



CITY OF LAGUNA HILLS

CITY COUNCIL/PLANNING AGENCY

SPECIAL MEETING AGENDA

Saturday, March 23, 2019 – 9:00 AM

Dore J. Gilbert, M.D., Mayor

Janine Heft, Mayor Pro Tempore
Don Sedgwick, Council Member

Erica Pezold, Council Member
Dave Wheeler, Council Member

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 92653

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.

PLEDGE OF ALLEGIANCE: MAYOR PRO TEMPORE HEFT

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 WORKSHOP ITEMS

1. **Presentation from Wallace Walrod, Ph. D., Chief Economic Advisor for the Orange County Business Council, Regarding Retail E-Volution**

Recommendation: That the City Council receive and file a presentation from Wallace Walrod, Ph. D., Chief Economic Advisor for the Orange Council Business Council, regarding Retail E-Volution.

2. **General Municipal Financial Update**

Recommendation: That the City Council receive a General Municipal Financial Update from staff and discuss related issues.

3. Public Information and Community Engagement

Recommendation: That the City Council approve the draft scope of work and direct staff to issue a Request for Proposals for Public Information and Community Engagement Services.

4. City Council Evaluation and Rating of Council Member Budget Proposals for the 2019-21 Biennial Budget

Recommendation: That the City Council evaluate and rate Council Member budget proposals for the 2019-21 Biennial Budget.

5. Discussion of City Council Meeting Protocols and City Council Use of Official City Stationery

Recommendation: That the City Council review, evaluate, and discuss City Council meeting protocols and City Council use of official City stationery.

CITY COUNCIL MEMBER COMMENTS**ADJOURNMENT**

The next Regular Meeting of the City Council/Planning Agency will be April 9, 2019, in the City Council Chamber, located at 24035 El Toro Road, 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 March 20, 2019, at 5:00 pm.



City Clerk

March 20, 2019**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/Planning Agency

Staff Report

DATE: March 23, 2019

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Deputy City Manager

ISSUE: Presentation from Wallace Walrod, Ph. D., Chief Economic Advisor for the Orange County Business Council, Regarding Retail E-Volution

RECOMMENDATION: That the City Council receive and file a presentation from Wallace Walrod, Ph. D., Chief Economic Advisor for the Orange Council Business Council, regarding Retail E-Volution.

SUMMARY:

Wallace Walrod, Ph.D., currently serves as the Chief Economic Advisor for the Orange County Business Council. Dr. Walrod will provide a presentation to the City Council on the Retail E-Volution. His biographical profile has been included as an attachment to this report.

ATTACHMENTS:

- Biographical Profile



Wallace Walrod, Ph. D. Chief Economic Advisor

Dr. Walrod has been in charge of research at the Orange County Business Council for more than 20 years. Dr. Walrod has led strategic projects with organizations including JP Morgan Chase, Allergan, Toshiba America Information Systems, Hitachi Chemical, Merrill Lynch, The Irvine Company, First American Corporation, Citizens Business Bank, Bank of America, Los Angeles Business Council, Esri, Emsi, California Emerging Technology Fund, Wexford Capital, Next 10, Orange County Community Foundation, California Center for Regional Leadership, PacificCare Health Systems, Fueling California, John Wayne Airport, Pacific Life Foundation, Orange County Development Board, Orange County Department of Education, County of Orange, City of Anaheim, City of Santa Ana, Protect California Jobs and Innovation Coalition, James Irvine Foundation, Deloitte, Inland Empire Economic Partnership, Los Angeles Department of Water and Power, San Diego Regional Economic Development Corporation, Orange County Transportation Authority, Southern California Association of Governments, Municipal Water District of Orange County, Viewpoint Learning, and Pacific Gas & Electric.

