CITY OF LAGUNA HILLS
CITY COUNCIL

SPECIAL MEETING AGENDA
Tuesday, April 20, 2021 – 5:00 PM

Erica Pezold, Mayor

Don Sedgwick, Mayor Pro Tempore **Janine Heft, Council Member**
Bill Hunt, Council Member **Dave Wheeler, Council Member**

Location: Community Center Heritage Room, 25555 Alicia Parkway, Laguna Hills, CA 92653

NOTICE REGARDING CORONAVIRUS (COVID-19): Please be advised that some, or all, of the City Council Members may attend this meeting via teleconference. This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. If you wish to attend the City Council meeting in person, the Community Center Heritage Room is located at 25555 Alicia Parkway, Laguna Hills, CA 92653. The public shall have the right to observe and offer public comment at this location on Items listed on this Special Meeting Agenda only. If you plan on attending, please follow the California Department of Health Guidelines by wearing a mask, washing your hands often, refraining from handshakes and maintaining social distance of six feet between individuals. You may also view the live stream of the meeting online at: http://lagunahillsca.iqm2.com/Citizens/Default.aspx.

Submission of Public Comments: While you may attend this meeting in person, given the health risks associated with COVID-19, the City encourages those wishing to make public comments at the April 20, 2021, Special City Council meeting on items listed on this Special Meeting Agenda only, to submit your comments by email to the City Clerk at publiccomments@lagunahillsCA.gov, by 3:00 p.m. on April 20, 2021. In the subject line of the email, please state your name and the item number you are commenting on. If you wish to submit a public comment on more than one agenda item, please send a separate email for each item you are commenting on. All comments on items listed on this Special Meeting Agenda received by 3:00 p.m. on the date of the meeting will be provided to the City Council in advance of the meeting to allow time for the Council Members to read them. Email comments will NOT be read by the City Clerk during the meeting, but will be announced and made part of the record. Electronic public comments may only be submitted via email and comments via text and social media (Facebook, Twitter, etc.) will not be accepted.

Announcement of Public Comments: During the Public Comment portion, the City Clerk will announce the name of the sender and subject matter of all comments on items listed on this Special Meeting Agenda received by 3:00 p.m. on April 20, 2021. The email comments, including your name, will become part of the record of the Special City Council meeting and will be public information.

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

INVOCATION: Mayor Pro Tempore Sedgwick

PLEDGE OF ALLEGIANCE: Council Member Wheeler

ROLL CALL OF CITY COUNCIL MEMBERS

PUBLIC COMMENTS

Members of the public may address the City Council only on items listed on the Special Meeting Agenda. Public comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

CITY COUNCIL STUDY SESSION ITEMS

1. **General Financial Update**

Recommendation: That the City Council receive a financial update from staff and discuss related issues.

2. **Update Regarding Organizational Charts, Work Programs and Departmental Required Reporting Calendar**

Recommendation: That the City Council receive and file the report.

3. **City Council Evaluation and Rating of Council Member Budget Proposals for the 2021/2023 Fiscal Years Biennial Budget**

Recommendation: That the City Council evaluate and rate Council Member budget proposals for the 2021/2023 fiscal years Biennial Budget.

4. **Review of City Council Policies and City Operating Procedures**

Recommendation: That the City Council discuss issues of interest with current City Council Policies and City Operating Procedures.

ADJOURNMENT

The next Regular Meeting of the City Council/Planning Agency will be April 27, 2021, in the Community Center Heritage Room, located at 25555 Alicia Parkway, Laguna Hills, California.

CERTIFICATION

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by April 19, 2021, at 5:00 pm.

April 16, 2021

City Clerk ***Date***

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the City Clerk at (949) 707-2635. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 24035 El Toro Road, Laguna Hills, California, during normal business hours.

City of Laguna Hills

City Council

Staff Report

DATE: **April 20, 2021**

TO: **Mayor and Council Members**

FROM: **Melissa Au-Yeung**
Deputy City Manager

ISSUE: **General Plan Financial Update**

RECOMMENDATION: That the City Council receive a financial update from staff and discuss related issues.

SUMMARY:

The April 20, 2021, Special Meeting of the City Council marks the onset of the 2021/2023 fiscal years Biennial Budget process. A critical component of the budget development process is the use of an 8-Year Resource Allocation Plan. It is appropriate to review the City's Mission, Vision, Values, and Core Services, as well, as these function as the guiding principles in determining the City's priorities and ultimately, in the development of the budget. The City's priorities are reflected in the City's budgeting process and included in the 8-Year Resource Allocation Plan. Of particular note, there is a concerted effort to address deferred maintenance and operating needs in the first two years of the 8-Year Plan.

BACKGROUND:

The April 20, 2021, City Council Workshop, marks the onset of the 2021/2023 fiscal years Biennial Budget development process. City Council Financial Policy A.2 states that: *"The City will maintain a long-range fiscal perspective through the use of a two-year operating budget, six-year Capital Improvement Plan, and an 8-Year Resource Allocation Plan. The Budget will be developed and adopted with a sharp focus on long-term financial solvency and compliance with these Financial Policies."* In keeping with this policy statement, staff has prepared a preliminary 8-Year Resource Allocation Plan.

Prior to discussion of the 8-Year Plan, however, it is appropriate to review the City's current Mission, Vision, Values, and Core Services, particularly with the election of a new City Council member in November 2020.

MISSION, VISION, VALUES, AND CORE SERVICES

Mission Statement

In high-functioning and successful public agencies, Mission Statements establish an organization's purpose and focus. For the City, it is a statement of who we are, why we exist, and what we want to always keep in mind as we serve our constituency. The City's current Mission Statement is as follows:

"Provide high quality City services at an efficient cost to protect and enhance the quality of life in Laguna Hills"

The Mission Statement not only communicates the City's purpose but also serves as a guiding principle in the development of the Biennial Budget.

Vision

Vision statements are utilized by organizations as forward-looking pathways for where they want to go in the future and how they plan to get there. In many respects, this represents the general foundation of where the City is headed in the future. The City's Adopted General Plan, in many respects, represents the community's collective vision for the future.

- Healthy and supportive community for all ages
- Strong community identity
- Efficient transportation system
- Prepared for the future
- Sustaining community connections
- Maintaining community safety
- Protecting environment and open space

These statements represent a big picture blueprint for the future of the City and the guiding themes for the City's success.

Values

Values reflect how members of the City will carry out its Mission and Vision Statements. The following values have been identified as integral to the City:

- Small government
- Lean, efficient, competent staff with high integrity, utilizing contract services to scale services as needs require
- Preserve our heritage
- Be open and transparent with the public
- Have strong financial policies
    - Be fiscally conservative, responsible, and stable to be good stewards for the City
- Treat employees, the public, and one another with respect, acknowledging that employees are the daily face of the City and expect a strong customer orientation in providing services to the public
- Provide excellent quality of services with a strong customer service orientation

Core City Services

There are a number of services identified as the City's core services. In this instance, "core" is defined as the critical services that represent service priorities for the City and which will be maintained appropriately. Seven areas of core services were identified, as follows:

1. *Public Safety*
2. *Economic development*
3. *Land use planning and building safety services*
4. *Infrastructure maintenance*
5. *Parks*
6. *Solid Waste*
7. *Records Management*

"Building Blocks for Success" Model

The City's "Mission, Vision, Values, and Core Services" have been graphically depicted in the attached "Building Blocks for Success" model. The model is a tiered structure comprised of the following components:

- Guiding Themes for Success (General Plan)
- The Foundation of What We Do (Core Services, Mission, Values)
- The Extras That Make a Difference (Civic Design, Human Investment, Capital Investment)
- How We Succeed (Governance and Leadership, Organizational Culture/ Structure)
- Results and Rewards (Outcomes of the Building Blocks)

The "Mission, Vision, Values, and Core Services" as identified above serve as the guiding principle in the development of the 8-Year Resource Allocation Plan and, ultimately, the 2021/2023 fiscal years Biennial Budget

8-YEAR RESOURCE ALLOCATION PLAN

The 8-Year Resource Allocation Plan is a key tool in the City's financial planning and in the development of the Biennial Budget. The following are the guiding principles and general assumptions utilized in updating the Plan:

1. The plan reflects an overall objective to manage the City's finances in a manner that will ensure the City maintains a strong financial position without assuming any major new consistent funding sources become available.

2. The plan assumes a budget sufficient to fund ongoing City service obligations over the planning horizon with no new major projects or programs beyond the few exceptions described herein.

3. The 2021/2023 fiscal years Biennial Budget includes funding for one-time expenditures for a Citywide Parks and Recreation Needs Assessment, GIS System enhancements, and a complete update to the Laguna Hills Municipal Code (in the second year of the budget).

4. The 2021/2023 fiscal years Biennial Budget includes funding for an anticipated reclassification of up to three employment positions and their requisite ongoing costs, as well as the addition of a Crime Prevention Specialist (in the first year of the budget)

5. Projected revenues and expenditures are based on conservative assumptions. General inflation is assumed to remain relatively flat over the planning horizon at 2.5% annually

6. The plan does not rely on any new revenues from the Village at Laguna Hills project.

7. Revenue estimates have been updated based on the most current data and will continue to be updated until budget adoption in June.

8. Pursuant to the current Memorandum of Understanding between the City and the Laguna Hills City Employee Association, a comprehensive compensation study is currently underway and is not expected to be fully completed until June. In lieu of a completed study, however, the plan assumes, in addition to the above-mentioned position reclassifications, maintaining current staffing levels, with a cost of living adjustment of 3%, effective July 1, 2021.

9. The estimates for the law enforcement contract with the Orange County Sheriff's Department reflects no change in sworn officer staffing levels and projects annual increases of almost 7% for Year 1, 4% for Year 2 & 3, and 3% annually thereafter. The addition of one sworn officer position related to a full complement of the Special Enforcement Team (SET) is a consideration for Year 2 of the Biennial Budget.

10. Annual debt service on the City's outstanding Certificate of Participation will drop from $1,797,881 in FY 2021/22 to $389,381 in FY 2022/23. In Year 5 of the Plan, the City is debt free. (See line 11 in the 8-Year Plan.) With this funding and expected stabilization of City revenues in Fiscal Year 2022/23, it should be possible in future Budgets to review overall Police Services staffing levels and to identify additional General Fund expenditures for Capital Improvements.

11. American Rescue Plan funding is not shown in the initial 8-Year Plan (Scenario 1), attached, as that funding has not yet been received. However, the second 8-Year Plan (Scenario 2), attached, does show the American Rescue Plan funding that is expected to be received in two equal annual payments by July of 2021 and July 2022 in the approximate amount of $2.9 million each. The first payment will be fully utilized to backfill the loss of City revenues over a 16-month period (March 2020–June 2021) as well as for projected continuing losses into the 2021/2022 Fiscal Year. The backfill of lost City revenues allows the Budget to return to normal operating conditions and fulfill the City's commitment to community services and good quality infrastructure. The

utilization of the second annual payment of these funds is subject to further analysis of allowed uses and identified needs to be determined over the course of the first budget year.

