



City of Laguna Hills City Council

Dave Wheeler
Mayor

Joshua Sweeney
Mayor Pro Tempore

Don Caskey
Council Member

Janine Heft
Council Member

Erica Pezold
Council Member

Special Meeting Agenda Tuesday, October 22, 2024 - 4:00 PM

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/Planning Agency Minutes. Completion of the form is voluntary. It is City policy to limit public testimony to up to three minutes per person, an overall time limit of twelve minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the City Council on an item not listed on the Agenda, the City Council is prohibited by law from discussing or taking any action on that item.

Submission of Electronic Public Comments: Those wishing to make electronic public comments may submit their comments by [email to the City Clerk](#) by 2:00 p.m. on Tuesday, October 22, 2024. In the subject line of the email, please state your name and the item number you are commenting on. Any public comment received that does not specify a particular agenda item number will be announced during the general public comment portion of the agenda. 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 applicable agenda item, the City Clerk will announce the name of the sender and subject matter of all electronic comments received by 2:00 p.m. on Tuesday, October 22, 2024. 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, X (formerly Twitter), etc.) will not be accepted.

For questions or assistance, please contact the City Clerk's Office at (949) 707-2635 or via [email](#).

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 this Agenda. Public Comments are limited to three minutes per person, an overall time limit of twelve minutes for any one subject, and a total time limit of thirty minutes. Clarification questions from the City Council will not count against time limits. Speaker's responses are limited to one minute.

City Council Workshop Items

1 Update on Comprehensive Review of City Council Policies and Administrative Orders

Recommendation: That the City Council review the modifications made to the City Council Policies and provide direction to staff.

Adjournment

The next Regular Meeting of the City Council/Planning Agency will be October 22, 2024, at 7:00p.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 October 21, 2024, at 4:00p.m.



Jennifer Lee, CMC, City Clerk

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: October 22, 2024
To: Mayor and Council Members
From: Dave Wheeler, Mayor
Issue: Update on Comprehensive Review of City Council Policies and Administrative Orders

Recommendation: That the City Council review the modifications made to the City Council Policies and provide direction to staff.

Background:

The City's Administrative Orders and City Council Policy Manual were first adopted in 1992 and 1994, respectively, with the goal of implementing best practices for the internal operation of the City, promoting organizational efficiencies, and providing consistency in the delivery of City programs and services. These policies and procedures cover a broad range of topics from those established by and for the City Council, to general administration, to specific departmental operations. Over the years, new orders, policies and procedures have been established, and existing orders, policies and procedures have been amended to reflect the organization's most current goals and actual practices.

The City has been conducting a comprehensive review of our organization's policies and procedures. The comprehensive update is meant to align with current and actual organizational practices and are intended to further improve efficiencies, reflect best management practices, as well as reinforce the council-manager form of government. Attached to this staff report are four City Council Policies; Policy No. 101, Policy No. 125, Policy No. 201, and Policy No. 205, that have been reviewed and revised by Mayor Wheeler for the City Council's review and consideration.

Fiscal Impact:

There is no fiscal impact to make the modifications to the City Council Policies.

Attachments:

1. Policy 101 NEW City Council Policy Manual
2. Policy 125 NEW Delivery of Agenda
3. Policy 201 NEW Appointment of Commissioners
4. Policy 205 NEW Commissioner Attendance at Meetings

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: CITY COUNCIL POLICY MANUAL
POLICY No. 101

Effective Date: June 14, 1994

Last Revision: June 14, 1994

PURPOSE:

To establish a process for developing, approving, and revising City Council Policies which provide broad, general guidelines requirements to the City Manager for the administration, operation, and general health, safety, and welfare of the City.

BACKGROUND:

In order to effectively carry out the day-to-day operations of the City, the City Manager and staff depend on an extensive body of laws, regulations, ordinances, codes, and policies for direction. Many of the policies promulgated by the City Council are established by adoption of ordinances and resolutions and ~~will~~ shall be standalone requirements. City Council Policies when in conflict shall take precedence over ~~be included in~~ the Municipal Code and General Plan.

~~The purpose of the City Council Policy Manual is to provide general direction to assist City staff and members of City Commissions in conducting municipal affairs by identifying certain administrative/operational policies adopted by the City Council. From these broad policies, the City Manager and staff develop more specific administrative procedures designed to achieve the Council's goals and objectives.~~

~~These policies provide staff with general direction and are not intended to limit the City Manager's flexibility to adapt administrative procedures for different circumstances as needed.~~

POLICY:

The following process ~~will~~ shall be utilized to develop and maintain appropriate documentation of City Council policies:

1. New policies ~~will~~ shall be prepared in written form and submitted to the City Council for approval. They become effective at the time the City Council takes action.