Dr. Walrod is also the Founding President of the Center for a New California, which plays a key role in shaping the state's economic future by focusing on emerging economic trends. His work includes designing innovative program, strategy, and policy solutions for private industry, government, and private foundations, including the *Orange County Community Indicators*, *Workforce Assessment Indicators*, *Orange County Comprehensive Economic Development Strategy (CEDS)*, the first ever *Sustainable Communities Strategy* addressing climate change issues at the local and regional levels, *Workforce Housing Scorecard*, *Workforce Housing Toolkit*, and *Public Officials 101*. Additionally, he is a lead economist and economic advisor to the Southern California Association of Governments (SCAG) economic strategy initiative, is an Expert in Residence at UC Irvine's Institute for Innovation, and on the Advisory Board of 2-1-1- OC.

Dr. Walrod graduated with a PhD in Regional Economics from UC Irvine. His dissertation studied successful strategic management practices in high-tech firms, including advanced electronics and biotechnology. He has published three papers co-authored with Luis Suarez-Villa in *Disasters*, *Journal of International Biotechnology*, and *Urban Studies*, the latter winning the 1997 Donald Robertson Memorial Prize. He is quoted frequently in the Los Angeles Times, Orange County Register, Wall Street Journal, The Economist, Entrepreneur, and other publications on economic and business matters.

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City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: March 23, 2019
TO: Mayor and Council Members
FROM: Donald J. White
City Manager
ISSUE: General Municipal Financial Update

RECOMMENDATION: That the City Council receive a General Municipal Financial Update from staff and discuss related issues.

SUMMARY:

The March 23, 2019, City Council Workshop marks the onset of the 2019-21 Biennial Budget development process. City Council Financial Policy A.2 states that: *"The City shall 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 adapted with a sharp focus on long-term financial solvency and compliance with these Financial Policies."* In keeping with this policy statement, we begin the process with a review of the City's updated 8-Year Plan. A copy of the updated 8-Year Plan is attached to this report.

At the City Council Workshop, staff will present the City Council with a PowerPoint presentation that will provide a comprehensive review of the updated plan.

BACKGROUND:

The following are the guiding principles and general assumptions behind the updated 8-Year 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 any major

new development (i.e. Five Lagunas), especially through the next three fiscal years until the City's debt service drops considerably in 2021/22 (see number 9 below).

2. The plan assumes a status quo budget over the planning horizon with no new major projects or programs with two notable exceptions (see number 3 below).
3. The 2019/21 biennial budgeted expenditures includes funding for a Citywide Parks and Recreation Needs Assessment and the State required update to the City's housing element. These are one-time expenditures.
4. Projected revenues and expenditures are based on conservative assumptions. General inflation is assumed to remain flat over the planning horizon at 2.5% annually.
5. The plan does not rely on any new revenues from the Five Lagunas project.
6. Revenue estimates have been updated based on the most current data.
7. Under the current Memorandum of Understanding between the City and the Laguna Hills City Employee Association effective July 1, 2018, through June 30, 2021, (1) employee participation in pension contributions will increase over the next two years to the full 7% required employee share of the plan's normal cost and (2) employees will receive a cost of living adjustment of 2% effective July 1, 2019, and a cost of living adjustment in accordance with the CPI effective July 1, 2020, with a minimum of 2% and maximum of 3%.
8. The estimates for the law enforcement contract with the Orange County Sheriff's Department projects annual increases of 4% each year for the next three years and 3% annually thereafter.
9. There are no discretionary capital projects funded by the General Fund.
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 8, the City is debt free. See line 11 in the 8-Year Plan.

The next update to the 8-Year Plan will be presented to the City Council at the May 7, 2019, Budget Study Session.