As the City Council may recall, in July 2020, the City enacted a total of $1.9 million in Tier 1 budget savings to mitigate the negative effects from the significant shortfall in operating revenues as a result of the COVID-19 crisis. The budget savings were crucial in mitigating the decline in revenues and maintaining a balanced budget. The Tier 1 budget savings, however, did not fully offset the revenue losses estimated at $2.6 million. The budget savings also resulted in a series of deferred maintenance and operating needs. Year 1 of the 8-Year Plan (FY 2021/22) is a return to a normally recommended budget, cancelling the Tier 1 cuts. In Year 2 of the Plan (FY 2022/23), the City's debt service will decrease from $1.8 million to approximately $390,000. While an additional $1.4 million will become available in Year 2 for programming, a significant portion of those funds are expected to be consumed by addressing deferred maintenance and operating needs. The partial list of deferred maintenance and operating needs expenditures in the first two years of the 8-Year Plan are as follows:

- Crime Prevention Specialist - $110,000 (first year)
- One additional sworn officer for the SET - $380,000 (second year)
- Reinstatement of the Recreation Programs - $152,000 (first year)
- Upgrade of GIS System - $150,000 (spread over two years)
- Code Enforcement Vehicle Replacement - $50,000 (first year)
- Public Works Vehicle Replacement - $50,000 (second year)
- Deferred Park Maintenance - $75,000 (first year)
- Deferred Landscape Maintenance - $50,000 (first year)
- Deferred Tree Maintenance - $60,000 (first year)
- Recreation Facility Needs Assessment - $75,000 (second year)
- ADA Transition Plan Update - $100,000 (second year)

The updated 8-Year Resource Allocation Plans (Scenario 1 and Scenario 2) are included as attachments to this report. At the meeting, staff will present the City Council with a PowerPoint presentation that will provide a comprehensive review of the Plan.

ATTACHMENTS:

- "Building Blocks of Success"
- 8-Year Allocation Plan Scenario 1
- 8-Year Allocation Plan Scenario 2

Governance & Leadership	Organizational Culture/ Structure
Council-Manager Form of Government Citizen Commissions Intergovernmental Relations	Contract Model Flexibility Espirit de Corps Customer Service Orientation Lean Staffing Low Turnover Competent Staff

“How We Succeed”

Civic Design	Human Investment	Capital Investment
Thematic Design & Elements Branding UVSP Realization Sustainability	Community Services Community Engagement Healthy Cities Initiative Public Art Signature Events Preserving our Heritage	New Facilities/Roads/Medians Open Space Enhancements Improved Circulation and Capacity

“The Extras That Make a Difference”

Core Services	Mission	Values
Public Safety Infrastructure Maintenance Building Safety Planning Economic Dev. Records Mgmt. Parks Solid Waste	Provide high quality city services at an efficient cost to protect and enhance the quality of life in Laguna Hills.	Fiscally Conservative Non-bureaucratic/Efficient Transparency Results over Process Professional, Responsive, Respectful, Ethical, Legal

“The Foundation of What We Do”

Protecting Environment & Open Space	Maintaining Community Safety	Sustaining Community Connections	Prepared for the Future	Focused Revitalization	Efficient Transportation System	Strong Community Identity	Healthy and Supportive Community For All Ages

“Guiding Themes for Success”

CITY OF LAGUNA HILLS
8-YEAR PLAN
FINANCIAL POLICY RATIOS & RESERVES

SCENARIO 1

		Actual FY 19/20 CAFR	YE Estimate YEAR 0 FY 2020/21	Forecast YEAR 1 FY 2021/22	Forecast YEAR 2 FY 2022/23	Forecast YEAR 3 FY 2023/24	Forecast YEAR 4 FY 2024/25	Forecast YEAR 5 FY 2025/26	Forecast YEAR 6 FY 2026/27	Forecast YEAR 7 FY 2027/28	Forecast YEAR 8 FY 2028/29
1	**BEGINNING TOTAL FUND BALANCE**	*$13,697,286*	$12,552,598	$12,923,914	$9,553,718	$9,533,188	$7,228,636	$7,840,160	$6,086,195	$6,393,249	$3,744,034
2	General Fund Revenues	*21,846,619*	20,981,367	22,136,737	22,955,385	23,600,671	24,272,186	24,967,728	25,646,503	26,344,234	27,061,454
3	Special Revenues	*2,002,737*	2,318,248	2,262,943	1,939,647	1,826,802	2,012,950	1,905,991	2,157,184	1,990,368	1,824,360
4	Other Funding Sources	*773,768*	750,944	826,042	843,590	862,689	878,826	901,968	921,527	941,673	962,423
5	**TOTAL REVENUES**	*$24,623,124*	$24,050,559	$25,225,722	$25,738,621	$26,290,161	$27,163,962	$27,775,687	$28,725,214	$29,276,275	$29,848,237
6	Operating Expenditures	*20,397,220*	20,054,230	22,442,407	23,554,139	24,093,501	24,745,868	25,416,061	26,104,569	26,811,899	27,538,568
7	Capital Expenditures	*3,251,173*	1,047,500	4,165,000	1,675,000	3,975,000	1,275,000	3,975,000	1,175,000	3,975,000	1,225,000
8	Other Funding Uses	*308,095*	738,591	138,591	88,591	88,591	88,591	88,591	88,591	88,591	88,591
9	CalPERS UAL Paydown/Section 115 Trust	*0*	0	0	0	0	0	0	1,000,000	1,000,000	1,000,000
10	Use of Insurance Reserve Funds	*6,403*	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
11	Debt Service	*1,804,922*	1,788,921	1,799,921	391,421	387,621	392,979	0	0	0	0
12	**TOTAL EXPENDITURES**	*$25,767,812*	$23,679,242	$28,595,919	$25,759,151	$28,594,713	$26,552,438	$29,529,652	$28,418,160	$31,925,490	$29,902,159
13	Change in Total Fund Balance	*(1,144,688)*	*371,317*	*(3,370,197)*	*(20,530)*	*(2,304,552)*	*611,524*	*(1,753,965)*	*307,054*	*(2,649,215)*	*(53,922,*
14	**Ending Total Fund Balance**	*$12,552,598*	$12,923,914	$9,553,718	$9,533,188	$7,228,636	$7,840,160	$6,086,195	$6,393,249	$3,744,034	$3,690,112
15	Less the Following Fund Balances:										
16	Restricted for Debt Service	*(1,831,731)*	(1,799,921)	(391,421)	(387,621)	(392,979)	-	-	-	-	-
17	Restricted Special Revenue Funds	*(2,368,127)*	(3,657,784)	(2,077,136)	(3,578,192)	(2,141,402)	(3,715,762)	(2,358,162)	(4,026,755)	(2,753,532)	(4,489,301
18	**Unrestricted General Fund Balance**	*$8,352,740*	$7,466,209	$7,085,161	$5,567,375	$4,694,255	$4,124,398	$3,728,033	$2,366,494	$990,503	($799,188
	Less the Following Assigned Fund Balances:										
19	Capital Maintenance Reserve Funds	*(595,659)*	(710,659)	(655,659)	(850,659)	(775,659)	(1,050,659)	(980,299)	(1,255,299)	(856,587)	(852,500
20	Insurance Reserve Funds	*(200,000)*	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000
21	**Unassigned General Fund Balance**	*7,557,081*	6,555,550	6,229,502	4,516,716	3,718,596	2,873,739	2,547,734	911,195	(66,085)	(1,851,688
	Ratio Analysis										
22	Operating Ratio (>1.1) (before debt service)	*1.11*	1.08	1.02	1.01	1.02	1.02	1.02	1.02	1.02	1.02
23	Operating Surplus before Debt Service	*2,223,167*	1,678,081	520,372	244,836	369,858	405,143	453,635	463,461	474,008	485,309
24	Operating Ratio (>1.1) (after debt service)	*1.02*	0.99	0.95	0.99	1.00	1.00	1.02	1.02	1.02	1.02
25	Operating Surplus after Debt Service	*418,246*	(110,840)	(1,279,549)	(146,585)	(17,763)	12,164	453,635	463,461	474,008	485,309
26	Debt Service Ratio (<12%)	*8%*	8%	8%	2%	2%	2%	0%	0%	0%	0%
27	Total Fund Balance Ratio	*62%*	64%	43%	40%	30%	32%	24%	24%	14%	13%
28	Unrestricted General Fund Balance Ratio (>35%)	*41%*	37%	32%	24%	19%	17%	15%	9%	4%	-3%
29	Unassigned General Fund Balance Ratio (>25%)	*37%*	33%	28%	19%	15%	12%	10%	3%	0%	-7%

Attachment: 8-Year Allocation Plan Scenario 1 (2415 : General Plan Financial Update)

CITY OF LAGUNA HILLS
8-YEAR PLAN
FINANCIAL POLICY RATIOS & RESERVES

SCENARIO 2

		Actual FY 19/20 CAFR	YE Estimate YEAR 0 FY 2020/21	Forecast YEAR 1 FY 2021/22	Forecast YEAR 2 FY 2022/23	Forecast YEAR 3 FY 2023/24	Forecast YEAR 4 FY 2024/25	Forecast YEAR 5 FY 2025/26	Forecast YEAR 6 FY 2026/27	Forecast YEAR 7 FY 2027/28	Forecast YEAR 8 FY 2028/29
1	**BEGINNING TOTAL FUND BALANCE**	*$13,697,286*	$12,552,598	$12,923,914	$12,420,017	$15,265,787	$12,961,235	$13,572,759	$11,818,794	$12,125,848	$9,476,633
2	General Fund Revenues	*21,846,619*	20,981,367	22,136,737	22,955,385	23,600,671	24,272,186	24,967,728	25,646,503	26,344,234	27,061,454
3	Special Revenues	*2,002,737*	2,318,248	5,129,243	4,805,946	1,826,802	2,012,950	1,905,991	2,157,184	1,990,368	1,824,360
4	Other Funding Sources	*773,768*	750,944	826,042	843,590	862,689	878,826	901,968	921,527	941,673	962,423
5	**TOTAL REVENUES**	*$24,623,124*	$24,050,559	$28,092,022	$28,604,921	$26,290,161	$27,163,962	$27,775,687	$28,725,214	$29,276,275	$29,848,237
6	Operating Expenditures	*20,397,220*	20,054,230	22,442,407	23,554,139	24,093,501	24,745,868	25,416,061	26,104,569	26,811,899	27,538,568
7	Capital Expenditures	*3,251,173*	1,047,500	4,165,000	1,675,000	3,975,000	1,275,000	3,975,000	1,175,000	3,975,000	1,225,000
8	Other Funding Uses	*308,095*	738,591	138,591	88,591	88,591	88,591	88,591	88,591	88,591	88,591
9	CalPERS UAL Paydown/Section 115 Trust	*0*	0	0	0	0	0	0	1,000,000	1,000,000	1,000,000
10	Use of Insurance Reserve Funds	*6,403*	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
11	Debt Service	*1,804,922*	1,788,921	1,799,921	391,421	387,621	392,979	0	0	0	0
12	**TOTAL EXPENDITURES**	*$25,767,812*	$23,679,242	$28,595,919	$25,759,151	$28,594,713	$26,552,438	$29,529,652	$28,418,160	$31,925,490	$29,902,159
13	Change in Total Fund Balance	*(1,144,688)*	*371,317*	*(503,897)*	*2,845,770*	*(2,304,552)*	*611,524*	*(1,753,965)*	*307,054*	*(2,649,215)*	*(53,922,*
14	**Ending Total Fund Balance**	*$12,552,598*	$12,923,914	$12,420,017	$15,265,787	$12,961,235	$13,572,759	$11,818,794	$12,125,848	$9,476,633	$9,422,711
15	Less the Following Fund Balances:										
16	Restricted for Debt Service	*(1,831,731)*	(1,799,921)	(391,421)	(387,621)	(392,979)	-	-	-	-	-
17	Restricted Special Revenue Funds	*(2,368,127)*	(3,657,784)	(2,311,180)	(5,839,364)	(3,932,914)	(5,240,824)	(3,883,224)	(5,551,817)	(4,278,594)	(6,014,363
18	**Unrestricted General Fund Balance**	*$8,352,740*	$7,466,209	$9,717,416	$9,038,802	$8,635,342	$8,331,935	$7,935,570	$6,574,031	$5,198,039	$3,408,348
	Less the Following Assigned Fund Balances:										
19	Capital Maintenance Reserve Funds	*(595,659)*	(710,659)	(655,659)	(850,659)	(775,659)	(1,050,659)	(980,299)	(1,255,299)	(856,587)	(852,500
20	Insurance Reserve Funds	*(200,000)*	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000
21	**Unassigned General Fund Balance**	*7,557,081*	6,555,550	8,861,757	7,988,143	7,659,683	7,081,276	6,755,271	5,118,732	4,141,452	2,355,848
	Ratio Analysis										
22	Operating Ratio (>1.1) (before debt service)	*1.11*	1.08	1.02	1.01	1.02	1.02	1.02	1.02	1.02	1.02
23	Operating Surplus before Debt Service	*2,223,167*	1,678,081	520,372	244,836	369,858	405,143	453,635	463,461	474,008	485,309
24	Operating Ratio (>1.1) (after debt service)	*1.02*	0.99	0.95	0.99	1.00	1.00	1.02	1.02	1.02	1.02
25	Operating Surplus after Debt Service	*418,246*	(110,840)	(1,279,549)	(146,585)	(17,763)	12,164	453,635	463,461	474,008	485,309
26	Debt Service Ratio (<12%)	*8%*	8%	8%	2%	2%	2%	0%	0%	0%	0%
27	Total Fund Balance Ratio	*62%*	64%	55%	65%	54%	55%	47%	46%	35%	34%
28	Unrestricted General Fund Balance Ratio (>35%)	*41%*	37%	43%	38%	36%	34%	31%	25%	19%	12%
29	Unassigned General Fund Balance Ratio (>25%)	*37%*	33%	39%	34%	32%	29%	27%	20%	15%	9%

