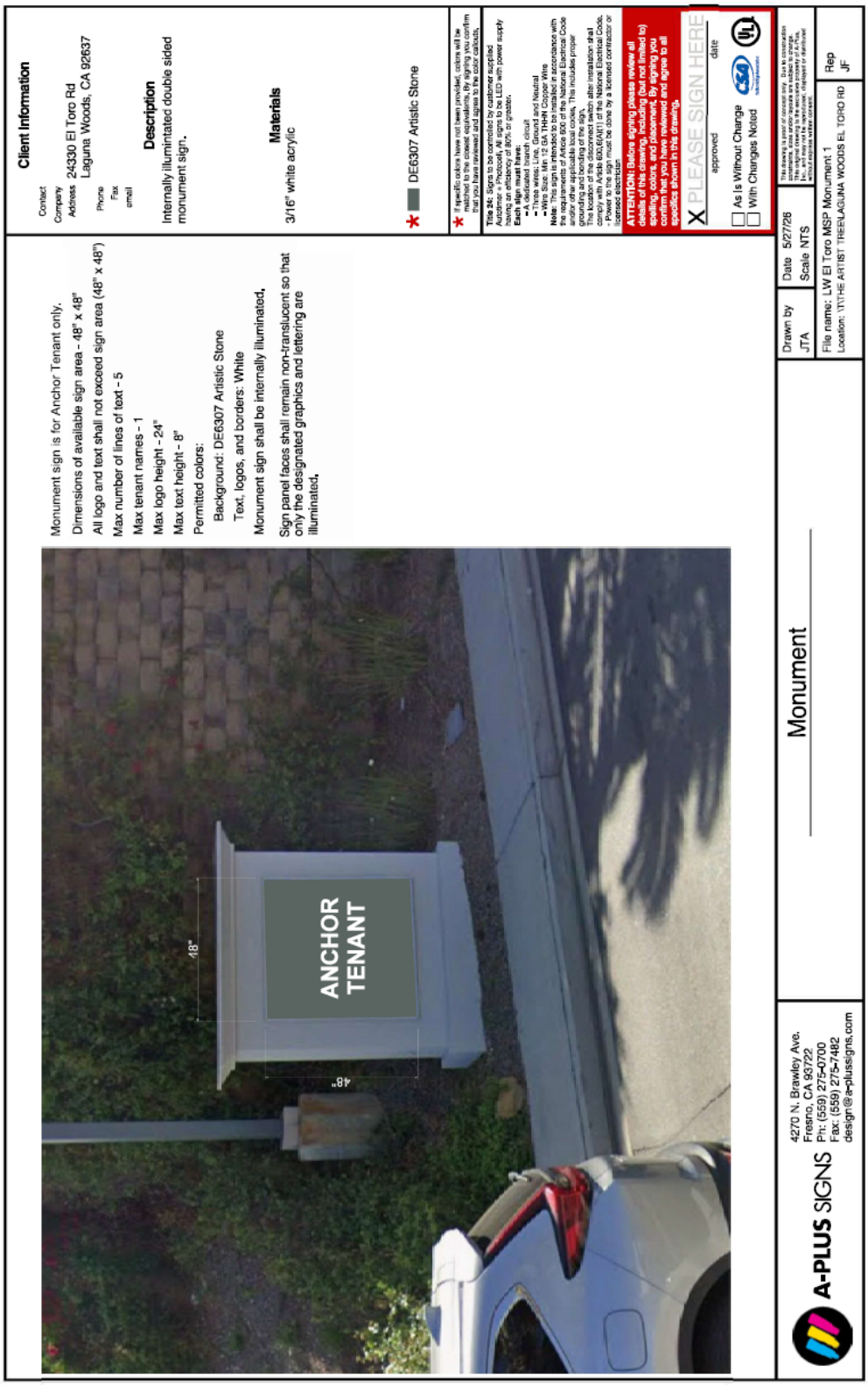