ATTACHMENTS:

- 8-Year Resource Allocation Plan

8-Year Resource Allocation Plan

	1 2018-19 (AMENDED)	2 2019-20 (FORECAST)	3 2020-21 (FORECAST)	4 2021-22 (FORECAST)	5 2022-23 (FORECAST)	6 2023-24 (FORECAST)	7 2024-25 (FORECAST)	8 2025-26 (FORECAST)
1 BEGINNING TOTAL FUND BALANCE	\$11,307,778	\$11,919,588	\$10,648,204	\$10,870,016	\$9,570,685	\$11,254,273	\$10,259,591	\$11,187,729
2 General Fund Revenues	21,549,248	22,010,530	22,471,902	22,980,245	23,402,090	23,853,218	24,313,828	24,784,119
3 Special Revenues	1,640,426	1,265,000	1,315,000	1,615,000	1,346,875	1,379,547	1,413,036	1,447,361
4 Other Funding Sources	739,197	753,462	768,798	783,889	798,699	823,059	848,934	860,000
5 TOTAL REVENUES	\$23,928,871	\$24,028,992	\$24,555,700	\$25,359,134	\$25,547,664	\$26,055,824	\$26,575,797	\$27,091,480
6 Operating Expenditures	19,348,880	20,386,290	20,964,006	21,610,718	22,161,351	22,802,860	23,385,685	24,055,274
7 Capital Expenditures	1,270,000	2,830,000	1,260,000	2,905,000	960,000	3,500,000	1,500,000	3,700,000
8 Other Funding Uses	136,628	0	0	0	0	0	0	0
9 CalPERS UAL Paydown/Section 115 Trust	170,672	231,206	273,000	294,867	303,344	312,065	321,037	330,267
10 Use of Insurance Reserve Funds	600,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
11 Debt Service	1,790,881	1,802,881	1,786,881	1,797,881	389,381	385,581	390,937	0
12 TOTAL EXPENDITURES	\$23,317,061	\$25,300,377	\$24,333,887	\$26,658,466	\$23,864,076	\$27,050,506	\$25,647,659	\$28,135,541
13 Change in Total Fund Balance	611,810	(1,271,384)	221,812	(1,299,331)	1,683,588	(994,682)	928,138	(1,044,061)
14 Ending Total Fund Balance	\$11,919,588	\$10,648,204	\$10,870,016	\$9,570,685	\$11,254,273	\$10,259,591	\$11,187,729	\$10,143,668
15 Less the Following Fund Balances:								
16 Reservation for Debt Service	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$1,804,588)	(\$389,381)	(\$385,581)	(\$390,937)	\$0
17 Non-Major Governmental Funds	(\$3,287,519)	(\$2,062,519)	(\$3,337,519)	(\$2,062,519)	(\$3,369,394)	(\$2,062,519)	(\$3,435,554)	(\$2,062,519)
18 Unrestricted General Fund Balance	\$6,827,481	\$6,781,097	\$5,727,909	\$5,703,578	\$7,495,498	\$7,811,491	\$7,361,238	\$8,081,149
Less the Following Designations:								
19 Total Capital Replacement Funds	(475,659)	(595,659)	(460,659)	(630,659)	(555,659)	(830,659)	(599,894)	(779,534)
20 Insurance Reserve Funds	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
21 Unassigned General Fund Balance	6,251,822	6,085,438	5,167,250	4,972,919	6,839,839	6,880,832	6,661,343	7,201,615
Ratio Analysis								
22 Operating Ratio (>1.1) (before debt service)	1.15	1.12	1.11	1.10	1.09	1.08	1.08	1.07
23 Operating Surplus before Debt Service	2,939,565	2,377,703	2,276,693	2,133,417	2,039,438	1,873,417	1,777,077	1,588,845
24 Operating Ratio (>1.1) (after debt service)	1.05	1.03	1.02	1.01	1.07	1.06	1.06	1.07
25 Operating Surplus after Debt Service	1,148,684	574,822	489,812	335,536	1,650,057	1,487,836	1,386,140	1,588,845
26 Debt Service Ratio (<12%)	8%	8%	8%	8%	2%	2%	2%	0%
27 Total Fund Balance Ratio	62%	52%	52%	44%	51%	45%	48%	42%
28 Unrestricted General Fund Balance Ratio (>35%)	35%	33%	27%	26%	34%	34%	31%	34%
29 Unassigned General Fund Balance Ratio (>25%)	32%	30%	25%	23%	31%	30%	28%	30%
Reserve Policy Analysis								
30 Minimum Unrestricted Fund Policy Reserve (35%)	6,772,108	7,135,201	7,337,402	7,563,751	7,756,473	7,981,001	8,184,990	8,419,346
31 Unrestricted Amount Over/(Under)	55,373	(354,104)	(1,609,493)	(1,860,173)	(260,975)	(169,510)	(823,752)	(338,196)
32 Minimum Unassigned Fund Policy Reserve (25%)	4,837,220	5,096,572	5,241,002	5,402,679	5,540,338	5,700,715	5,846,421	6,013,818
33 Unassigned Amount Over/(Under)	1,414,602	988,865	(73,751)	(429,761)	1,299,501	1,180,117	814,922	1,187,797



