CITY OF LAGUNA HILLS
CITY COUNCIL

SPECIAL MEETING AGENDA
Tuesday, March 14, 2023 – 4:00 PM

Janine Heft, Mayor

Dave Wheeler, Mayor Pro Tempore | **Don Caskey, Council Member**
Erica Pezold, Council Member | **Joshua Sweeney, Council Member**

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

In Person Public Comments: Any person wishing to address the City Council only on items listed on this Agenda, is asked to complete a pink "Request to Speak" form available on the table at the back of the Chamber and submit the form to the City Clerk. The Request to Speak form assists the Mayor in ensuring that all persons wishing to address the City Council are recognized and ensures accurate identification of meeting participants in the City Council Minutes. Completion of the form is voluntary. Members of the public wishing to address the City Council can do so only on items listed on this Special Meeting Agenda during the Public Comments portion of the Agenda. It is City policy to limit public testimony to up to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments.

Submission of Electronic Public Comments: Those wishing to make electronic public may submit comments on items listed on this agenda only, by email to the City Clerk at publiccomments@lagunahillsCA.gov, by 2:00 p.m. on March 14, 2023. In the subject line of the email, please state your name and the item number you are commenting on. All comments received by 2:00 p.m. on the date of the meeting will be provided to the City Council and will be provided for public inspection at the meeting. During the Public Comments portion of the Agenda the City Clerk will announce the name of the sender and subject matter of all electronic comments received by 2:00 p.m. on March 14, 2023. Email comments will NOT be read by the City Clerk during the meeting. Electronic public comments may only be submitted via email and comments via text and social media (Facebook, Twitter, etc.) will not be accepted.

Please note: The City Council is making every effort to follow the spirit and intent of the Brown Act and other applicable laws regulating the conduct of public meetings in order to maximize transparency and public access. For questions or assistance, please contact the City Clerk's Office at (949) 707-2635 or via email at jlee@lagunahillsca.gov.

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.

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 Review of Civic Center Budget and Consideration of Proposed Repairs and Improvements

Recommendation: That the City Council: 1) Authorize the Finance Director to amend the fiscal year 2022-2023 budget by $850,000 for CIP No. 505, Civic Center Improvements, funded by General Fund reserves; 2) Authorize the Finance Director to amend the fiscal year 2022-2023 budget by $100,000 as a transfer from the General Fund reserves into the Civic Center Enterprise Fund; 3) Find that environmental review is not required under the California Environmental Quality Act (CEQA) pursuant to the California Code of Regulations, Title 14, Chapter 3, Section 15301 as a Class 1 Categorical Exemption - "Existing Facilities;" 4) Provide direction to City staff regarding future leasing of the Civic Center; and 5) Receive and file the Civic Center Second Quarter Financial Report for Fiscal Year 2022-2023.

2 Discussion of City Council Policy No. 120 Regarding Procedures for Council Members to Place Items on Future City Council Agendas

Recommendation: That the City Council discuss and provide input to staff.

ADJOURNMENT

The next Regular Meeting of the City Council/Planning Agency will be March 14, 2023, at 7:00 p.m., in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, JENNIFER LEE, 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 13, 2023, at 4:00 p.m.

March 9, 2023

Jennifer Lee, City Clerk ***Date***

It is the intention of the City of Laguna Hills to comply with the Americans with Disabilities Act in all respects. If as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City of Laguna Hills will attempt to accommodate you in every reasonable manner. Please 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. In addition, such writings or documents will be made available for public review on the City's website at: https://www.lagunahillsca.gov/supplementalagenda and at the respective public meeting.

