



**CITY OF LAGUNA HILLS
CITY COUNCIL STUDY SESSION/WORKSHOP
SPECIAL MEETING
AGENDA
MARCH 14, 2015
9:00 AM**

Dore J. Gilbert, M.D., Mayor

**Barbara Kogerman, Mayor Pro Tempore
Andrew Blount, Council Member**

**Melody Carruth, Council Member
Don Sedgwick, Council Member**

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, California 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 KOGERMAN

ROLL CALL OF CITY COUNCIL MEMBERS

PUBLIC COMMENTS

This is the time to address the City Council on any matter that is within the subject matter jurisdiction of the City Council. 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.

- 1. MAYOR'S OPENING COMMENTS REGARDING WORKSHOP OBJECTIVES**
- 2. RECAP OF MARCH 10, 2015, CITY COUNCIL GOAL SETTING/BUDGET STUDY SESSION FOR FISCAL YEAR 2015-2017 MAJOR PLANS AND WORK PROGRAMS**

RECOMMENDATION: THAT THE CITY COUNCIL: (1) RECEIVE A REPORT FROM STAFF WITH THE TABULATED RESULTS OF THE CITY COUNCIL'S RATING OF DEPARTMENTAL MAJOR PLANS; AND (2) PROVIDE ADDITIONAL INPUT AND/OR CONSIDER FURTHER ADDITIONS, DELETIONS,

OR MODIFICATIONS AS, APPROPRIATE.

3. CITY COUNCIL WORKSHOP ON MISSION, VISION, VALUES, AND CORE SERVICES

RECOMMENDATION: THAT THE CITY COUNCIL REVIEW AND DISCUSS ITS CURRENT MISSION STATEMENT, VISION, VALUES, AND CORE SERVICES FOR THE PURPOSE OF CONFIRMING, MODIFYING OR REWRITING THEM FOR FUTURE USE AND REFERENCE.

4. DISCUSSION OF CITY COUNCIL AGENDA PROCESSES; MEETING PROTOCOLS; CITY COUNCIL BUSINESS PRACTICES AND OPERATING PROCEDURES; AND CITY COUNCIL POLICIES, PROCEDURES AND BUSINESS PROTOCOLS.

RECOMMENDATION: THAT THE CITY COUNCIL REVIEW, EVALUATE, AND DISCUSS AGENDA PROCESSES; MEETING PROTOCOLS; AND CITY COUNCIL POLICIES, PROCEDURES, AND BUSINESS PROTOCOLS; AND CONSIDER ANY CHANGES, ADDITIONS, DELETIONS, OR MODIFICATIONS RELATED TO SAME.

5. PROPOSED REORGANIZATION OF THE CITY CLERK'S DEPARTMENT

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT.

6. COUNCIL COMMENTS

ADJOURNMENT

The next Regular Meeting of the City Council will be March 24, 2015, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, PEGGY J. JOHNS, 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, 2015.



PEGGY J. JOHNS, CITY CLERK

March 13, 2015

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 Council Members receive no additional compensation or stipend as a result of convening this Special City Council Meeting.