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: March 23, 2019
TO: Mayor and Council Members
FROM: Donald J. White
City Manager
ISSUE: Public Information and Community Engagement

RECOMMENDATION: That the City Council approve the draft scope of work and direct staff to issue a Request for Proposals for Public Information and Community Engagement Services.

SUMMARY:

Over the years, the City's primary community engagement tool has been its printed quarterly newsletter. The cost of City Views has always been high compared to other community outreach tools, and given the cost-effectiveness and widespread use of social media and online news platforms, staff is interested in determining more effective ways to engage with residents and businesses. Consequently, with this goal in mind, staff has developed three options for the City Council to review and discuss: (i) obtain the services of a qualified firm to provide public information and community engagement services; (ii) hire a full-time Communications Coordinator in the City Manager's Office whose responsibilities would be broadly focused on public information and community engagement duties; and (iii) take no action and continue publishing City Views. Staff recommends that the City Council move forward with the first option by approving the draft scope of work (**attached**) and directing staff to issue a Request for Proposals for Public Information and Community Engagement Services.

BACKGROUND:

The City has published City Views on a quarterly basis since 1992. Over the years, City Views has been the primary method for communication and outreach with residents and local businesses, providing pertinent information about City services, activities, and events. However, it is important to highlight that the City pays approximately \$14,310 per issue per quarter for the design, printing, and mailing of the 19-page publication, resulting in a total annual cost of \$57,240 for the 2018-19 fiscal year. In the following fiscal year, the cost will increase slightly to \$58,880 annually. In the latest contract negotiations with EMC Design, Inc. and Westamerica, Inc., staff was able to minimize cost increases for the design and printing of City Views. Those agreements will expire on June 30, 2020, and cost containment will likely be more difficult.

In the November 2018 issue of City Views, which was mailed to 14,773 residents and businesses, the City included a short online survey pertaining to its community engagement efforts. The survey included broad questions asking the community if they would follow the City on social media platforms, attend in-person community engagement events, and inquired about their preferred methods of being notified about City news and events. The City received 36 responses, which confirmed staff's suspicions that the effectiveness of City Views has waned significantly over time and that a new approach is needed.

Given the annual cost of publishing City Views and the very low response rate to the community engagement survey, staff has identified more effective methods of providing information to residents and businesses. Accordingly, staff has developed a few options for the City Council to review and discuss.

Option 1 (Staff Recommendation): Obtain the services of a qualified firm to provide public information and community engagement services. Staff has prepared a draft scope of work for the City Council to discuss and review. If the City Council approves this option, staff would use the scope of work in drafting a Request for Proposals to be issued at a later date. In addition, this option would include a phase out of City Views. Based on inquiries to other agencies, the cost of this option would be approximately \$60,000 annually. Retaining the services of a qualified firm provides numerous advantages to the City including access to communications strategy and expertise, access to highly skilled resources, and flexibility in regards to contract termination. Furthermore, this option is in keeping with the City's service delivery contract model.