City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: March 14, 2023

TO: Mayor and Council Members

FROM: Joe Ames
Public Works Director/City Engineer

ISSUE: Review of Civic Center Budget and Consideration of Proposed Repairs and Improvements

RECOMMENDATION: That the City Council: 1) Authorize the Finance Director to amend the fiscal year 2022-2023 budget by $850,000 for CIP No. 505, Civic Center Improvements, funded by General Fund reserves; 2) Authorize the Finance Director to amend the fiscal year 2022-2023 budget by $100,000 as a transfer from the General Fund reserves into the Civic Center Enterprise Fund; 3) Find that environmental review is not required under the California Environmental Quality Act (CEQA) pursuant to the California Code of Regulations, Title 14, Chapter 3, Section 15301 as a Class 1 Categorical Exemption - "Existing Facilities;" 4) Provide direction to City staff regarding future leasing of the Civic Center; and 5) Receive and file the Civic Center Second Quarter Financial Report for Fiscal Year 2022-2023.

SUMMARY:

The Civic Center has deferred maintenance and repair needs which include a new roof, heating and air conditioning hardware and software upgrades, slurry sealing of the parking lot, lobby wall plaster repairs, exterior staircase riser reconstruction, sewer pipe replacements, painting of the exterior and surrounding garden walls, an allowance for minor repairs and improvements, and cooling tower replacement. The cooling tower replacement was authorized by City Council on November 15, 2022, and the equipment is scheduled for delivery in April 2023. In order to make the Civic Center profitable again in the future, City staff is recommending the build out of Suite 205, which has remained an unfinished suite and vacant for the past 18 years. Finally, in order to provide for more efficient use of space within the City Hall office space, City staff is recommending minor

interior improvements to portions of the northerly City Hall office space in Suite 100. Therefore, City staff is recommending that a total of $950,000 be transferred from General Fund reserves into CIP No. 505 and the Essex Realty-managed Civic Center Enterprise Fund.

In addition, this agenda report includes the Civic Center Second Quarter Financial Report for Fiscal Year 2022-2023. This Second Quarter Financial Report is intended to provide the City Council with an overview of the Civic Center leasing, operation, and finances as of December 31, 2022.

BACKGROUND:

As of January 31, 2023, the Civic Center Enterprise Fund had a balance of $62,778.46. This Fund maintained by Essex Realty, which is the day-to-day property management company for the Civic Center, is insufficient to fund the deferred maintenance and repairs needs, and the requested minor interior improvements.

Therefore, City staff is recommending that a total of $950,000 be transferred from General Fund reserves into CIP No. 505 and the Essex Realty-managed Civic Center Enterprise Fund.

The items proposed for funding are as follows:

Enterprise Fund Proposed Improvements	**Total**
Southerly Staircase Riser Reconstruction	$45,500.00
Roof Leak Temporary Repairs	$8,600.00
Lobby Plaster Repairs (Estimated)	$20,000.00
HVAC iVu (Honeywell-Based) Software/Hardware Update	$21,258.00
Facility Assessment Report for Long-Term Planning (Estimated)	$20,000.00
Sewer Pipe Replacements (Estimated)	$15,000.00
Subtotal	$130,358.00
Current Enterprise Fund Balance	$62,778.46
Requested Transfer into Enterprise Fund	*$100,000.00*
Estimated Balance after Improvements	$32,420.46

CIP No. 505 Proposed Improvements	**Total**
New Roof (Estimated)	$250,000.00
Tenant Improvements, Suite 205	$200,000.00
Painting of the Exterior including Fixing and Repairing Garden Walls	$200,000.00

Slurry Seal Parking Lot (Estimated)	$25,000.00
Cooling Tower Replacement (Contract Awarded)	$146,000.00
City Hall Office Improvements	$60,000.00
Subtotal	$881,000.00
Current Balance/Budget, CIP No. 505	$50,000.00
Requested Transfer into CIP No. 505	*$850,000.00*
Estimated Balance after Improvements	$19,000.00
Total Requested Funds from General Fund Reserves	**$950,000.00**

In keeping with the standards of a Class A office building, these improvements are needed. **Exhibit A provides a photographic overview of the issues encountered at the Civic Center over the past few months, which showcase the need for these improvements.**

While the amount of this annual one-time transfer is larger than past year transfers, an analysis of the financial statements since 2004 reveals there has been a history of General Fund one-time transfers for needed for Civic Center improvements. One-time annual contributions have ranged from $50,000 to $691,693 per year.