City of Laguna Hills

City Council

Staff Report

DATE: April 20, 2021

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Deputy City Manager

ISSUE: Update Regarding Organizational Charts, Work Programs and Departmental Required Reporting Calendar

RECOMMENDATION: That the City Council receive and file the report.

SUMMARY:

It has been the City's practice to regularly review the organizational structure of its departments as part of the budget development process or on an as-needed basis as part of staffing reorganizations. With the challenges of 2020, staff felt it appropriate to provide the City Council with an overview of the City's department structures, as well as highlight the various responsibilities of each department. To that end, attached to this staff report are organizational charts for each department as well as a Required Reporting Calendar for all departments for the next twelve months. It is anticipated these resources provide heightened awareness and transparency to the City Council of functions and work efforts that are prepared with varying degrees of regularity by the various departments.

BACKGROUND:

The City has been proactive in modifying department organizational structures as part of the budget development process or on an as-needed basis as part of a staffing reorganization. The organizational structure of each department plays a key role in the department's ability to not only serve the residents of Laguna Hills but to fulfill the department's various responsibilities for regulatory filings.

The attached organizational charts for each department have been revised for 2021 and contain the most up-to-date information pertaining to the structure of each City department and its functional responsibilities. The organizational charts provide a visual representation of the department's hierarchical structure, including its director and key staff, primary functions and responsibilities, and relation to City commissions and committees, contract partners, and other governmental agencies. Staff from each department will provide a brief presentation of the organizational structure of their department and the status of their past and proposed work programs to the City Council. The work programs are included as an attachment to this report.

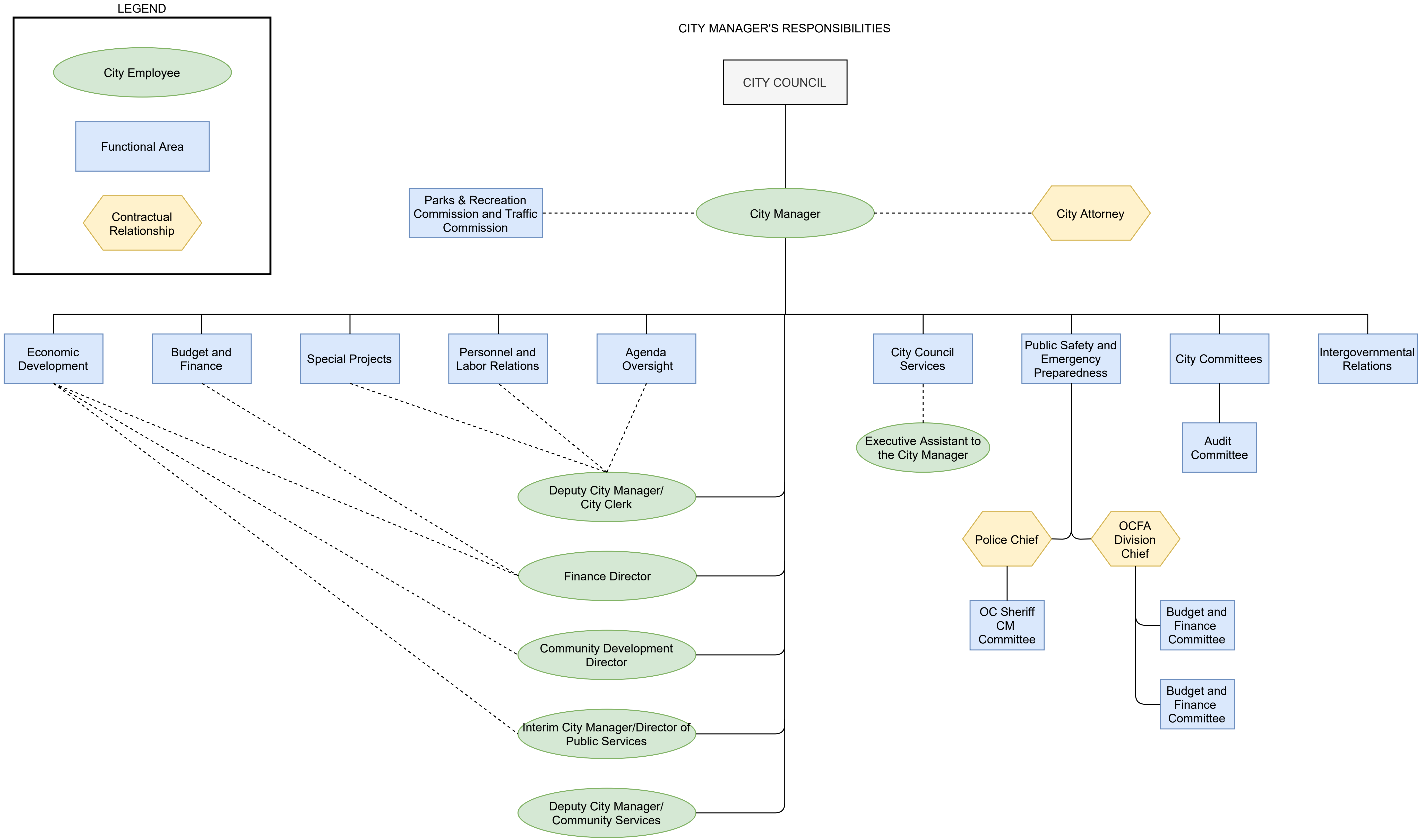
Required Reporting Calendar for 2021

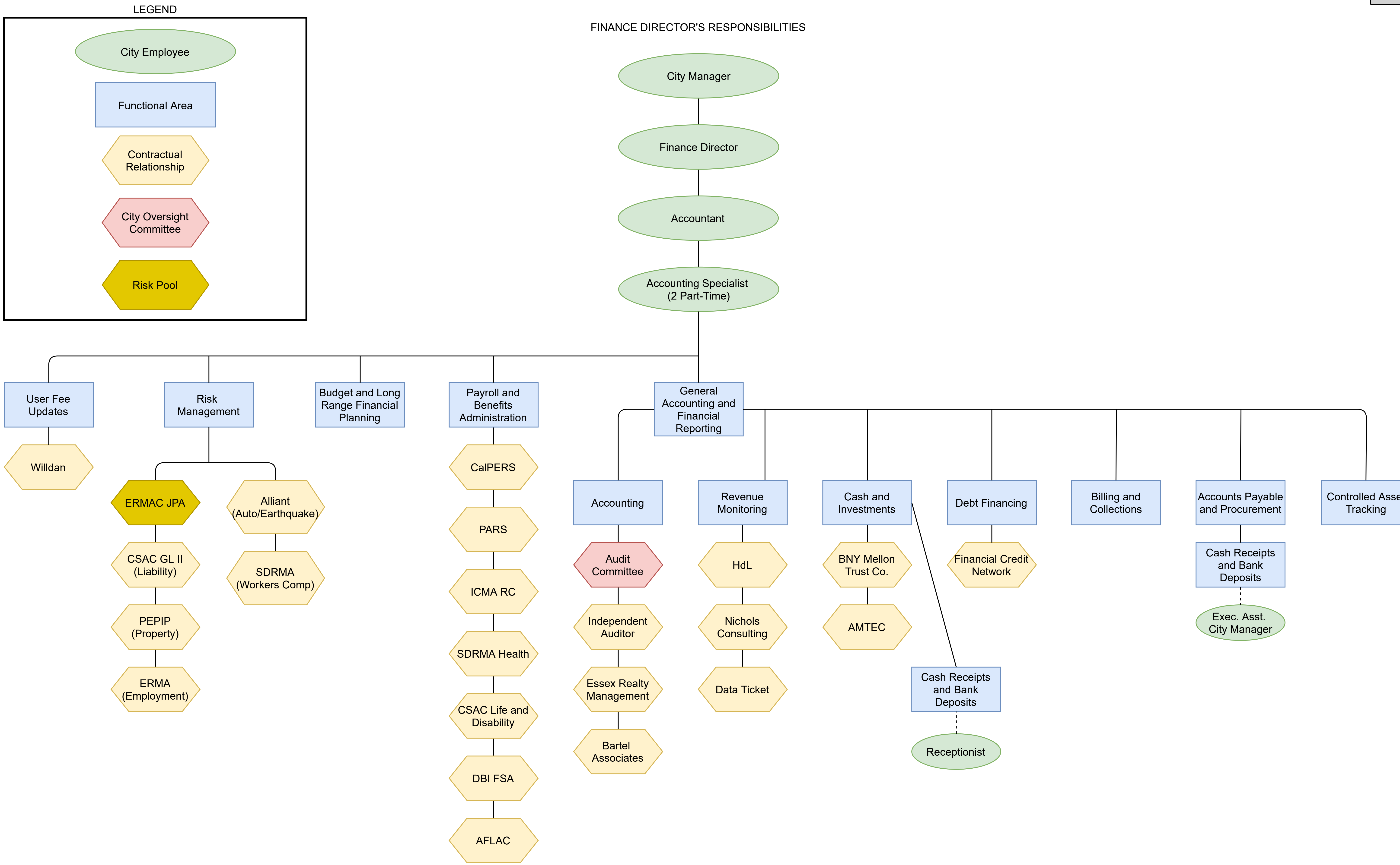
Being that the City is a governmental agency, it is required by law to report certain activities and information to outside regulatory agencies at the local, State, and federal levels of government. In addition to such legal and regulatory reports, the City prepares a diverse range of reports at varying frequencies that are administrative in nature. The attached Required Reporting Calendar for 2021 contains monthly information pertaining to each City department and its respective required reporting duties. Due to the number of different reports prepared in a given year, the report is organized by month and department for ease of reference. The Required Reporting Calendar will be continuously adapted as needed and is subject to change. To that end, staff anticipates modifying this report annually but may make modifications throughout the calendar year, if required.