2. Existing policies may be recommended for deletion or modification by any Member of the City Council or the City Manager. Any such deletion or modification **will shall** be placed on the City Council agenda and requires a majority vote for approval.
3. The City Council Policy Manual **will shall** be maintained by the City Clerk. The City Council Policies **will shall** be in the format attached as Exhibit A.
4. A copy of the City Council Policy Manual **will shall** be maintained in a **secure location and available on the city's public website the same location as the City Council Reading File.**
5. The City Council Manual **will shall** be set up using the following headings and numbering:

City of Laguna Hills
City Council Policies
Table of Contents

100 ADMINISTRATION AND GOVERNMENT

101 **Title City Council Policies**

~~105 Financial Policies~~

~~110 Recognition Policy~~

~~115 Council Member Participation in the 2007-2008 General Plan Update Process (Minute Order)~~

200 BOARDS AND COMMISSIONS

201 **Title Appointment of Commissioners**

~~205 Commissioner Attendance at Meetings~~

~~300 PLANNING, BUILDING, ENGINEERING, PARKS, AND MAINTENANCE~~

301 **Title Park Site Planning**

~~305 Advertising/Temporary Signs in City Parks~~

~~309 Community Center Facility Reservation Policy~~

310	Public Reservations and Fee Policy
311	Group Picnic/Park Reservation Policy
312	Athletic Field Tournament Policy
313	Gymnasium Rental and Use Policy
314	Athletic Field/Roller Hockey Facility Reservation Policy
315	Tree Preservation
316	Special Event Permit and Reservation Policy
320	Contract Change Order
330	Placement of Telecommunication Facilities on City-owned Property
340	Disposition of Surplus Land
350	Residential Streets Traffic Management Policy
400	RECREATION, HISTORICAL, AND CULTURAL
401	Title
500	GENERAL
501	Title
505	
ATTACHMENTS:	
•	Format for City Council Policies

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: DELIVERY OF AGENDA
POLICY No. 125

Effective Date: October 8, 2019

Last Revision: n/a

PURPOSE:

To establish guidelines for the delivery of the City Council meeting agenda to Council Members and members of the public.

POLICY:

The purpose of this policy is to provide staff general direction and establish guidelines regarding the delivery of the City Council agenda and supplemental information to City Council Members and members of the public.

- 1) Pursuant to State law, agendas for regular City Council meetings must be posted a minimum of 72 hours in advance. For regularly scheduled Tuesday City Council meetings, agendas must be posted no later than the Saturday preceding the meeting by 7:00 p.m.
- 2) ~~As has been the City's regular practice, the~~ The City Council meeting agenda and agenda packet ~~is~~ shall be made available to City Council Members and members of the public by 5:00 p.m. on the Friday prior to the meeting.
- 3) In instances where there is a minimum of 4 weeks or more period of time preceding a City Council meeting, staff will endeavor to release the City Council meeting agenda and agenda packet for the upcoming City Council meeting no later than 5:00 p.m. on the Wednesday prior to the meeting.
- 4) ~~While staff will endeavor to release the City Council meeting agenda and agenda packet by the time guidelines detailed above, there may be instances where staff may be unable to meet the stated timeframes. If that is the case, the City Council meeting agenda and agenda packet will be released upon completion.~~
- 5) Upon the release of the City Council meeting agenda and agenda packet, should any changes to the material occur after the release of the agenda and agenda packet, City Council Members will be provided with a Hot Envelope detailing the changes to the agenda or agenda

City Council Policy
No. 125
Delivery of Agenda Policy

packet after publication. This information will concurrently be made available to members of the public.

- 6) ~~This policy is not intended to limit the City Manager's flexibility to address different and/or unanticipated circumstances, as needed. The City Manager may exercise his sole discretion and judgment in deciding the timing of the production and release of the City Council meeting agenda and agenda packet, with the exception of timing as is required by law.~~

ATTACHMENTS:

- NONE

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: APPOINTMENT OF COMMISSIONERS POLICY No. 201

Effective Date: February 11, 1992

Last Revision: October 25, 2005

PURPOSE:

To provide guidelines for appointing Commissioners as Commissions are created, terms expire, and vacancies occur.

BACKGROUND:

It is advantageous to have a smooth transition as terms for City Commissioners expire or positions are vacated. This policy provides those guidelines.

POLICY:

A Commission is formed by adoption of a Resolution by the City Council. Only the Planning Commission is established by Ordinance. The Resolution or Ordinance should include:

1. The term of office for Commissioners.
2. Whether the Commission is advisory or has decision making abilities.
3. The staff assistance that ~~will~~ shall be provided.
4. The duties of the Commission.
5. The time and place of meetings or an indication that the Commission would establish those.
6. The Officers of the Commission.
7. The effective date of the Commission.
8. Whether there are filing requirements under the Political Reform Act.

When the Resolution or Ordinance is adopted, the City Council should direct the City Clerk to post the Notice of Vacancy and begin the application process.

Application Process

An application form is attached as Exhibit A.

The application period ~~will~~ shall be for 30 days. This will allow sufficient time for the City Clerk to publish a legal ad, provide a press release, post Notices of Vacancy, and for receipt of applications.

City Council Policy
No. 201
Appointment of Commissioners

Applications **will shall** be accepted by the City Clerk.