Civic Center Income & Loss Review

The Civic Center is currently not profitable. Net income after expenses was negative for the fiscal year ending June 30, 2022. It is projected that net income after expenses will be negative for the fiscal year ending June 30, 2023. **Exhibit B is the Civic Center Second Quarter Financial Report for Fiscal Year 2022-2023.**

Overall, the Civic Center has not been the profitable enterprise previously expressed. **Exhibit C summarizes the Civic Center's profits and losses since 2004.**

Total net cash flow aggregated since 2004, after capital improvements funded by one-time annual contributions, has been a total loss of $1,146,458.06 over a 19-year period, which is an average annual loss of $60,339.90.

According to past financial statements produced by Essex Realty, since 2004, the City has transferred $2,244,798.00 into the Civic Center Enterprise Fund, which is an average annual transfer of $118,147.26 per year.

However, given that City office space is "free" because the City does not pay rent, it could be interpreted that the City's average annual contributions of $118,147.26 over the past 19 years would otherwise be spent on rent in another office building. City offices occupy 21,033 gross square feet. At this rate, the City is paying the equivalent of $5.62 per square foot per year or $0.47 per square foot per month. Market rate office space for the size space the City requires is currently leasing for approximately $2.25 per square foot, on average. Further, market office rates have not changed appreciably since 2008. (In 2007, the Civic Center's average lease rate was $2.35 per square foot.) Thus, the City has saved money by owning and operating the Civic Center.

With the proposed budget transfer of $950,000 for additional Civic Center capital improvements, the average annual contributions will change to $159,739.90 over a 20-year period ending June 30, 2023. With this new transfer, as of June 30, 2023, the City will have paid the equivalent of $7.59 per square foot per year or $0.63 per square foot per month. Therefore, after the proposed $950,000 transfer from the General Fund, the City will still save money by owning and operating the Civic Center versus leasing office space. The proposed improvements are intended to address most of the highest expense deferred maintenance and repair needs. In the near future, additional expenses may arise for HVAC distribution and condenser units, and for interior cosmetic upgrades (paint, wallpaper, carpet, flooring). If the proposed funds transfer is approved, City staff is proposing hiring a consultant to prepare an updated facility assessment report which will include a more realistic long-term budget for maintenance, repairs, and improvements.

Plans to Make the Civic Center Profitable

City staff is proposing a two-fold approach toward making the Civic Center profitable in the long term.

First, City staff is proposing to build out Suite 205 into leasable office space. This 2,343 square foot space on the second floor has never been built out. At $2.25 per square foot, this space could generate over $60,000 per year in new revenue. With anticipated build out costs estimated at $200,000, it would take approximately 40 months to recover the capital investment made to make this space leasable.

Second, City staff is proposing to market the Civic Center for medical office use. Because general office space rent has not risen with general inflation due to a variety of reasons, including the 2009-2011 recession and, more recently, Covid-19 decreased demand for general office space, general office space rents have been relatively stagnant since 2008. However, medical use office space has and continues to command higher rents.

With the Civic Center's proximity to other medical use buildings and Saddleback Memorial Medical Center, City staff is proposing to focus on marketing the Civic Center for medical offices. The Civic Center already has a dentist office in Suite 230, which has a higher rental rate than the rest of the building. Based upon an informal evaluation of marketplace medical office rents, it is possible medical office space could be rented for over $4 per square foot instead of the $2.25 per square foot average currently being collected for general office use. Typically, many lessors of medical offices also construct their own tenant improvements at their own expense.