CITY OF LAGUNA HILLS

Rating Results for Proposed FY 2015-17 Major Plans

	Average	Rating of Interest Summary				
		Blount	Carruth	Gilbert	Kopelman	
Parks and Recreation Commission						
Display the City's existing holiday & patriotic banners on Alicia Pkwy, El Toro Rd, La Paz Rd, and Paseo de Valencia.	0.2	0	0	0	0	1
General Government						
Work with Merlone-Geier Partners to facilitate the redevelopment of the former Laguna Hills Mall (now "Five Lagunas")	2.0	2	2	2	2	2
Negotiate a 2nd amendment to the Oakbrook Village Development Agreement to expedite implementation of Phase 2.	2.0	2	2	2	2	2
Develop & implement a succession/reorganization plan for the General Government Department.	1.8	2	1	2	2	2
Develop Civic Leadership Academy course to prepare LH residents for leadership roles in City government.	0.4	0	0	0	2	0
Upgrade/replace agenda mgmt software and migrate from paper agenda packet to digital agenda packet.	2.0	2	2	2	2	2
Non-Departmental						
Implement server virtualization project by consolidating more workloads on fewer servers.	2.0	2	2	2	2	2
Community Development Department						
Complete entitlement process for the LH Mall (now "Five Lagunas") by March 2016.	2.0	2	2	2	2	2
Implement a re-alignment of existing staff resources.	1.6	1	2	2	2	1
Issuing a Building Services RFP for inspection, plan checking and back-up counter coverage services.	2.0	2	2	2	2	2
Evaluate the staffing model for the Building Division function (i.e. in-house staff, consultant, or hybrid)	1.8	2	1	2	2	2
Evaluate the City's public nuisance abatement section & use of administrative citations in code enforcement process.	1.6	0	2	2	2	2
Evaluate a zoning code permit streamlining process for City Council consideration by July 2016.	2.0	2	2	2	2	2
Public Services						
Develop an ADA Transition Plan.	1.6	2	2	1	2	1
Develop a Hazard Mitigation Plan.	1.0	0	2	0	2	1



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: MARCH 14, 2015

TO: MAYOR AND COUNCIL MEMBERS

FROM: BRUCE CHANNING
CITY MANAGER

ISSUE: CITY COUNCIL WORKSHOP ON MISSION, VISION, VALUES, AND CORE SERVICES

RECOMMENDATION: THAT THE CITY COUNCIL REVIEW AND DISCUSS ITS CURRENT MISSION STATEMENT, VISION, VALUES, AND CORE SERVICES FOR THE PURPOSE OF CONFIRMING, MODIFYING OR REWRITING THEM FOR FUTURE USE AND REFERENCE.

BACKGROUND:

The City Council has established a practice of conducting a workshop every other year for the purpose of determining and/or reaffirming the City's Mission, Vision, and Values as well as its Core Services. Two years have passed since the last City Council Workshop and recognizing that there is one new member on the City Council, it is appropriate for the City Council to conduct another workshop for the purpose of revisiting these important subjects and determining whether any additions, deletions, changes, modifications are warranted or desired.

Mission Statement:

High-functioning organizations are ones that have a clear and concise Mission or Statement of Purpose. It is a statement of who we are, why we exist, and what we want to always keep in mind as we undertake to serve our constituency.

Two years ago, the City Council reaffirmed the following Mission Statement:

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

Please think about this statement and whether or not it reasonably reflects your own view of what the City's primary mission or purpose ought to be. The Council can spend time, if

you wish, tweaking this statement or starting all over with the development of a new one. But if it still reads and sounds acceptable to most of you, then you can simply confirm it as our Mission Statement and move on to the discussion of Vision and Values.

Vision Statements:

High-functioning organizations also have a clear vision for where they want to go and how they plan to get there. Oftentimes, expressing the collective vision for a city's future is not as difficult as agreeing upon the priority order in which to undertake those desired future plans. Just as difficult, at times, can be reaching consensus on "how" to accomplish the Council's vision for the future. That said there is great benefit from at least having agreement on the direction we want to head or, said differently, the future we want to help shape for our community. In the forthcoming months, as the City Council deliberates on the various budget goals and priorities, more definition of our short-term operational objectives will become clear.

Another trait of high functioning organizations is having the willingness and discipline to identify and confront the "Brutal Facts" about their present condition and short/long-term future. The City Manager will lead a brief discussion on this topic as a prelude to the Council's determination of its vision for the next two years.