Option 2: Hire a full-time Communications Coordinator in the City Manager's Office whose responsibilities would be broadly focused on public information and community engagement duties. Similar to the City of Yorba Linda's Communication Coordinator, this role would concentrate on social media content creation and strategy, developing public information media, and other community engagement initiatives as assigned. At the fully-burdened rate for Fiscal Year 2017-18, the annual cost of a Communications Coordinator at the City of Yorba Linda was \$94,783. This cost would be higher in future fiscal years. A primary advantage of this option is having a full-time staff member to provide direct support to strategic communications initiatives from the City Manager's Office. A few disadvantages of this option include high cost, low flexibility in terms of fixed staffing, and limited resources and expertise.

Option 3: Take no action and continue the publication of City Views. The estimated annual cost for this option is \$60,000.

In summary, Option 1 would provide the City with the expertise and resources needed to develop and maintain highly impactful community engagement strategies and implementation measures. In addition, compared to hiring a full-time staff member, retaining a firm with expertise in the areas of communications, community engagement, marketing, and content development would provide the City with a cost-effective means to access highly skilled resources which it would not otherwise have. Staff recommends that the City Council move forward with the first option by approving the draft scope of work and directing staff to issue a Request for Proposals for Public Information and Community Engagement Services.

ATTACHMENTS:

- Draft Scope of Work

SCOPE OF WORK

The City of Laguna Hills intends to obtain the services of a qualified firm to provide communication and public information services as outlined below. Best industry practices and/or best management practices may require additional services not explicitly enumerated. The proposer should identify any additional services required, price them, and explain them in their response.

Strategic Planning

- Work with the City to develop a strategic plan to transition the City's printed quarterly newsletter to other online communications platforms, including an evaluation of the effectiveness of the current publication.
- Develop public relations strategies and positioning themes to proactively promote City services, programs, projects, events, and enhance community engagement and outreach efforts.
- Hold a weekly conference call with staff in the City Manager's Office to discuss current issues of concern to the City and the community and develop strategic communications goals, outcomes, and action items.
- Chair a bimonthly committee to source story ideas and plan for future needs pertaining to official City communications and publications.
- Chair a quarterly planning session with City leadership to discuss important upcoming City projects, activities, and/or issues that merit a long-term communications planning horizon.

Content Development

- Create a monthly communications calendar over all media platforms utilized by the City.
- Provide daily management of social media platforms, including content creation, monitoring, and community engagement.
- Create up to four news stories per month to be published on the City's website and social media platforms.

- In consultation with the City Manager's Office, work as a liaison with City partners to create and maintain communications and enlist their cooperation in promoting campaigns and events, as needed.
- Update content on the City's website, as needed.
- Provide graphic design services, as needed.
- Provide professional photography and videography services, as needed.

Metrics Reporting

- On a monthly basis, compile data and report metrics pertaining to the City's social media platforms and other communications platforms.
- Work with the City to develop appropriate reporting and measurement matrixes, as requested.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: March 23, 2019
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 2019-21 Biennial Budget

RECOMMENDATION: That the City Council evaluate and rate Council Member budget proposals for the 2019-21 Biennial Budget.

SUMMARY:

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, and City staff.

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. Staff will provide an overview to the City Council of the rating system at the meeting. 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 7, 2019, Budget Study Session if to do so would conflict with the City's Financial Policies. The 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 following proposals have been submitted by Council Members for consideration:

Council Member Proposals

Mayor Pro Tempore Janine Heft

1. Installation of electronic bulletin board.

Council Member Erica Pezold

1. Installation of license plate readers at all of the five freeway exits.
2. Prescription Disposal Program.
3. Memorial Program of purchasing of street signs, stop signs or park benches with a trash can by constituents or businesses.
4. Creation of office space for City Council Members.
5. Homeowner Recognition Program.
6. Recognition of resident and businesses in City Views.
7. Additional Volunteer Connection Days.

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 7, 2019, Budget Study Session.