Tenant	**Suite**	**Leasable Square Footage**	**Current Rental Rate (PSY/MO)**	**Subtotal @ 100% Occupancy**
City of Laguna Hills	100	21,033	$0	$0
Banc of California	130	2,394	$2.33	$66,936
County of Orange	150 & 160	4,466	$1.95	$104,504
First Floor Subtotal				**$171,440**
Current Second Floor General Office Use	200-299	16,096	$2.35 (approximate average)	$453,907
Current Third Floor General Office Use	300-399	6,499	$2.35 (approximate average)	$183,271
Second & Third Floor Subtotal @ 100% Occupancy for General Office Use				**$637,178**

Tenant		**Total Leasable Square Footage**	**Proposed Rental Rate (PSY/MO)**	**Subtotal @ 100% Occupancy**
Potential Second Floor Medical Office Use	200-299	16,096	$4.50	$869,184
Potential Third Floor Medical Office Use	300-399	6,499	$4.50	$350,946
Second & Third Floor Subtotal @ 100% Occupancy for Medical Office Use				**$1,220,130**
Potential Additional Income for Medical Office Use per Year				**$582,952**

Even if this direction toward marketing the Civic Center for medical office use is approved by City Council, existing second and third floor office leases have staggered end dates; therefore, the conversion to medical office use will take time as leases expire.

CEQA FINDINGS:

Environmental review is not required under the California Environmental Quality Act (CEQA) pursuant to the California Code of Regulations, Title 14, Chapter 3, Section 15301 as a Class 1 Categorial Exemption – "Existing Facilities" because the project has negligible or no expansion of use.

FISCAL IMPACT:

Because these improvements were not part of the original FY 22-23 budget, these funds will need to be allocated from General Fund reserves. The total net fiscal impact of the recommended actions will result in a $950,000 reduction of General Fund reserves.

ATTACHMENTS:

- Exhibit A - Civic Center Photographic Overview
- Exhibit B - Civic Center Second Quarter Financial Report for FY 2022-2023
- Exhibit C - Civic Center Profit and Loss Summary

Exhibit A: Civic Center Photographic Overview

Damage to interior lobby walls from leaking roof. Many attempts have been made to fix this issue.

Exhibit A: Civic Center Photographic Overview

Standing water on the roof

Exhibit A: Civic Center Photographic Overview

Standing water on the roof.

Several patches have been made over the years in an attempt to plug leaks.

Exhibit A: Civic Center Photographic Overview

Several patches have been made over the years in an attempt to plug leaks.

Exhibit A: Civic Center Photographic Overview

Several patches have been made over the years in an attempt to plug leaks.

Exhibit A: Civic Center Photographic Overview

During the January 9, 2023 rainstorm, water freely flowed into the dome tower office, Suite 301.

Exhibit A: Civic Center Photographic Overview

Investigation of the dome tower office rainwater leaks (Suite 301).

