



CITY COUNCIL POLICIES



CITY OF LAGUNA HILLS

City Council Policies

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CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: CITY COUNCIL POLICY MANUAL
POLICY No. 101

Effective Date: June 14, 1994

Last Revision: December 10, 2024

PURPOSE:

To establish a process for developing, approving, and revising City Council Policies which provide 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 shall be standalone requirements. City Council Policies when in conflict shall take precedence over the Municipal Code and General Plan.

POLICY:

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

1. New policies 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 shall be placed on the City Council agenda and requires a majority vote for approval.
3. The City Council Policy Manual shall be maintained by the City Clerk. The City Council Policies shall be in the format attached as Exhibit A.
4. A copy of the City Council Policy Manual shall be maintained in a secure location and available on the city's public website.
5. The City Council Manual 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)

200 BOARDS AND COMMISSIONS

201 (Title)

300 PLANNING, BUILDING, ENGINEERING, PARKS, AND MAINTENANCE

301 (Title)

400 RECREATION, HISTORICAL, AND CULTURAL

401 (Title)

500 GENERAL

501 (Title)

ATTACHMENTS:

- NONE

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PROCEDURE FOR ORDER OF AUTHORITY POLICY No. 102

Effective Date: September 10, 2024

Last Revision: April 8, 2025

PURPOSE:

To establish the order of authority for the City Council and city management to ensure smooth city operations under both normal and emergency conditions.

CITY COUNCIL ORDER OF AUTHORITY:

The following order of authority shall be established for the City Council in both normal and emergency operations:

1. Mayor
2. Mayor Pro Tempore
3. Most Senior Councilmember
4. 2nd Most Senior Councilmember
5. 3rd Most Senior Councilmember

CRITERIA FOR DETERMINING SENIORITY:

- Primary Criterion: Number of years served on the City Council, including non-consecutive years.
- Secondary Criterion: Number of years served as a city commissioner.
- Tertiary Criterion: Number of votes received in the Councilmember's first election.

CITY STAFF ORDER OF AUTHORITY:

The following order of authority shall be established for city staff in both normal and emergency operations:

1. City Manager
2. Assistant City Manager
3. Director of Community Development
4. Director of Finance
5. Director of Community Services

TEMPORARY TRANSFER OF AUTHORITY:

When any person listed above is unable to perform their duties due to vacation, medical absence, or any other circumstance, the next person in the order of authority shall assume their duties until the higher-ranking individual returns.

NOTIFICATION REQUIREMENTS:

- If a full-time city employee, senior staff member, or Councilmember will be unavailable for service, they shall issue an email or memorandum designating the temporary transfer of authority and job responsibilities for the specified period.
- The email or memorandum may be rescinded or modified by the author if the time period changes.
- Legal counsel shall also designate a replacement via email or memorandum and ensure the transfer of responsibility when unavailable. This communication shall include all appropriate contact information for the Council and staff positions listed above.

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY SUBJECT: FINANCIAL POLICIES POLICY No. 105

Effective Date: March 14, 1995
Last Revision: July 1, 2013

PURPOSE:

Provide the framework and direction for financial planning and decision making by the City Council and City staff. These policies are designed to ensure the financial integrity of the City and a service delivery system that addresses the needs and desires of the citizens of Laguna Hills.

These policies establish financial parameters that will guide the budget development and deliberation process, safeguard financial assets, and maintain the City's strong financial condition.

BACKGROUND:

These policies have been designed to safeguard financial assets, maintain the integrity of financial and accounting systems, and ensure the long-term fiscal viability of the City. The emphasis in these policies is that the long-term implications of financial decisions are fully understood and taken into account in the decision-making process. These policies will be reviewed by the City Council at the beginning of each biennial budget development process.

POLICY:

A. BUDGETING

1. The City Manager shall present a proposed budget to the City Council on a biennial basis to be adopted no later than June 30th preceding the commencement of the two-year budget cycle. The budget will be prepared, presented, and administered by the City Manager and Assistant City Manager/Finance Director. It will serve as the policy document of the City Council for implementing City Council goals and objectives.
2. The City will maintain a long-range fiscal perspective through the use of a two-year operating budget, six-year Capital Improvement Plan, and an Eight-Year Resource Allocation Plan. The Budget will be developed and adopted with a sharp focus on long-term financial solvency and compliance with these Financial Policies.