As has been said previously, the City's Adopted General Plan, in many respects, represents the community's collective vision for our future. It is the product of extensive public outreach, input, and feedback. But it is also a "big picture" blueprint for the future and there are many additional components to that vision-casting effort that can and should be embellished upon. In past workshops, the Council developed a list of "vision statements" that they believed should "guide" the manner in which we implement the General Plan Goals and develop our Biennial Budgets. The list is as follows:

- Provide a high level of infrastructure maintenance
- Maintain significant communication with the public
- Protect and enhance the visual aspects of Laguna Hills
- Preserve and enhance economic development
- Maintain a fiscally sound structure of the city
- Maintain public safety
- Preserve the environment
- Prepare for the future
- Maintain or enhance core services
- Foster a unique identity / stress sense of community

In preparation for the workshop, each Department Head has been asked to review their pertinent element of the General Plan and propose a value statement or two that they believe best captures the vision concept contained in that element. The City Council

should review each of the above statements, receive input from staff, and determine if you would like to make any additions, deletions, changes or modifications.

Values:

Values reflect how members of the organization will carry out the mission and vision. During previous workshops wherein we discussed mission, vision, and values, the Council agreed on the following concepts:

- Small government
- Lean, efficient, competent staff with high integrity, utilizing contract services to scale services as needs require
- Promote health, wellness, and a high quality of life for residents
- Provide public safety
- 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
 - Have strong financial policies and practices pertaining to budget, forecasting trends, capital improvements and reserves
- Treat employees 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:

The Council has previously identified the services it considers to be core. "Core" was defined as the critical services that represent service priorities for the City and which, during times of cutback, would be maintained. Five service areas were identified, as follows:

- Public safety
 - Law enforcement
 - Emergency preparedness
 - School resource officers and crossing guards
 - Fire and paramedics
 - Animal services
- Community services to residents
 - Parks that are well maintained

- Recreation
- Youth services
- Economic development
- Land use planning and building safety services
- Public works
 - Well maintained landscape corridors
 - Protection and maintenance of infrastructure (buildings, streets, parks, and other infrastructure)

Staff assumes that this list of core services hasn't changed in anyone's mind, but time can be spent discussing this matter if the Council so desires.

"Building Blocks for Success" Model:

The City Manager and Assistant City Manager have attempted to capture our "Mission, Vision, Values, and Core Services" in a diagram we call the "Building Blocks for Success" model. The model is a tiered structure with 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 model has been revised slightly over the years to incorporate some concepts that were identified during previous workshops. The most current edition is attached for your reference.

ATTACHMENT:

- Building Block Model



City of Laguna Hills

Building Blocks for Success

- Exceptional Quality of Life
- Strong Property Values
- Sense of Community
- High Functioning Organization

← “Results & Rewards” →

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

- Highly Desirable Place to Live/Work
- Sense of Safety
- Civic Pride
- Stronger Schools

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 Solid Waste	Economic Development Records Mgmt. Historical Archives Parks	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

City Council Meeting Agenda

Staff Report

DATE: MARCH 14, 2015

TO: MAYOR AND COUNCIL MEMBERS

**FROM: BRUCE CHANNING
CITY MANAGER**

ISSUE: DISCUSSION OF CITY COUNCIL AGENDA PROCESSES; MEETING PROTOCOLS; CITY COUNCIL BUSINESS PRACTICES AND OPERATING PROCEDURES; AND CITY COUNCIL POLICIES, PROCEDURES AND BUSINESS PROTOCOLS

RECOMMENDATION: THAT THE CITY COUNCIL REVIEW, EVALUATE, AND DISCUSS AGENDA PROCESSES; MEETING PROTOCOLS; AND CITY COUNCIL POLICIES, PROCEDURES, AND BUSINESS PROTOCOLS AND CONSIDER ANY CHANGES, ADDITIONS, DELETIONS, OR MODIFICATIONS RELATED TO SAME.

BACKGROUND:

The City Council has established a practice of conducting a workshop every other year for the purpose of determining and/or reaffirming the City Council's Policies, Procedures, and routine Business Protocols. Provided below is information related to past Council's discussion of such matters as City Council – City Staff Relations and how individual Council Members can place a report on the City Council Meeting Agenda. Also listed for possible consideration are several other Council Policies, Procedures, and Business Protocols pertaining to the conduct of City Council meetings and the handling of routine business matters. The Council may choose to discuss some or all of the listed items and provide staff with new direction if necessary.