Exhibit A: Civic Center Photographic Overview

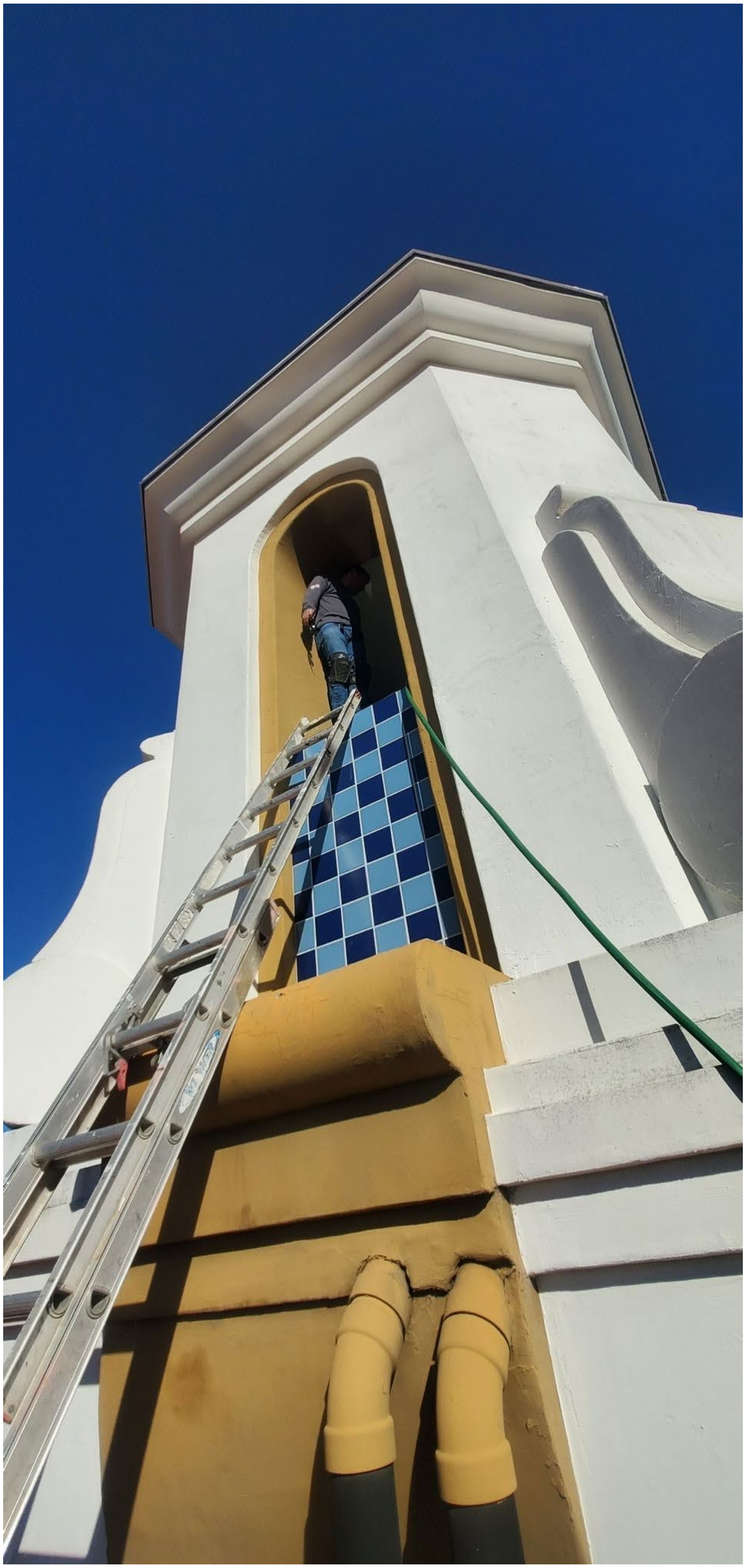

Exhibit A: Civic Center Photographic Overview

Exhibit A: Civic Center Photographic Overview

Hole found in the exterior surface, which may account for why rainwater leaks into the dome tower office.

Exhibit A: Civic Center Photographic Overview

Testing the drains in the tower roof.