ATTACHMENTS:

- Mayor Pro Tempore Heft - Proposed Plan No. 1
- Council Member Pezold - Proposed Plan No. 1
- Council Member Pezold - Proposed Plan No. 2
- Council Member Pezold - Proposed Plan No. 3
- Council Member Pezold - Proposed Plan No. 4
- Council Member Pezold - Proposed Plan No. 5
- Council Member Pezold - Proposed Plan No. 6
- Council Member Pezold - Proposed Plan No. 7

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2019-2021 BIENNIAL BUDGET



PROJECT/PROGRAM DESCRIPTION

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST

START-UP COST

ONGOING COST

TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2019-2021 BIENNIAL BUDGET



PROJECT/PROGRAM DESCRIPTION

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST

START-UP COST

ONGOING COST

TOTAL COST



CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2019-2021 BIENNIAL BUDGET

PROJECT/PROGRAM DESCRIPTION

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST

START-UP COST

ONGOING COST

TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2019-2021 BIENNIAL BUDGET



PROJECT/PROGRAM DESCRIPTION

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST

START-UP COST

ONGOING COST

TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2019-2021 BIENNIAL BUDGET



PROJECT/PROGRAM DESCRIPTION

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST

START-UP COST

ONGOING COST

TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2019-2021 BIENNIAL BUDGET



PROJECT/PROGRAM DESCRIPTION

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST

START-UP COST

ONGOING COST

TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2019-2021 BIENNIAL BUDGET



PROJECT/PROGRAM DESCRIPTION

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST

START-UP COST

ONGOING COST

TOTAL COST

CITY COUNCIL MEMBER BUDGET PROPOSAL FORM 2019-2021 BIENNIAL BUDGET



PROJECT/PROGRAM DESCRIPTION

PROJECT/PROGRAM JUSTIFICATION

STAFF TIME / COST

START-UP COST

ONGOING COST

TOTAL COST



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: March 23, 2019

TO: Mayor and Council Members

FROM: Melissa Au-Yeung
Deputy City Manager

ISSUE: Discussion of City Council Meeting Protocols and City Council Use of Official City Stationery

RECOMMENDATION: That the City Council review, evaluate, and discuss City Council meeting protocols and City Council use of official City stationery.

SUMMARY:

The City Council has established a practice of conducting a workshop at a minimum of every other year for the purpose of determining and/or reaffirming the City Council's Policies, Procedures, and routine Business Protocols. Staff has provided draft policies specifically pertaining to City Council meeting protocols and the use of official City stationary for Council discussion and direction. It is anticipated these policies will be agendized at a future City Council meeting for Council consideration.

BACKGROUND:

There are several routine business practices and Council protocols that the City Council has established during previous workshops. These businesses practices are then formally incorporated as City Council policies and provide a general guideline for the administration and operation of the City. However, there are several instances whereby the City Council has adhered to a practice without ever formally adopting the practice as a City Council Policy. For the most part, this seems to be working well for both the Council and staff. Nevertheless, given the impact of term limits now and in the future, it is prudent to review these business practices and protocols, either confirm or modify as desired, and formalize the practices as City Council Policies. It should be noted that staff

is not recommending the adoption of the draft policies at this time, but rather is seeking Council input and direction. It is anticipated the policies will be brought back for Council consideration at a future meeting.

Procedure for Establishing Time Limits on Speakers, including Council Members

In more recent years, the Council has expressed a desire to limit all speakers to three minutes, including Council Members. The attached policy, as drafted, includes a time limit of three minutes for members of the public and an initial five minutes for Council Members. This allows all interested persons the opportunity to speak on the discussion item in a timely manner, as well as allows all Council Members the opportunity to deliberate and discuss the item. For the most part, this has been the informal practice of the City Council for several years now.