It is anticipated that these resources may be utilized by the City Council to gain insight into key departmental objectives that, while critical, may otherwise not be reported to the City Council due to their obligatory nature. In addition, the Required Reporting Calendar may help to provide heightened awareness and transparency to the City Council of work efforts that are prepared with varying degrees of regularity that, if not otherwise required as part of a legal or regulatory requirement, may or may not be presented to the City Council.

ATTACHMENTS:

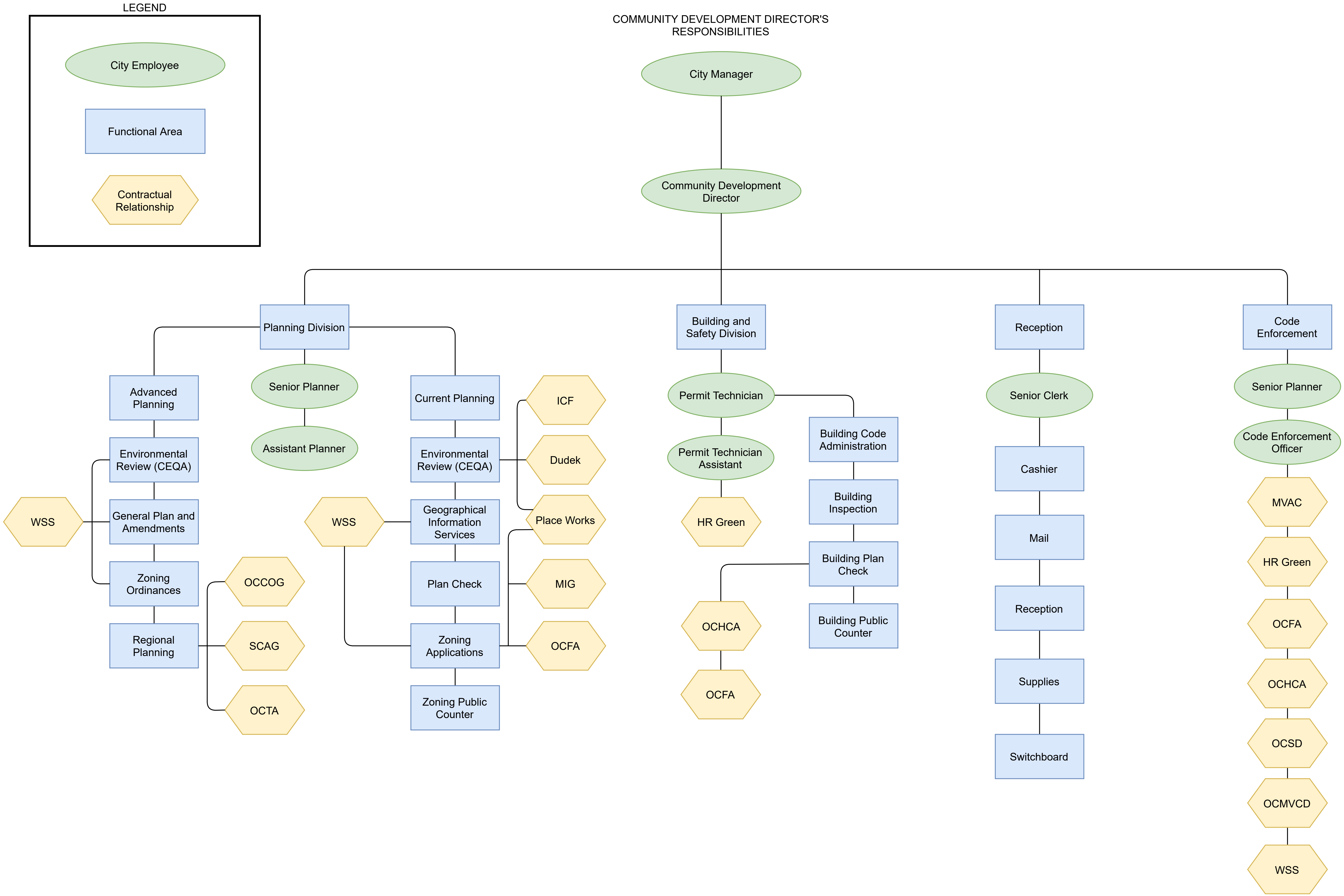
- Department Organizational Charts
- Department Work Programs
- Required Reporting Calendar for 2021


LEGEND
City Employee
Functional Area
Contractual Relationship
CITY MANAGER'S RESPONSIBILITIES
CITY COUNCIL
Parks & Recreation Commission and Traffic Commission
City Manager
City Attorney
Economic Development
Budget and Finance
Special Projects
Personnel and Labor Relations
Agenda Oversight
City Council Services
Public Safety and Emergency Preparedness
City Committees
Intergovernmental Relations
Executive Assistant to the City Manager
Audit Committee
Deputy City Manager/ City Clerk
Finance Director
Community Development Director
Interim City Manager/Director of Public Services
Deputy City Manager/ Community Services
Police Chief
OCFA Division Chief
OC Sheriff CM Committee
Budget and Finance Committee
Budget and Finance Committee

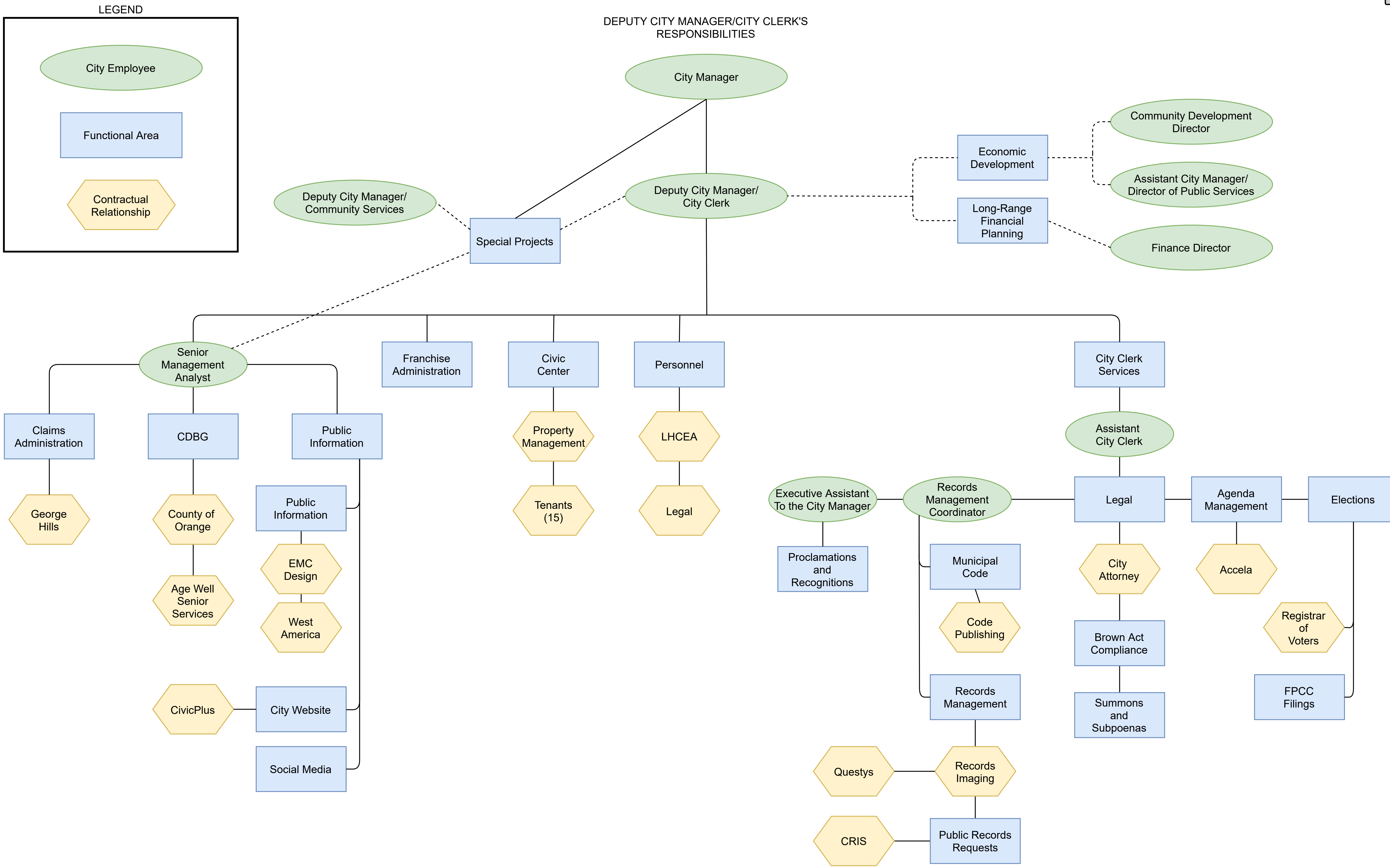


Attachment: Department Organizational Charts (2411 : Department Org Charts, Work Programs and Reporting Calendar)