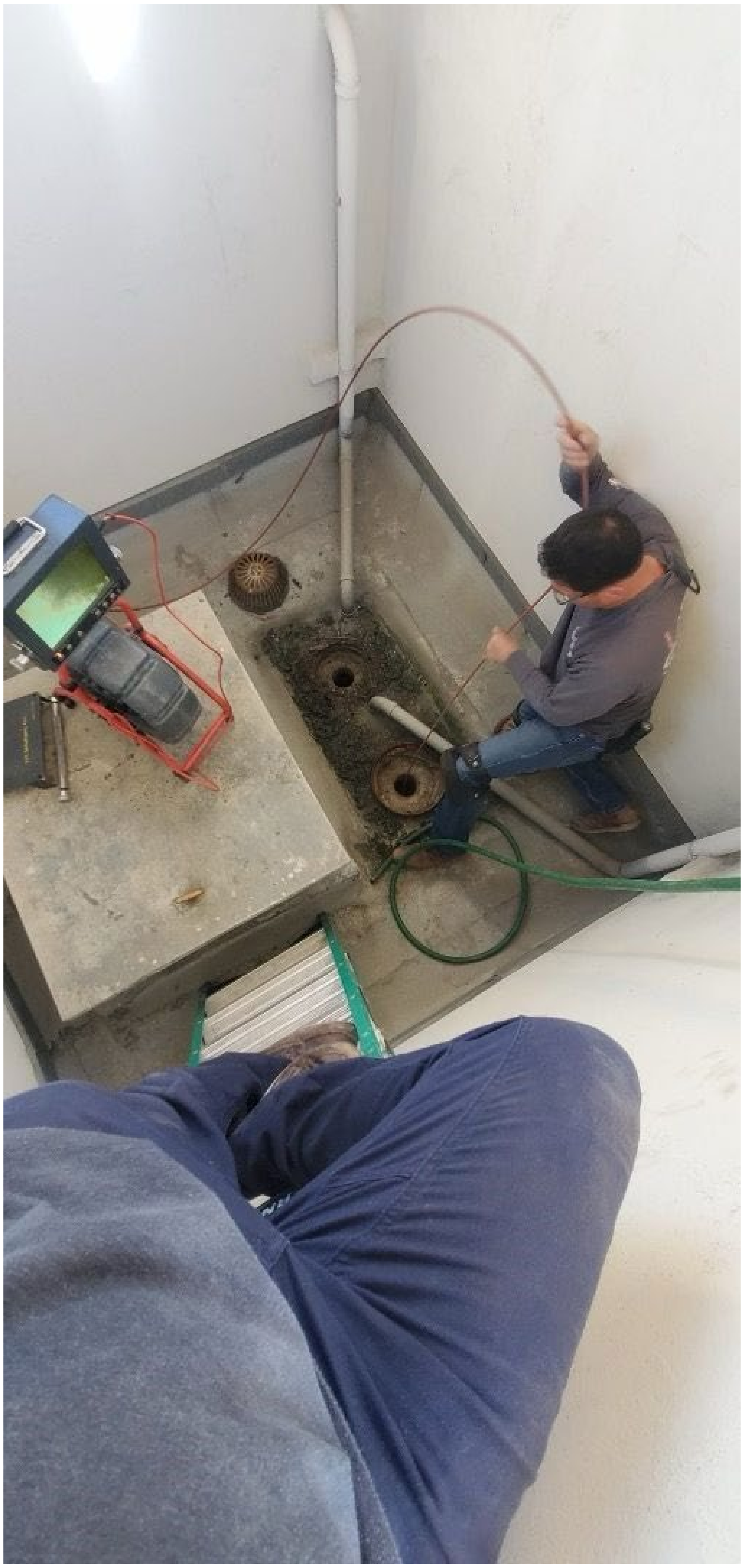

Exhibit A: Civic Center Photographic Overview

Suite 205 as it exists today.

Exhibit A: Civic Center Photographic Overview

Garden walls on the west side of the Civic Center have peeling paint which should be addressed.

Exhibit A: Civic Center Photographic Overview

Exhibit A: Civic Center Photographic Overview

Minor cracks and paint work should be addressed.

Exhibit A: Civic Center Photographic Overview

CITY OF LAGUNA HILLS

MEMORANDUM

DATE: February 28, 2023

TO: City Council/Planning Agency

FROM: Joe Ames, Public Works Director/City Engineer

SUBJECT: **Civic Center Second Quarter Financial Report for Fiscal Year 2022-2023**

SUMMARY:

This Civic Center Second Quarter Financial Report for Fiscal Year 2022-2023 is intended to provide the City Council with an overview of the Civic Center leasing, operation, and finances as of December 31, 2022.

The abridged Balance Sheet and Income Statement summary for the Laguna Hills Civic Center is in Tables 1 and 2 below.

Table 1: Abridged Balance Sheet
As of December 31, 2022

ASSETS	
Total Current Assets (Includes Accounts Receivable & Prepaid Insurance)	$195,443
Total Fixed Assets	$5,574,404
TOTAL ASSETS	**$5,769,848**
LIABILITY & EQUITY	
Total Current Liabilities	$81,800
Total Equity	$5,688,048
TOTAL LIABILITIES & EQUITY	**$5,769,848**

Table 2: Income Statement Summary
For the Period Ended December 31, 2022

	Actuals	Budgeted	Variance
Total Income	$ 362,818	$ 355,109	$ 7,706
Total Expenses	$ 413,426	$ 348,706	$ (64,721)
NET INCOME/(LOSS)	$ (50,611)	$ 6,404	$ (57,015)

*Numbers may not add up due to rounding.