Council Policies and Procedures

There are several routine business practices and Council protocols that the City Council has established during previous workshops. For the most part, they seem to be working well for both the Council and staff. Nevertheless, now is the time to once again review these business practices and protocols and either confirm or modify as desired.

- 1) *Practice for placing items on the agenda.* Past concerns included utilization of staff time for Council generated agenda items; an interest in having a mechanism for individual Council Members to surface issues; and how items are framed on the agenda. The practice for placing items on the agenda has never been formalized as a City Council Policy. Staff is recommending that it be a formal policy and has prepared the attached "Draft" Policy for the City Council's review.
- 2) *Communications with staff:* The City Manager and Council agreed to follow existing practices, as described below:
 - a) Council Members communicating with staff will be limited to the City Manager, Assistant City Manager, or Department Heads. It is not appropriate for Council Members to contact staff below the Department Head level.
 - b) Department Heads inform the City Manager of all Council Member contacts.
 - c) Council Members send a copy to the City Manager of all emails they send to Department Heads.
 - d) The City Manager provides the same substantive information to all Council Members.
 - e) A Council Member's request for staff assistance or information should not require more than one hour of staff time.
 - f) Council Members contact the City Manager, Assistant City Manager, or a Department Head regarding issues or questions they have about agenda items prior to Council meetings. The purpose of this is to either answer the question in advance, or to ensure that staff can fully answer the question at a Council Meeting. Council Members and staff all benefit from staff being fully prepared by knowing such issues or questions in advance. Additionally, if a Council Member can have his/her question(s) answered prior to the meeting, it will save the time of the other Council Members and the public at the meeting.
 - g) The City Manager provides information to the City Council as soon as it is available.
 - h) Council Members let the City Manager know any information they have that they wish to be conveyed to other Council Members. The purpose of this is to ensure their colleagues are informed about matters that an

individual Council Member has knowledge about and wishes to share with others while being mindful of the constraints of the Brown Act.

- i) Council Members inform the City Manager when they meet with staff from another public agency. Additionally, Council Members make it clear they are not representing the City Council, unless they are in the meeting as a designated representative of the Council.
 - j) Council Members are mindful that their requests for City Attorney research or assistance costs money.
- 3) City Council meeting start time. Conducting Closed Sessions at 6:00 p.m., before the start of the Regular City Council meeting at 7:00 p.m.
- 4) *Protocol for Delivery of Agenda Binders.*

Staff proposes to move to electronically transmitted agendas.

- 5) *Procedure for establishing Time Limits on speakers, including Council Members.*

Council has expressed a desire to limit all speakers to three minutes.

- 6) *Procedure for setting Time Limits on Agenda Item discussions.*

No established practice thus far.

- 7) *Policy for Business Practices, such as conference and meeting attendance/cost reimbursement and pre-meeting meals.*

See attached Staff Report RE: AB1234

- 8) *Protocol for determining the seating of Council and staff at the Council Dias.*

Has been the Mayor's prerogative for the past two years.

- 9) *Procedure for handling the Issuance of Proclamations and Certificates of Recognition/Commendation.*

See attached City Council Policy No. 110 – City Recognition Policy.

10) *Protocol for Employee Recognitions.*

There is currently no set practice for recognizing or honoring 25-year employees.

11) *Procedure for responding to inquiries, complaints, requests for information.*

Typically handled by staff. Letters of reply are either delegated to staff or drafted by staff for Mayor's review and approval.

12) *Practice for the use of official City stationery.* The practice for the City Council's use of official City stationery has never been formalized as a City Council Policy. Staff is recommending that it be a formal policy and has prepared the attached "Draft" Policy for the City Council's review.

13) *Protocol for providing financial support to community organizations.*

ATTACHMENTS:

- Draft City Council Policy regarding Agenda placement
- Staff Report RE: AB1234
- City Council Policy No. 110 – City Recognition Policy
- Draft City Council Policy regarding the Use of Official City Stationery

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: PROCEDURES FOR COUNCIL
MEMBERS TO PLACE ITEMS ON A
CITY COUNCIL AGENDA**

POLICY No. ____

Effective Date: _____, 2015

Last Revision: _____, 2015

PURPOSE:

To establish guidelines for City Council Members to place items on a 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.