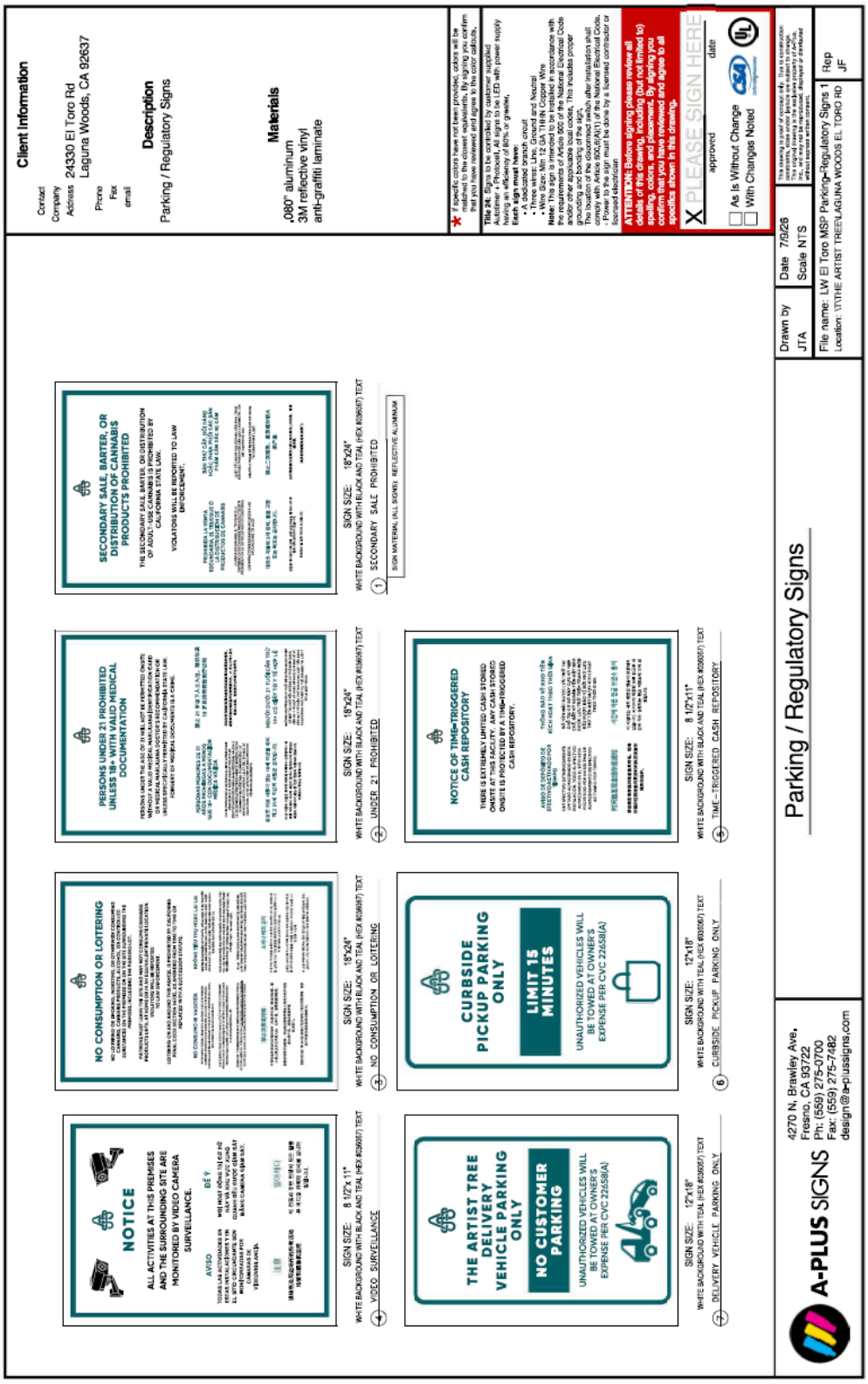