3. The budget is a resource-allocation document and serves as the financial plan for the City. It will serve as the policy document of the City Council and will provide policy direction to the City Manager in the areas of desired service levels and funding priorities.
4. Opportunities will be provided for public input during the City Council's public review and budget adoption process. Although not required by State or local laws, the City will hold a noticed public hearing prior to the adoption of the budget.
5. The budget document will be prepared so that it: (1) facilitates public study and (2) effectively communicates key economic issues and fiscal policies. Assumptions for underlying revenue sources and expenditure estimates will be explained and documented.
6. It is the City's policy to fund current year operating expenditures with current year operating revenues. In the budget proposal presented by the City Manager, recurring revenues shall meet or exceed recurring expenditures for ongoing operations. The City will strive to achieve and maintain an operating revenues-to-operating expenditures ratio of 1.1 to 1 or greater.

The formula for calculating this ratio is:

$$\frac{\text{Operating Revenues}^{(1)} + \text{Enterprise Fund Net Cash Flow}}{\text{Operating Expenditures} + \text{Direct Net Debt Service}}$$

(1) *For the purpose of this calculation, Operating Revenues shall include interest earnings which shall be limited to a maximum of 10% of Operating Revenues.*

7. No one-time, non-recurring revenues or Gas Tax revenues may be used in determining the ratio defined in paragraph 6 of this section. In the event this ratio is impossible to maintain without cuts in service levels, the City Manager will present recommended actions to the City Council.
8. The City Council may authorize the use of reserves and/or non-recurring revenues to balance the budget when unforeseen events occur that reduce the City's recurring revenues, and to direct the City Manager to make budgetary recommendations that will re-balance the budget within a specified timeframe.

9. All budgetary procedures will conform to state regulations and Generally Accepted Accounting Principles (GAAP) for governmental agencies.
10. The City's budget will be presented by department with a logical breakdown of programs. The budget format will clearly outline the major service areas and the associated expenditures.
11. The budgeting process will include quarterly reports to the City Council and will include budgetary status and compliance. The City Manager will notify the City Council whenever changing operations or economic developments require corrective budgetary modifications. The City Manager shall also inform the City Council if operating revenues are projected to decrease by more than 10% from the adopted Budget.
12. All appropriations in the Operating Budget will be automatically carried over from the first year to the second year of the two-year budget period.
13. Departmental budget control shall be the responsibility of the Department Head. Department Heads shall, with the concurrence of the Assistant City Manager/Finance Director, have the authority to move appropriations between line items within their departmental budgets. At the discretion of the City Manager, expenditures may be moved from one department to another, or between funds within the Operating Budget.
14. At the discretion of the City Manager, expenditures may be moved from one capital improvement project to another within the adopted Capital Improvement Plan.
15. During the budget cycle, special circumstances may require an increase in the appropriations established in the adopted budget and would require a budget amendment. These may include:
 - a) changes to spending priorities;
 - b) increase in operating or capital expenditures;
 - c) decrease in operating revenues.
16. City Council approval is required to increase the total sum of the appropriations made for the Operating Budget or the Capital

Improvement Plan from the adopted Budget Resolution. City Council approval is also required to move appropriations between the Operating Budget and the Capital Improvement Plan.

B. CAPITAL PLANNING

1. The purpose of the Capital Improvement Plan is to systematically plan, schedule, and finance capital projects as approved and prioritized by the City Council. The Capital Improvement Plan will be a six-year plan and will include major rehabilitation costs to existing infrastructure and facilities, as well as the cost of new facilities or capital improvements. Staff will inventory and assess the condition of all major capital assets every two years and make recommendations to the City Council regarding any modifications to the Capital Improvement Plan as part of the budget development process.
2. Capital projects will include projected changes in operating and maintenance costs, work force requirements, productivity, and risk management considerations.
3. A capital improvement project shall be established for all projects greater than \$100,000 with an expected useful life of at least 3 years that also meet the definition of a public project per Section 22002 of the State Public Contracts Code. These include projects involving construction, reconstruction, alteration, renovation, improvement, demolition or major repair work. This excludes routine, recurring and usual work for the preservation, protection, or maintenance of publicly owned land, improvements and equipment.
4. For purposes of this policy, the scope of a proposed capital improvement project may be defined as the work to be undertaken at a single location. However, if work at a specific location would not otherwise meet the cost threshold for establishing a separate capital improvement project, and similar work is to take place at other locations(s) during the six-year plan, then all such similar work shall be defined as one capital improvement project.
5. The Capital Improvement Plan process will realistically assess potential future revenues and avoid commitments for projects that lack economic feasibility. The Capital Improvement Plan will recognize the borrowing limitation of the City and the debt tolerance of the City as a whole.

6. All budgeted capital improvement projects automatically re-appropriate each fiscal year until the project is completed.

C. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

1. The City's accounting and financial reporting systems shall be maintained in accordance with generally accepted accounting principles (GAAP) and other standards promulgated by the Governmental Accounting Standards Board (GASB).
2. The City shall prepare an annual report, in a Comprehensive Annual Financial Report (CAFR) format, which shall conform to the reporting standards established by the Governmental Accounting, Auditing and Financial Reporting (GAFR).
3. The annual financial report will be audited each year by an independent auditor. A new independent auditor shall be selected competitively, through a formal public request for proposal process, at least every six years pursuant to State law.
4. An Audit Committee shall be formed consisting of the City Manager, or his designee, and two Council Members for the purpose of providing a direct line of communication between the auditor and the City Council. The City Attorney shall be available to advise the Audit Committee.

D. CASH MANAGEMENT, INVESTMENTS, AND BANKING RELATIONS

1. Investments and cash management will be the responsibility of the Deputy Treasurer/Finance Director under the direction of the City Manager/Treasurer.
2. In accordance with Section 53646 of the Government Code, the City Council will review and update annually a specific investment and portfolio policy. The primary purpose of this policy is to set forth the City's investment philosophy and objectives. The City's investment objectives are: safety; compliance with Federal, State and local laws; liquidity; and yield. The policy also specifically outlines authorized investments, the acceptable percentages and maximum maturities allowed for each investment instrument and the criteria used to determine qualified depositories/dealers.
3. In the selection of banking services, a competitive public request for proposal process will be used at least every ten years.

E. DEBT MANAGEMENT

1. The most appropriate use of debt financing is for the purchase or construction of major capital facilities that will serve as a long-term community asset. In this instance, the use of a long-term debt instrument can spread the acquisition and construction costs of the facility over the period of years during which it will be used by the community. On the one hand, today's taxpayers need not pay for benefits enjoyed by others in the future. On the other hand, current residents should not burden their successors with costs that exceed the benefits of aging facilities.
2. The City will not use long-term debt financing for any recurring purpose such as current operating and maintenance expenditures.
3. The City's debt management shall conform to all other budgeting and financial reporting policies where applicable. All debt issuance shall comply with Federal and State requirements.
4. The term of any City debt issue shall not exceed the useful life of the assets being acquired or constructed by the debt issue.
5. Accompanying each debt issue will be an assessment of the City's capacity to repay the debt. The assessment will address the effects on the current Operating Budget, Capital Improvement Plan, and Eight-Year Resource Allocation Plan. Commitments to future operations, maintenance costs and stable debt retirement sources will also be identified.
6. For all outstanding General Fund debt, the City will not exceed a maximum debt burden of 12% of Operating Revenues. This debt service ratio shall be calculated as follows:

$$\frac{\text{Direct Net Debt Service }^{(1)}}{\text{Operating Revenues }^{(2)} + \text{Enterprise Fund Net Cash Flow}}$$

(1) *Direct Net Debt is defined as any debt service paid by the General Fund and does not include self-supporting debt such as special assessments.*

(2) *For the purpose of this calculation Operating Revenues shall include interest earnings which shall be limited to a maximum of 10% of General Fund Revenues.*

7. In addition, the City shall calculate the Direct Net Debt Per Capita ratio and verify that it falls within the guidelines as recommended by Standard & Poor's bond rating agency to assure that the City maintain the best possible bond rating. The ratio shall be calculated as follows:

$$\frac{\text{Direct Net Debt Outstanding}^{(1)}}{\text{Population}}$$

(1) Direct Net Debt is defined as debt that is supported by the General Fund. It does not include any self-supporting debt such as special assessments.

8. No bond issue will be undertaken without consulting appropriate external financial advisers, bond counsel and disclosure counsel. Financial advisers and bond counsel will be selected in a manner consistent with the City's customary practice of hiring professional services.
9. The City will provide full disclosure on every financial report and bond prospectus and will strive to maintain the best possible bond rating on all debt issuances including an AA implied underlying General Fund rating from Standard & Poor's, or its equivalent. Ongoing efforts will be taken to improve and enhance the City's bond rating and the marketability of its debt.

F. REVENUE AND EXPENDITURES

1. The City will maintain a level of expenditures which will provide for the health, safety and welfare of the residents of the community.
2. The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of fluctuations in any single revenue source. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.
3. The City will project revenues using conventional forecasting methods including trend and statistical analysis. In the case of assumption uncertainty, conservative projections will be utilized based on appropriate and available socio-political and economic factors.
4. Intergovernmental assistance shall be used to finance only those capital improvements that are consistent with the City's Capital Improvement Plan and local government priorities, and whose

operation and maintenance costs have been included in operating budget forecasts.