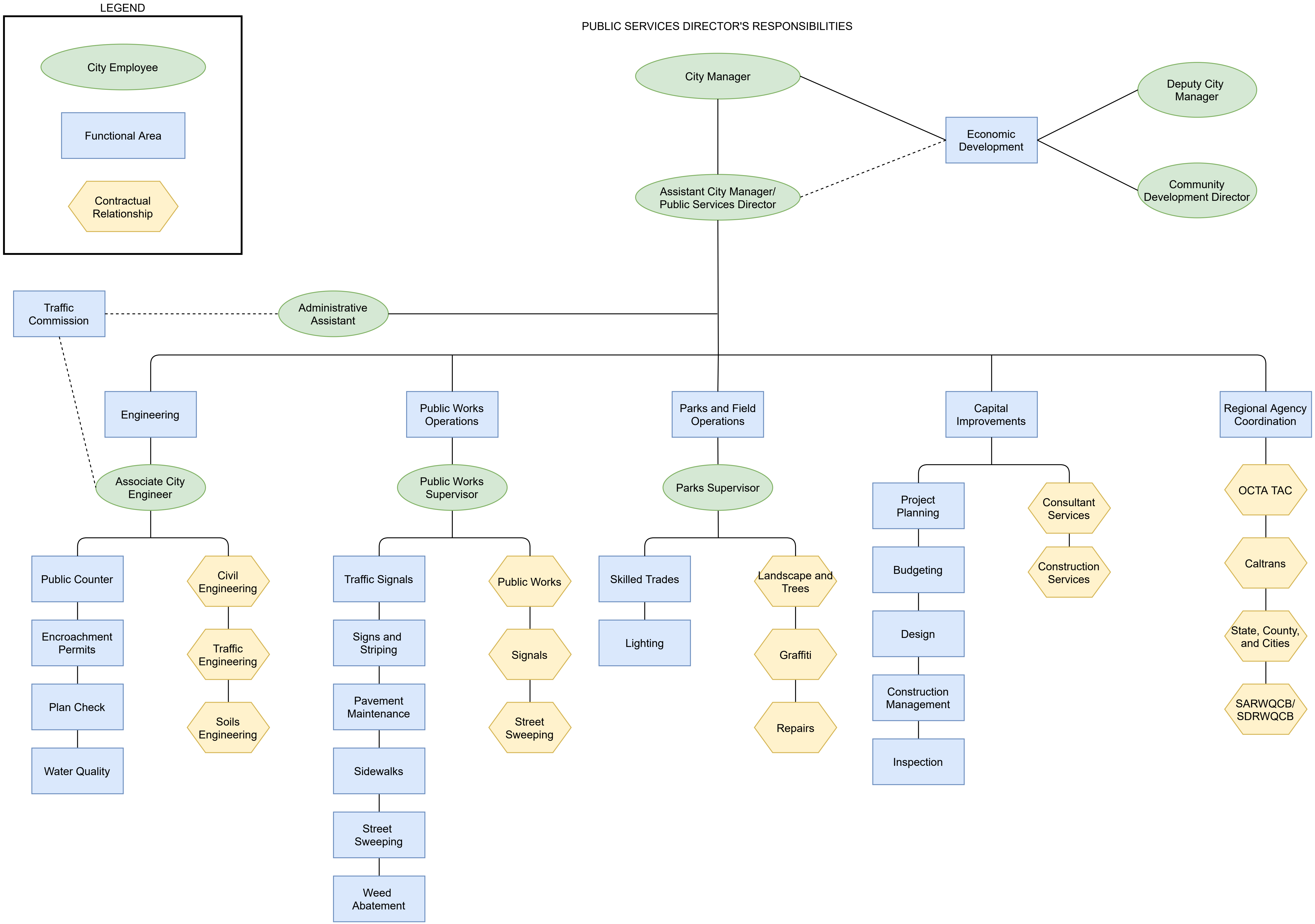
COMMUNITY DEVELOPMENT DIRECTOR'S RESPONSIBILITIES

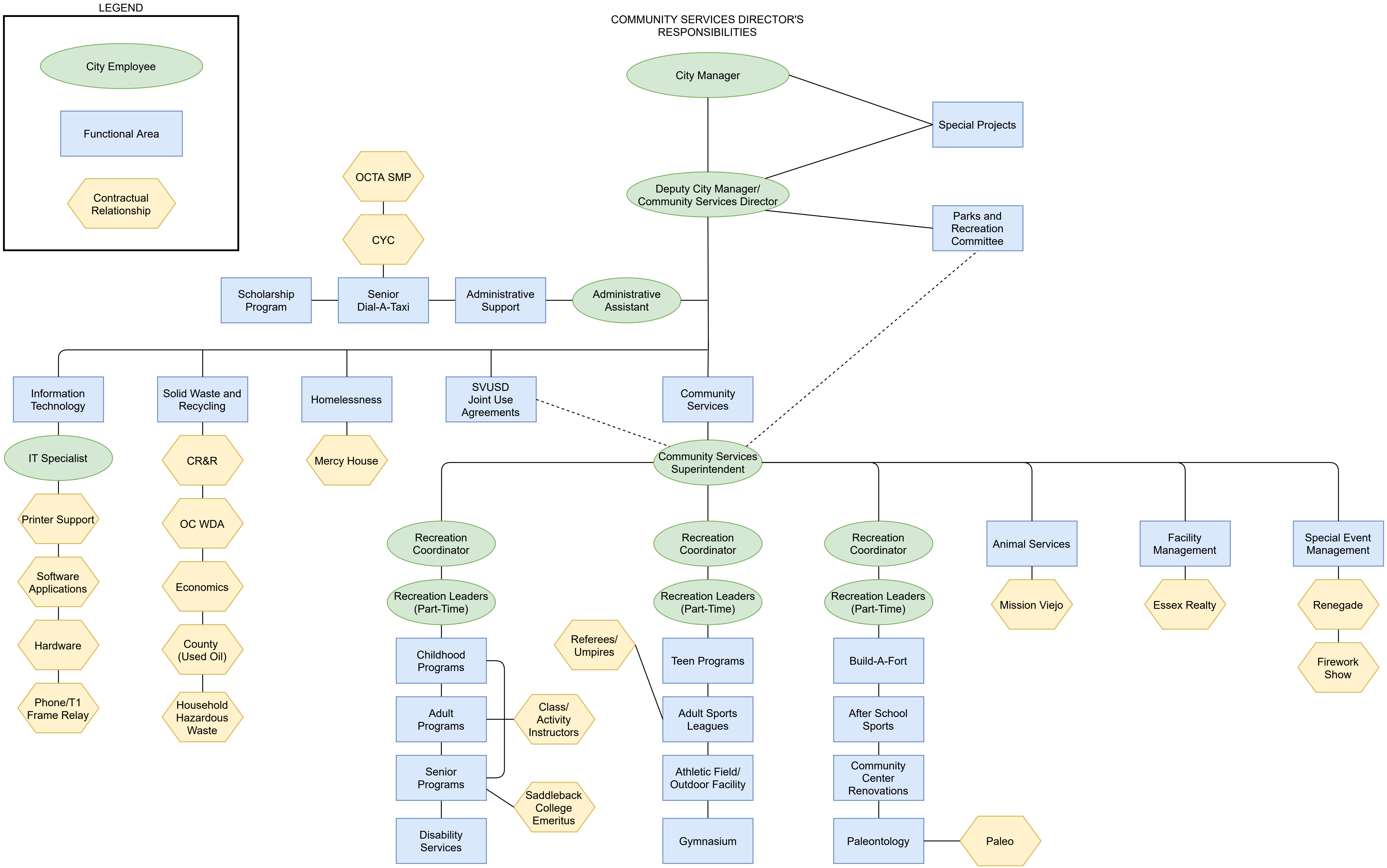


Attachment: Department Organizational Charts (2411 : Department Org Charts, Work Programs and Reporting Calendar)


LEGEND
City Employee
Functional Area
Contractual Relationship
DEPUTY CITY MANAGER/CITY CLERK'S RESPONSIBILITIES
City Manager
Deputy City Manager/ Community Services
Special Projects
Deputy City Manager/ City Clerk
Economic Development
Long-Range Financial Planning
Community Development Director
Assistant City Manager/ Director of Public Services
Finance Director
Senior Management Analyst
Franchise Administration
Civic Center
Personnel
City Clerk Services
Claims Administration
CDBG
Public Information
Property Management
LHCEA
Assistant City Clerk
George Hills
County of Orange
Public Information
Tenants (15)
Legal
Executive Assistant To the City Manager
Records Management Coordinator
Legal
Agenda Management
Elections
EMC Design
Proclamations and Recognitions
Municipal Code
City Attorney
Accela
Age Well Senior Services
West America
Code Publishing
Brown Act Compliance
Registrar of Voters
CivicPlus
City Website
Records Management
Summons and Subpoenas
FPCC Filings
Social Media
Questys
Records Imaging
CRIS
Public Records Requests

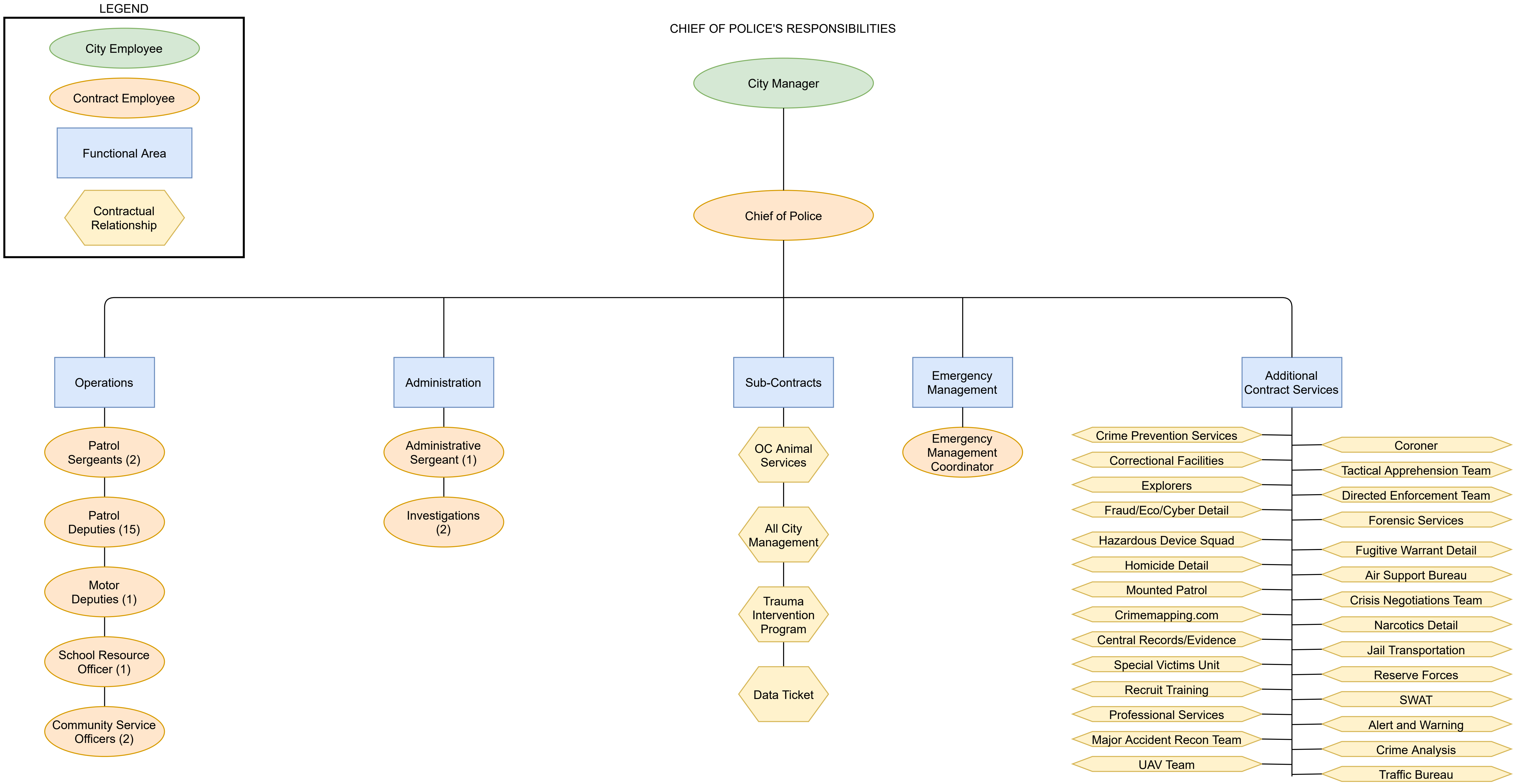
PUBLIC SERVICES DIRECTOR'S RESPONSIBILITIES





Attachment: Department Organizational Charts (2411 : Department Org Charts, Work Programs and Reporting Calendar)