EXHIBIT A – PAGE 7 OF 7

Note: A larger version of this exhibit is available at or from City's City Clerk's Office.



OWNER ACKNOWLEDGEMENT OF CONDITIONS OF APPROVAL FOR SIGN PROGRAM AMENDMENT SP-2026-0002 ("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 Sign Program Amendment SP-2026-0002 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 Sign Program Amendment SP-2026-0002, which "run with the land." References to "Owner" in the Conditions of Approval for Sign Program Amendment SP-2026-0002 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 Sign Program Amendment SP-2026-0001, 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 – MANP Laguna Woods, LLC

Signature: _____ Date: _____

Full Name: _____ Title: _____

SIGNATURE MUST BE NOTARIZED; ATTACH ACKNOWLEDGEMENT.



City of Laguna Woods

0 100 200 Feet

Source: Nearmap, City of Laguna Woods

Vicinity Map for Sign Program SP-2026-0002

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9.1
CANNABIS MICROBUSINESSES
(AGENDIZED BY COUNCILMEMBER HORNE)

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City of Laguna Woods
AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Shari L. Horne, Councilmember

FOR: October 21, 2026 City Council Meeting

SUBJECT: Cannabis Microbusinesses
(agendized by Councilmember Horne)

Recommendation

1. Direct the City Manager to draft an ordinance for future consideration by the City Council that would – if adopted by the City Council at a future meeting – authorize the operation of cannabis microbusinesses (California Department of Cannabis Control License Type 12) of less than 2,000 square feet that engage in the manufacturing (use of non-volatile solvents, mechanical extraction, and/or infusion only; no volatile solvent extraction), distribution, and non-storefront retail sale (delivery only; no in-person transactions) of cannabis and cannabis products. No cultivation of cannabis would be allowed.; and

2. Direct the City Manager to draft a resolution for future consideration by the City Council that would – if adopted by the City Council at a future meeting – set the rate of the cannabis business tax authorized by Measure T (Ordinance No. 22-01) for microbusinesses at the higher of the following: (a) 10% of gross receipts received or generated from sales for each monthly reporting period, or (b) $35.00 per square foot of floor area (annual tax rate) prorated monthly to one-twelfth of the annual tax rate amount.

Attachment: A – California Code of Regulations Section 15500 (Microbusiness)

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THOMSON REUTERS
WESTLAW California Code of Regulations

Browse - California Code of Regulations Table of Contents

§ 15500. Microbusiness.

4 CA ADC § 15500
Barclays Official California Code of Regulations

Barclays California Code of Regulations
Title 4. Business Regulations
Division 19. Department of Cannabis Control
Chapter 4. Microbusiness

4 CCR § 15500

§ 15500. Microbusiness.

Currentness

(a) In order to hold a microbusiness license, a licensee must engage in at least three (3) of the following commercial cannabis activities: cultivation, manufacturing, distribution, and retail sale. License types created by the Department in regulation shall not be considered qualifying commercial cannabis activities for purposes of obtaining a microbusiness license, except for the Type N manufacturing license and the distributor transport only license.

(b) An applicant for a microbusiness license shall indicate on the application for licensure all commercial cannabis activities in which the applicant intends to engage.

(c) All cultivation, manufacturing, distribution, and retail activities performed by a licensee under a microbusiness license shall occur on the same licensed premises.

(d) A holder of a microbusiness license engaged in cultivation shall comply with all the rules and requirements applicable to the cultivation license type suitable for the cultivation activities of the licensee.

(e) A holder of a microbusiness license engaged in manufacturing shall comply with all the rules and requirements applicable to a Manufacturer 1 license in this division.

(f) A holder of a microbusiness license engaged in distribution shall comply with all the rules and requirements applicable to a distributor license in this division.

(g) A holder of a microbusiness license engaged in retail sale shall comply with all the rules and requirements applicable to a retailer license, or a non-storefront retailer license if retail sales are conducted by delivery only, in this division.

(h) A holder of a microbusiness license may only engage in the commercial cannabis activity requested in the license application and approved by the Department at the time the license is issued. If the holder of a microbusiness license wants to engage in an additional commercial cannabis activity after the license is issued, the licensee shall submit a request for a modification of the licensed premises pursuant to section 15027.

(i) A holder of a microbusiness license shall comply with all the security rules and requirements applicable to the corresponding license type suitable for the activities of the licensee.

(j) Areas of the licensed premises for manufacturing, cultivation, and distribution shall be separated from the retail areas by a wall and all doors between the areas shall remain closed when not in use.

(k) A suspension or revocation of a microbusiness licensee shall affect all commercial cannabis activities allowed pursuant to that license.

Credits

NOTE: Authority cited: Section 26013, Business and Professions Code. Reference: Sections 26012, 26050, 26051.5 and 26070, Business and Professions Code.

HISTORY

1. Change without regulatory effect relocating chapter 4 from title 16, division 42 and renumbering and amending former title 16, section 5500 to new title 4, section 15500 filed 7-14-2021 pursuant to section 100, title 1, California Code of Regulations (Register 2021, No. 29). For prior history of title 16, division 42, see Register 2019, No. 3.

2. Amendment filed 9-27-2021 as an emergency; operative 9-27-2021 (Register 2021, No. 40). This filing is a deemed emergency pursuant to Business and Professions Code sections 26013(b)(3) and 26153.1(k). A Certificate of Compliance must be transmitted to OAL by 3-28-2022 or emergency language will be repealed by operation of law on the following day.

3. Amendment refiled 3-28-2022 as an emergency; operative 3-28-2022 (Register 2022, No. 13). This filing is a deemed emergency pursuant to Business and Professions Code sections 26013(b)(3) and 26153.1(k). A Certificate of Compliance must be transmitted to OAL by 9-26-2022 or emergency language will be repealed by operation of law on the following day.

4. Certificate of Compliance as to 3-28-2022 order transmitted to OAL 9-26-2022 and filed 11-7-2022 (Register 2022, No. 45).

This database is current through 9/25/26 Register 2026, No. 39.

Cal. Admin. Code tit. 4, § 15500, 4 CA ADC § 15500

END OF DOCUMENT