5. User fees shall not exceed the reasonable estimated cost of providing the service (or for administering the regulatory program) for which the fee is charged and shall not be levied for revenue generating purposes. Such costs are to be apportioned so that charges allocated to a payer bear a fair and reasonable relationship to the payer's burdens on or benefits from the service or regulatory activity.

User fees shall be established to ensure that the fees are reasonable, fair, equitable in nature, and are proportionately representative of the costs incurred by the City. The City shall recalculate the full cost of activities supported by user fees to take into account inflation and other cost increases at least every seven years.

6. Direct development processing costs and related administrative expenses shall be totally offset by development fees, whenever possible. However, in the interest of public health, safety and welfare, the City Council may, at its discretion, establish a charge and or fee that does not fully recover the costs of providing the service.
7. The City Manager will provide quarterly reports to the City Council that compares year-to-date actuals with revenue projections. The City Manager will notify the City Council whenever changing operations or economic developments require corrective budgetary measures.
8. Gas tax revenues will be annually earmarked to offset all costs in connection with the City's annual street maintenance program. The City will strive to maintain this program in such a manner that will not require the infusion of General Fund revenues.

G. FUND BALANCE

1. Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.
 - Nonspendable fund balance (inherently nonspendable)
 - Restricted fund balance (externally enforceable limitations on use)

- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. An example of nonspendable fund balance is prepaid items. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above.

2. **Committed Fund Balance:** The City Council may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment.
3. **Assigned Fund Balance:** These are amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager, or his/her designee, for the purpose of reporting these amounts in the annual financial statements.
4. **Unassigned Fund Balance:** These are the residual positive net resources of the general fund in excess of what can properly be classified in one of the other four categories.
5. **Restricted fund balance** should be spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance are available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, then committed amounts should be reduced first, followed by assigned amounts and then unassigned amounts.

H. RESERVES

1. The City will strive to achieve and maintain a minimum Assigned and Unassigned (hereafter, Unencumbered) Fund Balance Reserve of 40% of the annual operating budget for operating contingencies, emergencies caused by calamitous events, economic uncertainty and

to stabilize fluctuations in cash flow requirements. The formula for calculating this ratio is:

$$\frac{\text{Budgeted or Projected Year End Unencumbered Fund Balance}}{\text{Current Operating Expenditures + Direct Net Debt Service}}$$

The City will also strive to achieve and maintain a minimum Unassigned Fund Balance of 25%. The formula for calculating this ratio will be the same as that above, but will exclude Assigned portions of Fund Balance.

2. In order to meet long-range maintenance and future equipment repair and replacement needs, the City shall maintain Maintenance Reserve Funds for: the Community Center; the Sports Complex; the Civic Center; and park equipment for component parts with a value of over \$ 50,000. The City shall maintain a fiscally responsible funding plan that will fully fund the long-term maintenance and replacement costs of major capital equipment within these facilities.

The City shall conduct a reserve analysis study to determine the amount required to fully fund the Maintenance Reserve at least every seven (7) years. The City will annually assign a portion of fund balance to fully fund the anticipated maintenance and replacement costs for identified components.

3. A Liability Self-Insurance Fund shall be maintained for the purpose of setting aside resources for costs not covered by the City's insurance programs such as claims within the City's self-insurance retention.
4. The City shall maintain a PERS Employer Contribution Stabilization Fund in order to reduce volatility in the employer contribution rates set by PERS. If the City's Actual Required Contribution (ARC) in any given year falls below 9%, the City shall contribute to this stabilization fund the difference between 9% and the City's actual ARC. In years when the actual ARC is above 9%, the City Manager may use monies in the Stabilization Fund to pay for any contribution amounts above 9%. The City Manager will notify the City Council when monies from this fund are used to pay any portion of the City's ARC above 9%.
5. The City shall remain in compliance with the requirement of the Government Accounting Standards Board's (GASB) most current Statements for the accounting and disclosure of information

regarding the City's measurement and recognition of pension expenditures and related assets and liabilities.

I. EMPLOYEE COMPENSATION

1. The City has an established employee compensation program that is designed to attract and retain highly qualified individuals who are capable of delivering a high level of service in a streamlined organization. The City will continue this commitment to competitive, market-based compensation and pay for performance.
2. For non-management employees, the City will strive to maintain a highly competitive salary and benefits program which sets the top step of salary ranges at 5% above the Comparator Agencies average for each comparable position. The Comparator Agencies are those cities identified in the City's 2011 Comprehensive Compensation Study. The City Manager will annually conduct a survey of comparable positions in the Comparator Agencies and recommend to the City Council salary adjustments in keeping with this policy, or any current Memorandum of Understanding.
3. Salary adjustments within a classification range may be given after the required comprehensive performance appraisal and will be based on merit only.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: CITY RECOGNITION POLICY
POLICY No. 110

Effective Date: December 14, 2016

Last Revision: December 14, 2016

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 agendaized 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.