As shown in Table 2, Essex Realty, the management company for the property, reported a net loss of $50,611 for the six months of leasing activity from July 1, 2022, to December 31, 2022.

The net loss is due to unanticipated repairs or higher than expected expenses Examples of budget overruns include $12,659 more than budgeted for roofing repairs, $4,470 more than budgeted for plumbing repairs, $5,316 for three window replacements and floor tile replacements; $21,980 more than budgeted for the electric bill; $10,788 for a TI allowance for Suite 200; and $2,042 more than budgeted for the key card access system.

A detailed Balance Sheet, Comparative Income Statement, and Check Register for the three months of the quarter have been provided as attachments to this report.

ATTACHMENTS:

- Balance Sheet for the Period Ending December 31, 2022
- Income Statement for the Period Ending December 31, 2022
- Check Register for October, November, and December 2022

Exhibit C: Profit and Loss Summaries

Fiscal Year Ending On	Gross Revenue	Average Occupancy Rate	Net Operating Income After Direct Operating Expenses	Net Income (after deducting Indirect Operating Expenses)	Net Cash Flow After Capital Improvements	Funds From Owner (Negative Means Distribution TO Owner)	
6/30/2004	$ 451,351.00	48%	$ 182,087.00	$ 127,269.00	$ 27,109.00	$ -	
6/30/2005	$ 410,038.00	75%	$ 75,400.00	$ 40,310.00	$ (335,850.00)	$ 424,351.00	
6/30/2006	$ 588,843.00	83%	$ 173,094.00	$ 148,954.00	$ (344,788.00)	$ 691,963.00	
6/30/2007	$ 688,216.00	89%	$ 234,272.00	$ 217,853.00	$ 11,819.00	$ 92,583.00	
6/30/2008	$ 814,257.00	NA	$ 371,337.00	$ 361,977.00	$ 288,842.00	$ -	
6/30/2009	$ 569,200.00	81%	$ 135,786.00	$ 158,590.00	$ 59,261.00	$ 100,000.00	
6/30/2010	$ 649,270.00	80%	$ 222,175.00	$ 213,402.00	$ 74,401.00	$ (99,790.00)	
6/30/2011	$ 535,455.00	80%	$ 105,225.00	$ 79,622.00	$ (16,111.15)	$ (75,000.00)	
6/30/2012	$ 527,530.00	75%	$ 99,787.00	$ 69,635.00	$ (22,282.78)	$ (75,000.00)	
6/30/2013	$ 527,931.00	77%	$ 99,452.00	$ 67,209.00	$ (56,661.49)	$ -	
6/30/2014	$ 476,391.00	77%	$ 25,817.00	$ 1,123.00	$ (202,899.91)	$ 293,691.00	
6/30/2015	$ 500,202.00	77%	$ 51,156.00	$ (74,376.00)	$ (136,882.00)	$ 50,000.00	$90,415 written off as bad debt in Net Income
6/30/2016	$ 579,314.00	77%	$ 124,189.00	$ 98,283.00	$ (316,314.38)	$ 421,000.00	
6/30/2017	$ 650,147.00	89%	$ 180,618.00	$ 154,712.00	$ (259,885.35)	$ 421,000.00	Same Owner Contribution/Same Cash to Owner as FY 15-16
6/30/2018	$ 658,393.00	88%	$ 205,636.00	$ 158,069.00	$ 119,130.00	$ -	
6/30/2019	$ 593,148.00	62%	$ 108,934.00	$ 71,074.00	$ (8,875.00)	$ -	Excludes one time Depreciation Expense of $750,538
6/30/2020	$ 597,526.00	62%	$ 97,383.00	$ 59,969.00	$ 16,319.00	$ -	
6/30/2021	$ 618,551.00	83%	$ 84,192.00	$ 64,223.00	$ 40,225.00	$ -	Excludes one time Depreciation Expense of $757,849
6/30/2022	$ 675,857.00	88%	$ 68,334.00	$ (57,942.00)	$ (83,014.00)	$ -	
Totals			$ 2,644,874.00	$ 1,959,956.00	$ (1,146,458.06)	$ 2,244,798.00	