CHIEF OF POLICE'S RESPONSIBILITIES



City of Laguna Hills
Department 2021-2023 Biennial Budget
Work Programs

Department Work Programs
General Government
Prepare a Request for Proposals for Banking Services, pursuant to City Council Policy No. 105
Award of contract for new Independent Auditor Services, pursuant to City Council Policy No. 105
Conduct a comprehensive user fee study
Negotiate a Memorandum of Understanding (MOU) with LHCEA to be effective July 1, 2023
Conduct a comprehensive employee compensation and classification study
Conduct a General Municipal Election in November 2020
Community Development
Preparation and adoption of Housing Element update for the Sixth Housing Element Cycle
Complete Zoning Code updates, as needed, to implement the Sixth Cycle Housing Element
Support, process, and complete entitlement processes for significant development projects as needed.
Triennial Budget Code adoption
Accessory Dwelling Unit (ADU) Ordinance update
Update to Zoning Code for consistency with State Law (Large Family Daycare, Density Bonus, Residential Develoment)
Adoption of object design standards for residential development
Non-Departmental
Implement cloud backup solution for City's IT infrastructure
Upgrade application databases to increase cybersecurity protection
Implement Civic Plus Mobile App to alight with website updates and enhance City's social media presence
Community Services
Celebrate the City's 30th year of incorporation
Implement and support organic recycling programs in accordance to SB 1383
Conduct a citywide Recreational Facility Needs Assessment
Host quarterly Rooted Volunteer Campaign event to beautify the City
Increase the firework display shell count for 2022 4th of July event to enhance event
Host movies in the park events at neighborhood parks
Public Services
Develop prioritized five-year Parks and Recreation Facilities Improvement Plan
Continue to update data layers to the Geographic Information System (GIS
Seek grant funds for infrastructure improvements
Develop an ADA transition plan
Public Safety
Replace police motorcycle
Addition of one Deputy Sheriff position (Special Enforcement Team)
Addition of one Crime Prevention Specialist
Addition of one Deputy Sheriff position (Administrative Deputy)
Phased installation of Automated License Plate Readers (ALPRs) at strategic locations throughout City
Implement a public access Prescription Drug Disposal Program
Participate in "National Take Back Day" to provide education regarding proper unused prescription medication disposal
Coordinate and host "National Night Out" event
Host community outreach and engagement events (i.e. Coffee with a Cop, Pizza with Police, Dogs with Deputies, Bicycle Sa
Revitalize and expand Neighborhood Watch Program and Business Watch Programs
Update and expand Police Services webpage to ensure easy access to information and services

REQUIRED REPORTING - JANUARY

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Review of City Council Other Agency Representatives List	City Council	✓	
Post Form 806 on City website (if changed)	FPPC	✓	
Renewal of Civic Center Lease for Suite 203 (2022)	Civic Center	✓	✓
Skateboard Injury Report - by Jan 30th	AC & SC on Judiciary		✓
Form 635 Report of Lobbyist Employer - by Jan 31st	State		
Form 460 Semi Annual Recipient Committee Campaign Statement	FPPC		
Commissioner Interviews and Appointments for Odd Numbered Years	City Council	✓	
COMMUNITY DEVELOPMENT			
OCFA Annual Permit Issuance Report	OCFA		
DSA 797 Disability Access & Education Fund Annual Report	Division of the State Architect		
Quarterly Report DSA	Division of the State Architect		
Quarterly Report SMIP	CA Dept. of Conservation		
Quarterly Report BSRAF State Title 24	CA Building Standards Commission		
Quarterly Report for Moulton/ C.A.R.I.T.S Road Fees Program	County of Orange		
Quarterly Report for SJHTCA	County of Orange		
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
Annual Housing Unit Survey	DOF		
Annual Model Water Efficient Landscape Ordinance (MWELO) Reporting	DWR		
Annual Oakbrook Village Development Agreement Compliance Report	City Council	✓	✓
Bi-annual Housing Inventory Survey (HIS)	CDR		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
MV Animal Services quarterly report	City		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
IRS MEC Forms 1094-B and 1095-B	IRS		
IRS Form W-2 Wage and Tax Statement	IRS		
State EDD Form DE 7 Employer Annual Reconciliation Statement	EDD		
IRS Form 1099-Misc & 1099 NEC Information Return	IRS		
Municipal Securities Ruling Board: Continuing Disclosure Submission (EMMA website)	MSRB		
BNYM: Insurance Certification (under the 2010 COP Lease Agreement)	BNYM Trust		
2010 Refinancing Project COP - Annual Lease Payment Feb. 1st (Transfer Due no later than Jan. 1st)	BNYM Trust		
SCO Cities' Annual Financial Transaction Report (including Public Notice of posting to website)	SCO		
Annual Debt Transparency Report filed with CDIAC (January 31st) on debts issued after 01/21/2017	MSRB		
PUBLIC SERVICES			
Annual JRMP Report	SDRWQCB		
Traffic Commission Reports	Commission		
NPDES Site Inspections Quarterly Report	SARWQCB		
Pest Advisor Recommendations and Labels/MSDS	CDPR		
Restricted Materials Permit Application Submittal and Meeting	CDPR		

REQUIRED REPORTING - FEBRUARY

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
PIC Meeting (1st City Council Meeting of February, Per Bylaws)	City Council	✓	
Outgoing/Incoming Student Liaisons	City Council	✓	
Civic Center 2nd Quarter Report	Civic Center	✓	✓
Public Officials Compensation Report	Laguna Hills Municipal Code		
Outgoing/Incoming Commissioners (Odd Numbered Years)	City Council	✓	
COMMUNITY DEVELOPMENT			
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
Site visit and annual review on recycling programs	CalRecycle		
Staff reports presented to Parks and Recreation Commission	Commission		
HHW - Financial Assurance for Cost of Closure form (CR&R HHW doorstep pickup program)	County of Orange		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
Second Quarter Financial & Treasurer's Report	City Council	✓	
Social Security Administration IRS Form W-3 Transmittal of Wage and Tax Statement	IRS		
IRS Form 1096 Annual Summary and Transmittal of US Information Returns	IRS		
IRS Form 1095 for Medical & RHS Plan	IRS		
County Assessor Form "Possessory Interest Annual Usage Report"	County of Orange		
AQMD: Annual AB2766 Program Report and submit CAFR	AQMD		
SB-90 Mandated Cost Claim: Form FAM-27 Open Meetings Act/Brown Act Reform	SCO		
OC Community Resources (CDBG): OMB A-133 Single Audit Reporting	County of Orange		
CalOSHA Workers' Comp Annual Incident Reporting	SDRMA		
2010 Refinancing Project COP – Compliance Certification, Trust Agreement Sections 5.3 – 5.7	BNYM		
Annual "Public Officials' Compensation Report"	Laguna Hills Municipal Code		
CASp Certification and Training Fund annual expenditure report to State Architect's Office	State		
PUBLIC SERVICES			
Annual AB 2766 Report	AQMD		
Backflow Certifications for MNWD and ETWD	MNWD and ETWD		
Hazardous Materials Training (Police Services)			
Semi-Annual RTSSP In-Kind Services Report	OCTA		

REQUIRED REPORTING - MARCH

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
None			
COMMUNITY DEVELOPMENT			
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
OCTA M2 Semi-Annual Review & “Timely Use of Funds Verification” form submittal	OCTA		
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
AVCA permit agreement for Memorial Day Race	AVCA	✓	
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
OCTA M2 Semi-Annual Review & “Timely Use of Funds Verification” form submittal	OCTA		
US Dept of Commerce Form SF-SAC and OMB Circular A-133 Single Audit Reporting Package	Federal		
State Controller’s Office: OMB A-133 Single Audit Reporting	SCO		
SDRMA Workers’ Comp Renewal Questionnaire	SDRMA		
PUBLIC SERVICES			
Traffic Commission Reports	Commission		
Arbor Day Proclamation		✓	
Semi-Annual Review Measure M2 CTFP Report	OCTA		
Hazardous Materials Business Emergency Plan Submittal			

REQUIRED REPORTING - APRIL

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Annual Statement of Economic Interest Forms 700	FPPC		
Form 635 Report of Lobbyist Employer	State		
COMMUNITY DEVELOPMENT			
DSA 797 Disability Access & Education Fund Annual Report	Division of the State Architect		
Quarterly Report DSA	Division of the State Architect		
Quarterly Report SMIP	CA Dept. of Conservation		
Quarterly Report BSRAF State Title 24	CA Building Standards Commission		
Quarterly Report for Moulton/ C.A.R.I.T.S Road Fees Program	County of Orange		
Quarterly Report for SJHTCA	County of Orange		
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
General Plan Annual Progress Report	HCD and OPR	✓	
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
Monthly Staff reports presented to Parks and Recreation Commission on Senior Mobility Program	Commission		
Arbor Day Proclamation -- Tree City USA	Arbor Day Foundation		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
MV Animal Services quarterly report	City		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
Annual Statement of Economic Interest Form 700			
Third Quarter Financial & Treasurer's Report	City Council	✓	
State Controller's Local Government Compensation Report	SCO		
PUBLIC SERVICES			
HPMS Annual Data	Caltrans		
Annual Weed Abatement Program	City Council	✓	
NPDES Site Inspections Quarterly Report	SARWQCB		

REQUIRED REPORTING - MAY

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Public Notice of Weed Abatement	City Council	✓	
Civic Center 3rd Quarter Report	Civic Center	✓	
Outgoing Student Liaisons	City Council	✓	
COMMUNITY DEVELOPMENT			
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Essex property management report on Community Center	City		
4th of July Aerial Waste Waiver to the San Diego Regional Water Quality Control Board	State		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
Employee Leave Hour Calculation & Cash Out Payroll Authorization Form released			
FSA Discrimination Testing			
Obtain April CPI (released in mid-May) for COLA Salary adjustment & User Fee Update			
PUBLIC SERVICES			
Traffic Commission Reports	Commission		
Annual Weed Abatement Program - City Council for Public Hearing	City Council	✓	

REQUIRED REPORTING - JUNE

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Civic Center Fiscal Year Budget Approval	Civic Center	✓	
Approval of New Memorandum of Understanding (MOU)	City Council	✓	✓
CPR/AED Recertification for All Employees	State		
COMMUNITY DEVELOPMENT			
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
Staff reports presented to Parks and Recreation Commission	Commission		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
BMI license for 4th of July music	BMI		
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
Comprehensive User Fee Schedule – CPI Adjustment calculation	City Council	✓	✓
Appropriations (Gann) Limit	City Council	✓	
Measure M Maintenance Of Effort			
Unclaimed Property Public Notice			
PUBLIC SERVICES			
Annual Measure M2 Report	OCTA and City Council	✓	✓
Annual Weed Abatement Program - Mail Weed Abatement Assessment Letters	City Council	✓	
Annual General Plan Conformity Findings RE: CIP	City Council	✓	✓