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) Any Council Member who wishes to place a report on the Agenda 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

**City Council Policy
No.
Council Member Agenda Item Placement Policy**

performed and in the aggregate, does not require more than one-hour of staff time.

- 4) The City Clerk reviews all staff reports for grammar, spelling, appearance, and format, ensuring that all supporting materials or documents are attached and complete.
- 5) 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

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: CITY RECOGNITION POLICY
POLICY No. 110

Effective Date: November 14, 2006

Last Revision: November 14, 2006

PURPOSE:

The purpose of this policy is to establish guidelines for official City recognition of groups, individuals, events, Council Members, Commissioners, employees, and other City-appointed officials.

POLICY:

METHODS OF RECOGNITION

RESOLUTIONS

The City may utilize a Resolution as a means of recognition. A Resolution is a formal, written action of the City Council and must be agendized for a vote. All Resolutions adopted by the City Council are numbered and placed in the official book of Resolutions. Resolutions should only be used in the most significant cases and will be signed by the entire City Council.

Adoption of a Resolution requires a staff report with a recommendation and justification for issuing the Resolution.

CERTIFICATES AND PROCLAMATIONS

Certificates and Proclamations are prepared in response to the type of recognition desired. Certificates are prepared for Commendations, Recognitions, and Appointments. Proclamations are prepared when the request is to proclaim something.

The City Council must provide direction to staff with regard to issuing a Certificate or a Proclamation. Presentations will not be agendized if the recipient cannot be present at a City Council meeting to receive the Certificate or Proclamation. A Certificate or a Proclamation may also be presented at an event by the Mayor or the Mayor's designee.

Certificates and Proclamations are not issued for Religious Observations, Ethnic Celebrations, or recognition that is not local in nature.

PLAQUES

Plaques are an appropriate means of recognition for service to the City and will be used at the City Council's discretion.

CITY TILE

The City Tile is a significant way of recognizing the service of City Council Members, Commissioners, and City Employees. A City Tile may also be appropriate for dignitaries visiting from other states or countries.

MEETING DEDICATION

There are times when it is appropriate to dedicate a City Council meeting in memory of an individual. The Mayor initiates this action. When the City Council meeting is dedicated, a notation may appear on the agenda, and the Mayor announces that the meeting is in memory of an individual. After the meeting, an appropriate card or certificate is sent to the family acknowledging the dedication, and the dedication is noted in the minutes.

COUNCIL MEMBER RECOGNITION

A plaque and Resolution of Commendation may be presented as recognition for an outgoing Mayor.

A City Tile and Dais name plate may be presented to outgoing Council Members who complete at least one term of office.

Upon retirement from City service, any Council Member who has served at least two full-terms of office will be eligible for retirement recognition. The City Manager is authorized to incur a reasonable expense to pay for a retirement celebration event in honor of the Council Member. The determined expenditure shall take into consideration years of service, availability of a City facility, and the Council Member's desire for such an event. A City Tile and a Resolution or Certificate of Recognition will also be presented by the Mayor at a City Council meeting to the retiring Council Member.

COMMISSIONER/APPOINTED REPRESENTATIVE RECOGNITION

Newly appointed Commissioners and Appointed Representatives are recognized with a Certificate of Appointment at the time the Oath of Office is taken at a City Council Meeting.

If a Commissioner or Appointed Representative finds it necessary to resign from office prior to completion of his/her term, a Certificate of Appreciation will be presented at a City Council Meeting.

A City Tile may be presented to outgoing Commissioners and Appointed Representatives who complete at least one term of office.

EMPLOYEE RECOGNITION

FIVE YEAR SERVICE RECOGNITION

Employees shall be recognized on the fifth year anniversary of employment with the City of Laguna Hills. At this time the employee shall receive a Certificate of Recognition presented by the City Manager at a C.A.R.E.S. luncheon, or like function. In addition, the employee will receive a pen and pencil set.