City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: **March 14, 2023**

TO: **Mayor and Council Members**

FROM: **Jarad Hildenbrand**
City Manager

ISSUE: **Discussion of City Council Policy No. 120 Regarding Procedures for Council Members to Place Items on Future City Council Agendas**

RECOMMENDATION: That the City Council discuss and provide input to staff.

SUMMARY:

There are several routine business practices and City Council protocols that the City Council has established over the years and in previous City Council workshops. These practices are codified into various City Council policies of which each are contained in the City Council Policy Manual. It is the practice of the City to regularly review these businesses practices and protocols and either confirm or make modifications, as appropriate.

Informally, staff has received input and comments from City Council members pertaining to City Council Policy No. 120 related to the procedures for City Council members placing an item on the agenda of a future City Council meeting. Accordingly, staff has agendized this item to provide the City Council with the opportunity to discuss the policy and provide direction to staff regarding any potential modifications to the policy.

For the City Council's reference, City Council Policy No. 120 and a summary of similar policies from neighboring cities is attached to this staff report.

ATTACHMENTS:

- City Council Policy No. 120
- Summary Table of Neighboring Cities Policies Related to this Item

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

Summary Table of Neighboring City Council Policies for
City Council Members to Place an Item on a Future Agenda

Aliso Viejo	**Eligibility**: Any individual City Council member may place an item on a future agenda **Staff Time**: No staff time provided for an item placed on an agenda by an individual City Council member **Deadline**: Staff report and written materials must be submitted thirteen (13) days prior to the meeting
Dana Point	**Eligibility**: Any individual City Council member may place an item on a future agenda **Staff Time**: No staff time provided for an item placed on an agenda by an individual City Council member **Deadline**: Staff report and written materials must be submitted one (1) week and one (1) day prior to the meeting
Laguna Niguel	**Eligibility**: Mayor OR any combination of at least two (2) City Council members may place an item on a future agenda **Staff Time**: The City Manager may direct staff to provide preliminary analysis or commentary. No substantial staff time will be allocated unless a majority of the City Council directs the City Manager to provide such substantial analysis. **Deadline**: Staff report and written materials must be submitted at least seven (7) working days prior to the meeting. An item with no supporting materials must be submitted on Monday the week before the meeting.
Lake Forest	**Eligibility**: At least two (2) City Council members (minority) OR at least three (3) City Council members (majority) may place an item on a future agenda. Limited to four (4) agendized items in a calendar year. **Staff Time**: The City Manager may provide limited staff support for an item placed on an agenda by a minority of Council. Full analysis and staff recommendation is provided to an item placed on the agenda by a majority Council. **Deadline**: None listed or described in the policy.

Mission Viejo	**Eligibility**: Any individual City Council member may place an item on a future agenda **Staff Time**: No staff time provided for an item placed on an agenda by an individual City Council member **Deadline**: Staff report and written materials must be submitted by 12:00 p.m. on Friday prior to the meeting
Rancho Santa Margarita	**Eligibility**: Any individual City Council member may place an item on a future agenda **Staff Time**: Staff time may be provided for an item placed on an agenda by an individual City Council member in consultation with the City Manager **Deadline**: Staff report and written materials must be submitted by 5:00 p.m. on Friday prior to the meeting
San Juan Capistrano	**Eligibility**: Any individual City Council member may place an item on a future agenda **Staff Time**: No staff time provided for an item placed on an agenda by an individual City Council member **Deadline**: Staff report and written materials must be submitted by 12:00 p.m. at least fifteen (15) days prior to the meeting