Practice for the use of official City stationery

With the addition of new Council Members, questions related to the use of official City stationery have come up. It should be noted that the practice for the City Council's use of official City stationery has never been formalized as a City Council Policy. As a means of establishing formal guidelines pertaining to the use of City stationery, staff has prepared the attached "Draft" Policy for the City Council's review.

ATTACHMENTS:

- Draft City Council Policy - Meeting Protocols
- Draft City Council Policy - Use of City Stationery

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: CITY COUNCIL MEETING PROTOCOLS
POLICY No. ____

Effective Date: _____, 2019

Last Revision: _____, 2019

PURPOSE:

To establish guidelines for City Council meeting protocols, specifically establishing time limits for discussion of agendized items by speakers, including Council Members.

POLICY:

It shall be the policy of the City of Laguna Hills to follow prescribed time limits for discussion of agendized items by all persons wishing to speak on an agendized item, including members of the City Council.

PROCEDURE:

- 1) Upon introduction of the agendized item by the Mayor and completion of a presentation by City staff of the item to the City Council (if necessary), Council Members will be provided with an opportunity by the Mayor to ask questions of staff pertaining to the item. Council Member's questions of staff will be limited to five (5) minutes per Council Member during the initial round of questions. After all Council Members have been provided with an opportunity to ask questions on the item, individual Council Members wishing to ask additional questions may request an additional five (5) minutes at that time.
- 2) Once the time for questions by Council Members has been completed, the Mayor will ask for comments from members of the public. Public comments on the item will be limited to three (3) minutes per person.
- 3) Staff will be provided an opportunity to respond to questions arising from public comments, at the prerogative of the Mayor.
- 4) After public comments have been heard, discussion of the item will return to the City Council for deliberation. The Mayor shall provide all Council Members wishing to comment on the item an opportunity

City Council Policy
No.
City Council Meeting Protocols

- to speak. Council Members comments will be limited to three (3) minutes per Council Member during the initial round of comments.
- 5) After all Council Members have been provided with an opportunity to comment on the item, individual Council Members wishing to speak for an additional three (3) minutes may request to do so at that time.
 - 6) Additional time beyond the second round of three (3) minutes of Council Member comments may be granted at the prerogative of the Mayor.
 - 7) Once discussion on the agenda item has concluded, a motion and a second will be required and a vote will then be taken.

ATTACHMENTS:

- NONE

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: CITY STATIONERY
MAYOR AND COUNCIL MEMBER
USE OF CITY STATIONERY**

POLICY No. ____

Effective Date: _____, 2019

Last Revision: _____, 2019

PURPOSE:

To establish guidelines for City Council Member use of official City of Laguna Hills stationery.

POLICY:

Council Member use of stationery provided by the City is limited to matters relating to official City business.

PROCEDURE:

- 1) The Mayor shall use City stationery for correspondence at the direction of the full City Council or to communicate legislative positions and other matters of City business. Generally, City staff will prepare the correspondence for the Mayor's signature.
- 2) City stationery shall be used by the Mayor and/or Council Members to:
 - Respond to an issue of interest between an individual and a City Council Member that is related to his/her role as a Council Member;
 - Thank citizens or groups for their assistance with or involvement in a City event;
 - Extend invitations to City-sponsored events;
 - To answer correspondence sent by constituents.
- 3) Council Members choosing to express their own opinion or to correspond with supporters, residents, or other elected officials,

City Council Policy
No.
Council Member Use of City Stationery Policy

should use letterhead that is purchased by the individual Council Member and that includes the following statement at the bottom:

“Not Paid For or Distributed at City Expense.”

Stationery with only the City logo and the above mentioned statement may be purchased from the Executive Assistant in the City Manager’s Office. At the Council Member’s request, the Council Members name can be printed on the stationery. Envelopes and second sheets can also be purchased.

- 4) City stationery shall be kept in the possession of the City Manager’s Department staff and will be made available upon request.
- 5) Any uncertainty with regard to the proper use of official city stationery shall be reviewed with the City Manager prior to its use.

ATTACHMENTS:

- NONE