TEN YEAR SERVICE RECOGNITION

On the tenth year anniversary of employment with the City of Laguna Hills, the employee shall receive a Certificate of Recognition presented by the Mayor at a City Council Meeting. The employee will also receive an engraved clock.

In addition, any employee who separates from employment with the City after ten years of service may receive a City Tile.

FIFTEEN YEAR SERVICE RECOGNITION

Upon the employee's fifteenth year anniversary of employment, the employee shall receive a Certificate of Recognition presented by the Mayor at a City Council meeting and a fifty-dollar (\$50.00) gift certificate to a Laguna Hills restaurant in commemoration of his/her anniversary with the City.

TWENTY YEAR SERVICE RECOGNITION

Upon the employee's twentieth year anniversary of employment, the employee shall receive a Certificate of Recognition presented by the Mayor at a City Council meeting and a watch in commemoration of his/her anniversary with the City.

RETIREMENT RECOGNITION

Upon retirement, any regular full-time employee with at least five years of continuous full-time employment with the City of Laguna Hills, who has

reached at least the PERS minimum age requirement of fifty years, and has met the PERS conditions for service retirement, will be eligible for retirement recognition. The City Manager is authorized to incur a reasonable expense to pay for a retirement celebration event in honor of the employee. The determined expenditure shall take into consideration years of service, availability of a City facility, and employee's and employer's desire for such an event. A City Tile and Certificate of Recognition will also be presented by the Mayor at a City Council meeting to the retiring employee.

MISCELLANEOUS RECOGNITIONS

COMMUNITY EVENTS/COMMUNITY ORGANIZATIONS

There are many events that occur in the community and at times the City is asked to make official recognition. The City Council will provide direction to staff regarding if and how the recognition should occur. In making that determination, the City Council should consider the significance of the event to the entire community.

ATHLETIC/ACADEMIC ACCOMPLISHMENTS

Recognition may be provided when an individual or a team reaches a significant level of competition. Recognition of athletic or academic achievement may be given for a Championship at the CIF/County level or higher. If the individual or team continues to compete at the State and/or National level, recognition should occur when the individual or team has completed the highest level of competition.

Athletic and academic accomplishments should be limited to those made by persons competing in school-related or publicly conducted and sanctioned competitions. Adults residing in the community may also be recognized for their athletic achievements in well-recognized sporting events.

The determination of when recognition is appropriate shall be made by the City Council.

ACTS OF HEROISM

Recognition can be given to those individuals who are residents of Laguna Hills who perform heroic acts. The significance and infrequency of these acts would indicate that this type of commendation should be framed and should be presented at a City Council meeting. The City Council may recognize an act of heroism by a person who is not a resident of Laguna Hills if the person saved is

City Council Policy
No. 110
City Recognition Policy

a resident of Laguna Hills. Recognition of those who perform heroic acts will typically be made at the recommendation of the Chief of Police Services, Orange County Fire Authority, or Hospital Administrators.

EAGLE SCOUTS AND GOLDEN ARROW SCOUTS

Young men and women who are residents of Laguna Hills and become Eagle Scouts or Golden Arrow Scouts should be recognized by the City. A Certificate of Commendation will be prepared and presented by the Mayor, either at the Court of Honor where the Eagle Scout or Golden Arrow Scout Award is presented or at a City Council meeting.

REGIONAL EVENTS AND RECOGNITION FOR OTHER CITIES

Appropriate Certificates or Proclamations will be prepared for regional events or in response to requests from other cities. The City Council will provide direction to staff with regard to preparing the recognition.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

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

POLICY No. ____

Effective Date: _____, 2015

Last Revision: _____, 2015

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 Council and to communicate legislative positions taken by the City Council. 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 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 Administrative 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



City of Laguna Hills

City Council Meeting Agenda

Staff Report

DATE: MARCH 14, 2015

TO: MAYOR AND COUNCIL MEMBERS

FROM: BRUCE E. CHANNING, CITY MANAGER

ISSUE: CITY CLERK DEPARTMENT REORGANIZATION

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT.