REQUIRED REPORTING - JULY

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Public Notice of Weed Abatement Cost Report	City Council	✓	
Form 635 Report of Lobbyist Employer	State		
Form 460 Semi Annual Recipient Committee Campaign Statement	FPPC		
Conflict of Interest Code Review and Possible Update (Even Numbered Years)	City Council	✓	
Publish Notice of Election - E-127 to E-113 (Even Numbered Years)	State		
Filing Period for Nomination Papers - E-113 to E-88 Extended Period to E-83	State		
COMMUNITY DEVELOPMENT			
DSA 797 Disability Access & Education Fund Annual Report	Division of the State Architect		
Quarterly Report DSA	Division of the State Architect		
Quarterly Report SMIP	CA Dept. of Conservation		
Quarterly Report BSRAF State Title 24	CA Building Standards Commission		
Quarterly Report for Moulton/ C.A.R.I.T.S Road Fees Program	County of Orange		
Quarterly Report for SJHTCA	County of Orange		
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
User Fee Updated 7/1/17 – CPI adjusted			
Fourth Quarter Financial & Treasurer's Report			
CalPERS Unfunded Liability Annual Payment Due by 7/31/15			
ERMAC Annual Member Contribution			
Schedule of Values Update for Property Coverage			
DMV Annual Vehicle Registration: Bruce's Toyota Sequoia			
BNYM: Budget Certification (under the 2010 COP Lease Agreement)			
2010 Refinancing Project COP – Semi-annual Lease Payment Aug 1st			
PUBLIC SERVICES			
Traffic Commission Reports	Commission		
Annual Weed Abatement Program - City Council for Public Hearing	City Council	✓	✓
NPDES Site Inspections Quarterly Report	SARWQCB		

REQUIRED REPORTING - AUGUST

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Consolidate General Election with County - E-88 (Even Numbered Years)	County of Orange	✓	
Last Day to File Nomination Papers - E-88 Extended Period E-83 (Even Numbered Years)	State		
Time to Cancel Election E-75 (Even Numbered Years)	State	✓	✓
COMMUNITY DEVELOPMENT			
Annual Report to CalRecycle C&D Deposits (Jan-Dec Data)	Economics/CalRecycle		
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
Staff reports presented to Parks and Recreation Commission	Commission		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Electronic Annual Report (EAR) due to State on recycling programs	CalRecycle		
Essex property management report on Community Center	City		
Permits for After School Sports	SVUSD		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
MV Animal Services quarterly report	City		
CR&R Rate increase request per franchise agreement (effective October 1)	City		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
SDRMA Annual Payroll Reconciliation (due 8/15)	SDRMA		
PUBLIC SERVICES			
Semi-Annual RTSSP In-Kind Services Report	OCTA		
Annual Inner-Coastal & Watershed Clean-up Day Declaration	City Council		

REQUIRED REPORTING - SEPTEMBER

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Incoming Student Liaisons	City Council	✓	
Audit Committee Meeting – Pre-Audit	City Council	✓	
1st Pre-Election Receipient Committee Campaign Statement (Even Numbered Years)	FPPC		
COMMUNITY DEVELOPMENT			
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
OCTA M2 Semi-Annual Review & “Timely Use of Funds Verification” form submittal	OCTA		
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Essex property management report on Community Center	City		
Vehicle Safety Check and driver check	CHP		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
OCTA M2 Semi-Annual Review & “Timely Use of Funds Verification” form submittal	OCTA		
Audit Committee Meeting – Pre-Audit	City Council	✓	
PUBLIC SERVICES			
Traffic Commission Reports	Commission		
Semi-Annual Review Measure M2 CTFP Report	OCTA		

REQUIRED REPORTING - OCTOBER

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Conflict of Interest Code Statement of No Change due by October 1st	FPPC	✓	
Renewal of Civic Center Lease for Suite 220	Civic Center	✓	✓
Form 635 Report of Lobbyist Employer - by Oct 31st	State		
Sexual Harassment Prevention Training for All Employees (AB 1343) (Even Numbered Years)	State		
2nd Pre-Election Receipient Committee Campaign Statement (Even Numbered Years)	FPPC		
Last Day to Publish Notice of Nominees - E-7	State		
COMMUNITY DEVELOPMENT			
DSA 797 Disability Access & Education Fund Annual Report	Division of the State Architect		
Quarterly Report DSA	Division of the State Architect		
Quarterly Report SMIP	CA Dept. of Conservation		
Quarterly Report BSRAF State Title 24	CA Building Standards Commission		
Quarterly Report for Moulton/ C.A.R.I.T.S Road Fees Program	County of Orange		
Quarterly Report for SJHTCA	County of Orange		
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
Staff reports presented to Parks and Recreation Commission	Commission		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Form 303 - HHW programs	CalRecycle		
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
OCTA M2 Semi-Annual Review & “Timely Use of Funds Verification” form submittal	OCTA		
Audit Committee Meeting – Pre-Audit	City Council	✓	
PUBLIC SERVICES			
NPDES Site Inspections Quarterly Report	SARWQCB		
Application for Tree City USA	Arbor Day Foundation		

REQUIRED REPORTING - NOVEMBER

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Civic Center 1st Quarter Report	Civic Center	✓	
Audit Committee Meeting – Post-Audit	City Council	✓	
Public Notice for Commissioner Vacancies (Even Numbered Years)	State		
Form 602 - Lobbying Firm Activity Authorization (Even Numbered Years)	State		
COMMUNITY DEVELOPMENT			
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
FINANCE DEPARTMENT			
FSA New Plan Year – Plan Renewal Process (due by 11/24)			
Annual Development Impact Fee Report		✓	✓
FSA Plan Discrimination Testing			
Audit Committee Meeting – Post-Audit		✓	
PUBLIC SERVICES			
Annual PEA NPDES Report	SARWQCB		
Traffic Commission Reports	Commission		

REQUIRED REPORTING - DECEMBER

	Regulatory Agency	Presentation to City Council	City Attorney Review (Y/N)
ADMINISTRATION - CITY CLERK			
Development Impact Fees Report	State	✓	
City Council Meeting Schedule for Following Year	City Council	✓	
Maddy Act Local Appointments List - by Dec 31st	State	✓	
Certification of Election (Even Numbered Years)	State	✓	
COMMUNITY DEVELOPMENT			
Census Reporting - New SFR or Secondary Dwelling Units	US Census		
COMMUNITY SERVICES			
Monthly report on Senior Mobility Program - Dial-a-Taxi	OCTA		
Staff reports presented to Parks and Recreation Commission	Commission		
CR&R monthly report on solid waste/recycling tonnage and programs	City		
SCMAF insurance renewal for contract instructors and programs	SCMAF		
ASCAP license for music (recreation programs)	ASCAP		
Essex property management report on Community Center	City		
Registration/Reservation activity transaction closeout reporting (daily/weekly)	Finance		
Mercy House monthly reports	City		
MV Animal Services quarterly report	City		
FINANCE DEPARTMENT			
Comprehensive Annual Financial Report for the Fiscal Year End	State	✓	
CSMFO CAFR Award Program	CSMFO		
Annual Investment Policy update & Treasurer Investment Authority Delegation			
M2 Expenditure Report			
FSA New Plan Year Employee Enrollment (due to DBI by 12/8)			
California Social Security Administrator - Annual Information Request (via CalPERS)			
AFLAC Open Enrollment			
New Mayor Bank Signature update			
PUBLIC SERVICES			
BAR Fleets Smog Annual Certifications all vehicles	BAR		
Annual Local Streets & Roads Report SB1	Caltrans		

City of Laguna Hills

City Council

Staff Report

DATE: April 20, 2021

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Deputy City Manager

ISSUE: City Council Evaluation and Rating of Council Member Budget Proposals for the 2021/2023 Fiscal Years Biennial Budget

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RECOMMENDATION: That the City Council evaluate and rate Council Member budget proposals for the 2021/2023 fiscal years Biennial Budget.

SUMMARY:

As part of the budget development process, each City Council member is asked to rate the proposals submitted by Council members at the City Council Budget Study Session. In the current 2019/2021 fiscal years Biennial Budget, the City Council approved the addition of seven budget proposals. In light of the COVID-19 crisis, the City implemented a number of budget savings measures, including the deferral of a number of work programs. Staff is requesting that the City Council review the incomplete 2019/2021 City Council initiated Work Programs to determine if they will be included in the upcoming 2021/2023 fiscal years Biennial Budget and rate the new Council member submitted proposals for potential inclusion in the 2021/2023 fiscal years Biennial Budget.

BACKGROUND:

Every two years, the City Council and staff devote a considerable amount of time and effort to establish the priorities, policies, and projects that set the framework of the City's Biennial Budget. It has been the City's practice to set aside time early in the process for the City Council to evaluate proposals from individual City Council Members.

Rating of Council Member's Proposals

Each City Council member will be asked to rate the proposals submitted by Council Members at the City Council Workshop by individually assigning the following numbers based on their interest in pursuing the proposal: (2) high priority; (1) low priority; and, (0) no interest. All individual ratings are then combined and divided by five. Those proposals receiving an average rating of 1.4 or higher, or those receiving a rating of "2" by at least three Council members, will move forward in the budget process. It should be noted that there is a possibility that some proposals may not be included in the City Manager's proposed budget that will be considered by the City Council at the May 11, 2021, Budget Study Session if to do so would conflict with the City's financial policies. The Interim City Manager will inform the City Council of any such action at which time the City Council will have the opportunity to reconsider the deleted proposal's funding priority in light of the entire budget. The rating results of the proposals will be included in the Appendix section of the City's Biennial Budget.

2019/2021 Deferred Work Programs

At the March 23, 2019, Special Meeting of the City Council, the City Council considered a total of eight City Council member-initiated budget proposals. Ultimately, the City Council approved the following seven proposals for inclusion in the current 2019/2021 Biennial Budget:

1. Installation of electronic bulletin board
2. Research the installation of license plate readers at all of the five freeway exits
3. Prescription Disposal Program
4. Memorial Program for purchasing of street signs, stop signs, or park benches with a trash can by constituent/business
5. Homeowner Recognition Program
6. Recognition of resident and businesses in City Views
7. Additional Volunteer Connection Days

In light of the global pandemic this past year and its aftermath, the City faced numerous unforeseen obstacles. Mandatory stay-at-home orders forced the City to quickly shift operations to keep its employees and the public safe while continuing to provide quality services to the community. The economic recession led to a significant decrease in the City's tax base, and revenue sources, such as sales tax and transient occupancy tax, were greatly reduced. Consequently, a number of budget savings measures were enacted totaling over $1.9 million, including the deferral of budgeted proposals and work programs. Specifically, the following budgeted proposals were deferred:

- Installation of electronic bulletin board
- Prescription Disposal Program
- Memorial Program for purchasing of street signs, stop signs, or park benches with a trash can by constituent/business
- Homeowner Recognition Program
- Recognition of residents and businesses in City Views

As these proposals represent an expenditure of funds and/or staff time in the upcoming 2021/2023 fiscal years Biennial Budget, City Council members are asked to review these proposals and determine whether the proposals should be included in the 2021/2023 fiscal years Biennial Budget.

2021/2023 Proposed Work Programs

The following proposals have been submitted by Council Members for consideration:

Mayor Erica Pezold

1. Cameras at all of the sports fields and inside of the Community Center.
2. Highlight businesses and provide Certificates of Recognition that businesses can display. At least six businesses highlighted per month under three categories: Services; Restaurants; and Retail.
3. Pay for a texting service to allow residents to sign up to receive text messages about: 1) Emergency alerts; 2) City meetings; 3) Public Hearings; and 4) Events.
4. Text messages to report non-urgent crimes.
5. Text messages to report areas in need of repair in the City.
6. $100,000 to go towards plants in the City. Larger planting projects through the Rooted Campaign to beautify the City and keep it beautiful to enhance values.
7. Purchase of movie display equipment for Movies in the Park and offering to rent out the equipment for the evenings the City is not using the equipment.
8. Holiday light display & business and community involvement. Allow businesses to advertise by providing coupons or samples at the Community Center during the holiday light display. Allow church groups or schools the opportunity to perform in front of the holiday light display. Holiday book reading at the Community Center two evenings a week.
9. Use of goats on the slopes to eat the vegetation.
10. Establish a City compost site.