Appointment Process

At the close of the application period:

1. Copies of the applications **will shall** be provided to the City Council within ten days.
2. The City Council **will shall** set a time to conduct the interviews in the Conference Room. It **will shall** be a noticed meeting of the City Council.
3. Each applicant **will shall** be contacted and given an appointment time. The City Clerk **will shall** greet each applicant in the lobby and escort them into the City Council at the time of their interview. The City Council **will shall** interview each applicant. If an applicant is unable to appear for an interview, their application is still considered when the City Council makes its decision.
4. The City Council discusses the applicants and makes appointments by one of the following methods:
 - After reaching a consensus through their discussion, by one motion, appoint the Commissioners to fill all existing vacancies.
 - Establish a means of voting for the Commissioners. If this method is used, all ballots are a part of the record of the meeting and are public information.

Notification Process

After the City Council has made the appointments, ~~immediately,~~ the Mayor **shall** calls those that have been appointed and asks them to be present at a City Council meeting to be sworn in. The City Clerk prepares a letter for the Mayor's signature to all other applicants thanking them for their interest in serving.

Service on the Commission does not begin until the Oath of Office is taken.

A follow up letter is sent to the appointees confirming their appointment and forwarding Statement of Economic Interest Forms if they are required. Applications for those not appointed **will shall** remain active for a one year period, and these applicants **will shall** be contacted if a vacancy on the Commission should occur during that time.

City Council Policy
No. 201
Appointment of Commissioners

Oaths of Office

At the City Council Meeting, all new Commissioners for a given Commission **will shall** take the Oath of Office administered by the City Clerk, and the Mayor will present each Commissioner with a framed Certificate of Appointment. If it is a newly formed Commission, the Commissioners **will shall** draw by lot to determine which **will shall** have an initial four year term and which **will shall** have a two year term. All Commissioners now have staggered, four year terms.

Operation of the Commission

The staff support for the Commission **will shall** arrange for the first meeting at which the Commission **will shall** elect a Chair and Vice Chair. Their term of office **will shall** be for one year. All Commissions **will shall** reorganize at their first meeting **or** in March, provided any newly appointed or reappointed Commissioners have been seated.

Process for Filling Vacancies on Established Commissions

If a Commissioner resigns from a Commission before the term of office is over, the resignation **will shall** be in writing to the City Council. A vacancy does not exist until the City Council accepts the resignation. Then, the same procedure as outlined above **will shall** be followed to fill the vacancy.

Terms of Commissioners **will shall** be for four years and **will shall** expire on January 31st; however, Commissioners whose terms are expiring remain in office until the City Council has completed its appointment process.

The first week of December of even numbered years, the City Clerk **will shall** post Notices of Vacancy for those seats on the Commissions whose terms of office will expire. A letter **will shall** be sent to these Commissioners indicating their term will expire and reappointment is not automatic. Exhibit B to this Policy is the general form to be used for the letter. The same procedure as outlined above **will shall** be followed to fill the vacancies. A Commissioner may or may not be reappointed to a Commission.

All Commissioners serve at the pleasure of the City Council and may be removed with or without cause at any time by a majority vote of the Council.

All Commissioners must be Laguna Hills residents, registered voters in Laguna Hills, and United States citizens.

**City Council Policy
No. 201
Appointment of Commissioners**

A Commissioner must recuse themselves from any agenda item in which they have a vested interest, conflict of interest or if they live within 500 feet of the affected agenda item location unless the item affects the entire city.

ATTACHMENTS:

- Exhibit A – Application
- Letter Regarding Term Expiration (example)

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: COMMISSIONER ATTENDANCE AT MEETINGS

POLICY No. 205

Effective Date: June 14, 1994

Last Revision: June 14, 1994

PURPOSE:

To make it possible for Commissions to efficiently and effectively carry out the business of the Commission, this Policy **will** establish**es** criteria for Commissioner attendance at Commission meetings.

BACKGROUND:

While it is understood those persons who are appointed by the City Council to serve on City Commissions serve on a voluntary basis, it is important that Commissioners are regular in their attendance.

POLICY:

Any Commissioner absent from two consecutive regularly scheduled meetings of their Commission, or absent from three regularly scheduled meetings of their Commission during a calendar year, may be removed from office. The City Council may declare a vacancy on the Commission and direct the City Clerk to post the Notice of Vacancy and begin the application process, outlined in City Council Policy No. 201, to fill the unexpired term.

Attendance of City Commissioners at their respective Commission meetings **will** **shall** be monitored in the following manner:

- Staff for each Commission **will** **shall** make the Members of that Commission aware of this City Council Policy regarding attendance.
- Staff for each Commission **will** **shall** maintain a record of each Commissioner's attendance. Absences are not considered excused or unexcused.
- When a Commissioner misses the second meeting in a calendar year, staff for the Commission **will** **shall** notify the member in writing of the fact that the member has been absent twice and remind the member of the provisions of this Policy. Failure of the Commission staff to notify the member **will** **shall** not prevent the Council from declaring a vacancy on the Commission.

City Council Policy
No. 205
Commissioner Attendance at Meetings

- When a Commissioner has been absent from two consecutive regularly scheduled meetings or absent from three regularly scheduled meetings of the Commission during a calendar year, Commission staff ~~will~~ shall notify the City Council and the City Manager
- In carrying out this Policy, the City Council shall give consideration to extenuating circumstances.

ATTACHMENTS:

- None