SUMMARY:

Due to two impending retirements in the City Clerk Department, the Department will undergo a number of significant changes in the next few months. These upcoming staff departures provide an opportunity for the City to evaluate the current staffing structure. Consequently, after extensive analysis, staff is proposing a reorganization of the City Clerk Department that will result in annual savings of approximately \$146,000.

BACKGROUND:

The City Clerk Department is currently comprised of the City Clerk, Deputy City Clerk, and an Extended Part-Time Records Technician. Over the next several months, the City Clerk Department will undergo significant changes as key department personnel retire. Specifically, the current City Clerk has indicated she will retire on April 3rd and the Deputy City Clerk on April 24th. As has been the practice of the City, the impending retirements provide an opportunity to examine the current staffing structure and make modifications as appropriate, taking into account the present and future needs of the City.

The structure and staffing complement of the City Clerk Department has remained essentially unchanged since the mid-1990's. Over the past several years, however, advances in technology have dramatically transformed the manner in which administrative job duties are carried out. This is especially true in the City Clerk Department, due to the nature of the duties and responsibilities of the Department. Staff feels these changes are significant and provide an opportunity to thoroughly examine the existing structure and staffing complement of the Department. Technological advances have also served to increase efficiencies in other job classifications throughout the City, one being the Administrative Assistant to the City Manager. Consequently, as part of this examination

process, staff sought to develop a reorganization plan that utilizes existing City personnel as much as possible.

After extensive analysis, staff is proposing reclassifying the Senior Management Analyst to Assistant to the City Manager/City Clerk. This position would have departmental oversight (management position) responsibilities over the City Clerk Department, Public Information, CDBG, and Franchise Administration, as well as assist in various other functional areas such as personnel, economic development, and budget preparation. An organizational chart for the proposed position is included as Attachment A. As part of this proposed reorganization, the Assistant to the City Manager would be appointed the City Clerk and be responsible for coordinating the day-to-day functions and activities of the City Clerk's Office.

Staff further proposes reclassifying the Extended Part-Time Records Imaging Technician to Records Management Coordinator. The Records Management Coordinator would be the primary staff person responsible for coordinating and maintaining the City-wide records management system. This position would also provide staff support to the Assistant to the City Manager, as necessary. It is anticipated that this position would either manage an increased records imaging contract or oversee a Temporary Part-Time Records Imaging Clerk (15 hrs/wk).

As part of this reorganization, the current Administrative Assistant to the City Manager would take over the agenda management duties and responsibilities, including the coordination of the agenda and preparation of minutes. The Administrative Assistant to the City Manager would also coordinate the preparation of recognitions and proclamations and provide staff support, as necessary.