Council Member Janine Heft

1. Help revitalize City by replacing all street signs with a "branded" design for Laguna Hills, possibly the City seal.
2. Establishing "In God We Trust" as our City motto as it is the national motto of the United States.
3. Conduct slope beautification/home pride contest, possibly as an annual tradition.
4. Laguna Hills 30th Anniversary celebration.

Council Member Wheeler

1. Membership in the Laguna Hills Chamber of Commerce.

FISCAL IMPACT:

There is no direct Fiscal Impact associated with any decisions at the City Council Workshop. The specific cost of each proposal that makes it into the City Manager's proposed operating Budget will be identified at the May 11, 2021, Budget Study Session.

ATTACHMENTS:

- Mayor Pezold - Proposed Plan No. 1
- Mayor Pezold - Proposed Plan No. 2
- Mayor Pezold - Proposed Plan No. 3
- Mayor Pezold - Proposed Plan No. 4
- Mayor Pezold - Proposed Plan No. 5
- Mayor Pezold - Proposed Plan No. 6
- Mayor Pezold - Proposed Plan No. 7
- Mayor Pezold - Proposed Plan No. 8
- Mayor Pezold - Proposed Plan No. 9
- Mayor Pezold - Proposed Plan No. 10
- Council Member Heft - Proposed Plan No. 1
- Council Member Heft - Proposed Plan No. 2
- Council Member Heft - Proposed Plan No. 3
- Council Member Heft - Proposed Plan No. 4
- Council Member Wheeler - Proposed Plan No. 1

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Cameras at all of the sports fields and inside of the community center.

By having cameras at the sites where kids play sports, it allows parents to watch their kids without the need to socially distance. In addition it allows for people who are susceptible to illness to be able to enjoy watching the person on camera from their home.

PROJECT/PROGRAM JUSTIFICATION

This will allow the youth to continue to play sports during COVID-19 and will ensure people who are ill will be able to enjoy the sports from home. In addition, this can be an added measure of security in the City.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST
The cost to bid out to services from various vendors.	This is a cost from COVID-19 money. Cost of cameras, & installation	Teams that rent the fields and rent the facilities absorb the cost.	

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Highlight Businesses & Provide Certificates of recognition, businesses can display

There are upwards of 1400 businesses in the City and we as a council

can show our form of appreciation through providing certificates.

There should be at least 6 businesses highlighted per month under three categories:

1) Services 2) Restaurants 3) Retail

PROJECT/PROGRAM JUSTIFICATION

Our City receives revenue from the businesses, the display of appreciation is in good taste.

Sends a positive message that businesses matter.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Community to Receive Text Messages

Pay for a texting service to allow residents to sign up to receive text messages about:
1) Emergency Alerts 2)City Meetings 3)Public Hearings 4)Events

PROJECT/PROGRAM JUSTIFICATION

As people rely heavily on their devices, and less on paper, it is important to keep people informed who wish to be informed

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST
Look into service and formulate texts ybe have them align with social media posts	Advertising	Cost of the service to text	

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Text messages to report non-urgent crimes

PROJECT/PROGRAM JUSTIFICATION

This will allow people the opportunity to report non-urgent crimes to the police, and may Potentially could reduce the calls into the police and provide police the opportunity to read Messages and respond when they can.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST
	Text service	Service fees	
Explore the service			

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Text messages to report areas in need of repair in the City

PROJECT/PROGRAM JUSTIFICATION

This will allow people the opportunity to report issues in the City that require attention where they see The issue and can take a picture and report it via a text.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST
	Text service	Service fees	
Explore the service			

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

100 thousand dollars to go towards plants in the City

Larger plant projects through Rooted to beautify the City and keep it beautify to enhance values.

PROJECT/PROGRAM JUSTIFICATION

The City is in desperate need of plants throughout the City to be planted through Rooted

Some of the funds will go to the removal of old vegetation in need of removal sprinkler repair etc.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST

New projects

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Rental of Movies in the Park Equipment for the evenings the City is not using the equipment

PROJECT/PROGRAM JUSTIFICATION

Many residents are asking for the opportunity to host movies in the park at the City Parks,

Renting the equipment will allow residents/businesses to watch movies and use the equipment

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST
Rental time Program initial start	Buy equipment from movie in the park program		

New projects

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Holiday Light Display & business and community involvement

Allow businesses to advertise by providing coupons or samples at the community center during The Holiday light display.

Allow church groups or schools the opportunity to perform outside where the Holiday light display is.

Holiday book reading at the community center. Invite fellow council members and previous council members, commissioners and other volunteers

To read holiday books during the evening at the community center 2 times a week.

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Goats on the slopes to eat the vegetation.

PROJECT/PROGRAM JUSTIFICATION

To prevent fires, keep the slopes looking nice and perhaps to save money.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

City compost site.

PROJECT/PROGRAM JUSTIFICATION

Have a compost site at the City to assist in the elimination of organic waste and make the Compost available for residents to use.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Helping revitalize our city by replacing all street signs with a more "branded" design for Laguna Hills - perhaps with our city seal.

PROJECT/PROGRAM JUSTIFICATION

Many of our sister cities have a beautiful street sign motiff. Aliso Viejo has a more modern design, Dana Point has their city seal with maritime theme. Our city has a rich and beautiful heritage that we could promote - either our seal or something classic.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Establishing "In God We Trust" as our city motto as it is the national motto of the US.

PROJECT/PROGRAM JUSTIFICATION

In 1956, Congress passed and President Eisenhower signed a law officially declaring "In God We Trust" to be the nation's official motto.
Many of our OC cities have a plaque hanging on their chamber walls that reflect they have also adopted this motto. As a city, we should do the same.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Slope beautification/city home pride contest, possibly an annual tradition. We have an annual weed abatement mandatory program, this could criss-cross with that and soften the required aspect for slope owners. Maybe we coud break it up into different areas of the city and have different, relevant categories.

PROJECT/PROGRAM JUSTIFICATION

It is evident many privately owned slopes in our area are in disrepair and the motivation to get them cleaned up (and hopefully inspire the owners to maintain it). I would like to see the city offer a beautification contest - like we did for the photo contest which was highly successful.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST
			$250-$500 for prizes

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Laguna Hills 30th Anniversary celebration

We turn 30 on Dec. 20, 2021. 5 years ago, we had a 25th anniversary dinner celebration with council members and select staff. This December's celebration should also have an official

PROJECT/PROGRAM JUSTIFICATION

dinner, but it should not stop there. This milestone needs to be something the residents of LH will benefit by as well. Budget-wise, we can look to do further events in 2022. Also, several other cities install anniversary banners on their street lights to celebrate each milestone and we should do the same.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2021-2023 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

Membership in the Laguna Hills Chamber of Commerce.

PROJECT/PROGRAM JUSTIFICATION

The money supports our local businesses, makes the City a member, gets the City a board seat, and gets us several yearly events.

STAFF TIME / COST	START-UP COST	ONGOING COST	TOTAL COST
0		$10,000/annually	$10,000/annually

City of Laguna Hills City

Council Staff Report

DATE: April 20, 2021

TO: Mayor and Council Members

FROM: Kenneth H. Rosenfield P.E.
Interim City Manager/Public Services Director

ISSUE: Review of City Council Policies and City Operating Procedures

RECOMMENDATION: That the City Council discuss issues of interest with current City Council Policies and City Operating Procedures.

SUMMARY:

The City Council has established a practice of conducting a workshop every other year for the purpose of determining and/or reaffirming City Council Policies, Procedures, and routine Business Protocols. The City Council may choose to discuss some or all of the listed items and provide staff with new direction, if desired.

BACKGROUND:

There are several routine business practices and City Council protocols that the City Council has established during previous workshops. These practices are then formally incorporated as City Council policies and provide a general guideline for the administration and operation of the City. As is the practice of the City Council, this represents the opportunity for the City Council to review these business practices and protocols and either confirm or modify as desired.

<u>City Council Policy No. 120</u> – Initially approved April 14, 2015, this policy establishes procedures for City Council members to place items on future City Council agendas. This policy arose from City Council concerns regarding utilization of staff time for Council generated agenda items, while simultaneously providing a mechanism whereby individual City Council members are able to address issues on City Council meeting

agendas.

Procedures for Reopening City Hall – Pursuant to Executive Order No. 36 issued by the Director of Emergency Services/City Manager and ratified by the City Council, all non-essential personnel were placed on work-from-home status during much of the COVID-19 crisis. With the reopening of the State anticipated on June 15, 2021, discussion pertaining to the procedures for reopening City Hall is timely.

ATTACHMENTS:

- City Council Policy 120 - Council Members Placing Items on the Agenda

CITY OF LAGUNA HILLS

CITY COUNCIL POLICY
SUBJECT: **PROCEDURES FOR COUNCIL MEMBERS TO PLACE ITEMS ON A FUTURE CITY COUNCIL AGENDA**
POLICY NO. **120**

Effective Date: *April 14, 2015*
Last Revision: *May 8, 2018*

PURPOSE:

To establish requirements for City Council Members to place items on a future City Council Agenda.

POLICY:

It shall be a policy of the City of Laguna Hills to follow a prescribed procedure regarding the placement of items on a City Council Agenda by City Council Members.

PROCEDURE:

1) The City Clerk assembles a preliminary agenda based on input she receives from Department Heads and the City Manager regarding reports they are preparing for the meeting.

2) All reports are due to the City Clerk by 5:00 p.m. on Tuesday, one week in advance of the scheduled meeting.

3) The City Manager determines which items are placed on the agenda and the timing for scheduling such items. Council Members may request items be placed on a future agenda for purposes of discussion, provided at least one other Council Member concurs with the request. All such requests shall be made during the "City Council Member Comments" portion of the City Council agenda. If at least two Council Members, upon consensus, agree to have an item placed on a future agenda, such item shall be placed under the "Matters Agendized and Presented by City Council Members" portion of the City Council agenda on a future agenda for discussion.

4) In accordance with Procedure 3 above, Council Members must submit their report in writing to the City Clerk by the same deadline as stated above. At a minimum, the report must: (1) set forth a subject matter that reasonably describes the issue to be presented for consideration

by the City Council; and (2) the report must contain a recommendation if the Council Member desires a specific action to be taken by the City Council at the meeting. Council Members may provide background information as a part of their report and attachments or exhibits that they believe will be helpful to their presentation and with gaining support for their recommended action. Council Members may request limited assistance from staff with obtaining copies of existing materials and/or data related to their agenda report, provided said assistance does not require any new work or independent analysis to be performed and in the aggregate, does not require more than one-hour of staff time.

5) Council Member agenda reports cannot include any Ordinances or Resolutions. If the ultimate action desired includes adoption of an Ordinance or Resolution, then the recommended action in the Agenda Report should include direction to City staff to prepare said Ordinance or Resolution for consideration by the City Council at a future meeting.

6) The City Clerk reviews all staff reports for grammar, spelling, appearance, and format, ensuring that all supporting materials or documents are attached and complete.

7) The City Manager reviews all reports for content, clarity, and recommended action(s), making changes as he deems appropriate and/or making requests for additional information that he believes are necessary to present the Council with a complete report. The City Manager may exercise his sole discretion and judgment in deciding the content and timing of all agenda items, with the exception of reports that are specifically requested by a majority of the City Council or actions that are required by law.

ATTACHMENTS:

- NONE