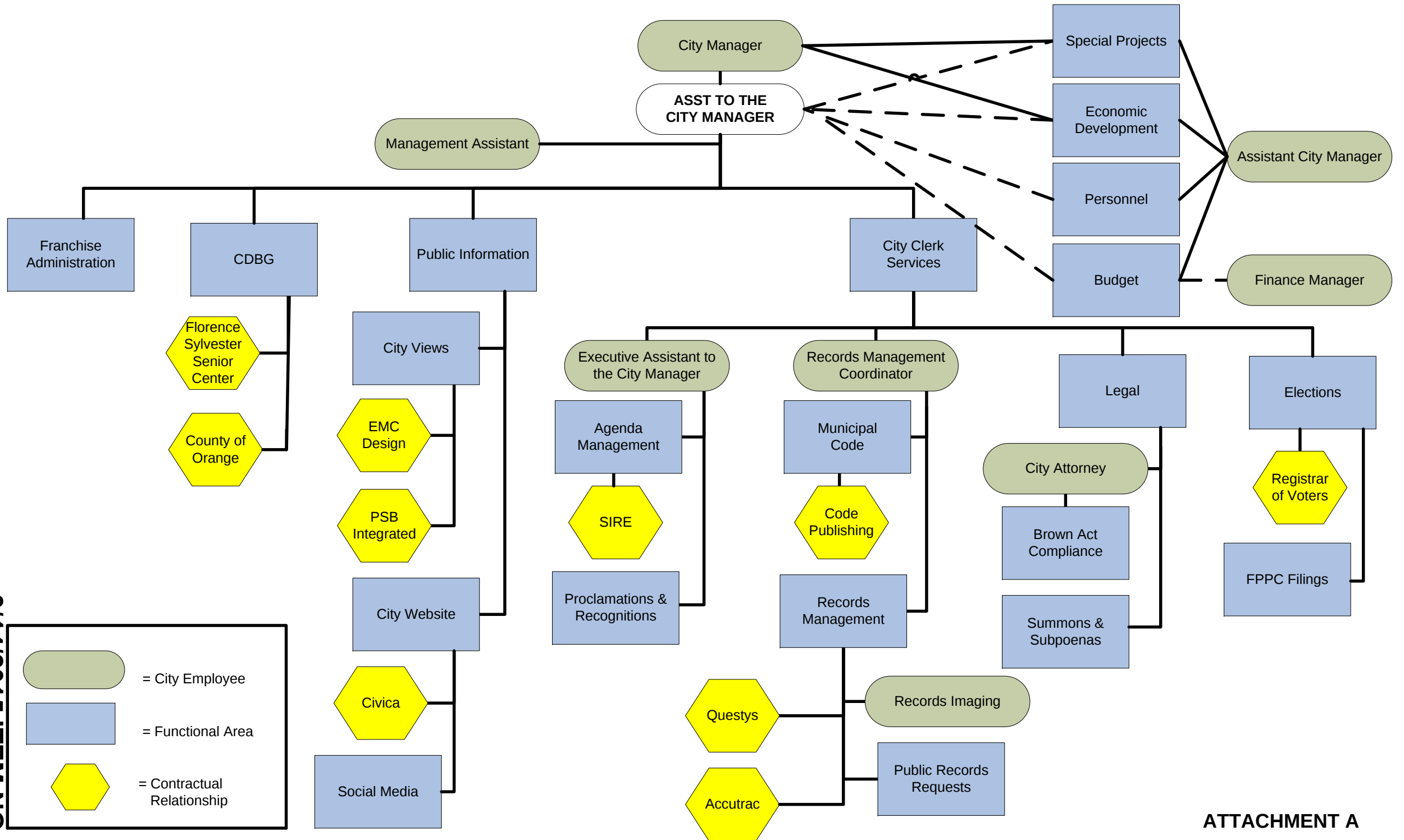
The final component of the proposed reorganization would involve the recruitment and addition of a Management Assistant. This position functions as the entry level to the analyst series and would assist with a number of functions in the Administrative Services Department currently handled by the Senior Management Analyst, as well as exercise responsibility over the risk management functions of the City Clerk Department, including claims and insurance certificates.

FISCAL IMPACT:

The positions and fiscal impact of the proposed reorganization of the City Clerk Department can be found in Attachment B. As shown in the Attachment, the proposed City Clerk Department reorganization would result in annual General Fund savings of approximately \$146,000.

ATTACHMENTS:

- Attachment A-Organizational Chart for Proposed Assistant to the City Manager
- Attachment B-City Clerk Reorganization Positions & Fiscal Impact



ATTACHMENT B

CITY CLERK REORGANIZATION

		Total
Current Organizational Structure		Personnel Costs
Senior Management Analyst		142,398
City Clerk		201,826
Deputy City Clerk		113,134
Records Imaging Clerk (30 hrs/week)		51,430
TOTAL COST		508,788
Proposed Reorganization		
Assistant to the City Manager/City Clerk		172,636
Records Management Coordinator		93,204
Management Assistant		77,248
Records Imaging - PT Employee (15 hrs/week) or Contract		19,709
TOTAL COST		362,797
PROJECTED SAVINGS		145,991