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 agendaized 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.

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, and full-time 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 letter 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. A Resolution or Certificate of Recognition will also be presented by the Mayor at a City Council meeting to the outgoing Council Member.

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 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 plaque may be presented to outgoing Commissioners and Appointed Representatives who complete at least one full term of office.

FULL-TIME EMPLOYEE RECOGNITION

FIVE YEAR SERVICE RECOGNITION

Employees shall be recognized on the fifth year anniversary of full-time employment with the City of Laguna Hills. The employee shall receive a Certificate of Recognition presented by the City Manager and will also receive a pen and pencil set.

TEN YEAR SERVICE RECOGNITION

On the tenth year anniversary of full-time 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. For management employees, upon completion of ten years of full-time employment with the City, the City shall make a one-time allotment of 40 hours of vacation leave to the employee's vacation leave balance.

In addition, a full-time 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 full-time employment, the employee shall receive a Certificate of Recognition presented by the Mayor at a City Council meeting and a one-hundred dollar (\$100.00) gift certificate to a Laguna Hills business establishment 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. The watch will have a not-to-exceed cost of \$300.00. This not-to-exceed cost may be increased by the City Manager over time to account for inflation.

For non-management employees, upon completion of twenty years of full-time employment with the City, the employee shall receive a one-time allotment of 40-hours of discretionary holiday leave which must be used in the twelve month period after it is received. Such discretionary holiday leave hours do not have any cash value.

TWENTY-FIVE YEAR SERVICE RECOGNITION

On the twenty-fifth year anniversary of full-time employment with the City, the employee will receive a Resolution presented by the Mayor at a City Council Meeting and a two hundred and fifty dollar (\$250.00) gift certificate to a Laguna Hills business establishment in commemoration of his/her silver anniversary with the City.

For management employees, upon completion of twenty-five years of full-time employment with the City, the employee shall receive a one-time allotment of 40-hours of discretionary holiday leave which must be used in the twelve month period after it is received. Such discretionary holiday leave hours do not have any cash value.

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/or a Certificate of Recognition may 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 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

City Council Policy
No. 110
City Recognition Policy

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: PROCEDURES FOR PLACING ITEMS
ON A FUTURE CITY COUNCIL
AGENDA**

POLICY No. 120

Effective Date: April 14, 2015

Last Revision: October 10, 2023

PURPOSE:

To establish requirements 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.

PROCEDURE:

- 1) The City Clerk shall assemble a preliminary agenda based on input received from the City Council, the Mayor, Department Heads and the City Manager regarding reports they are preparing for the meeting.
- 2) All reports and agenda item requests 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 and the Mayor shall determine which items are placed on the agenda and the timing for scheduling such items. In the Mayor's absence, the Mayor Pro Tempore shall act in the Mayor's place. If there is no agreement on an agenda item between the Mayor, the City Manager, and the initiator (synonymous with author), placement and timing shall be at the discretion of the initiator. Council Members may place items on a future agenda, provided at least one other Council Member concurs with the request. All such requests shall be made in writing to the City Manager. If two Council Members request 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) At a minimum, the report shall: (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. Reports may provide background information and attachments or exhibits that they believe will be helpful. Council Members may coordinate with the City Manager for assistance from staff

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No. 120
Council Member Agenda Item Placement Policy

with obtaining copies of existing materials and/or data related to their agenda report. If the staff time request is large, the City Council shall determine the staff time to be allocated as an agenda item.

- 5) 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 and the City Manager shall review all reports for grammar, spelling, appearance, and format, ensuring that all supporting materials or documents are attached and complete. All changes shall be approved by the initiator and the initiator shall have the final say.

ATTACHMENTS:

- NONE

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: DELIVERY OF AGENDA
POLICY No. 125

Effective Date: October 8, 2019

Last Revision: December 10, 2024

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 6:00 p.m.
2. The City Council meeting agenda and agenda packet 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. 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 packet after publication. This information will concurrently be made available to members of the public.
5. The City Clerk shall deliver the Agenda Planning Calendar to the City Council at least twice per month. The Agenda Planning Calendar shall show the forecast for the next 12 months.

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No. 125
Delivery of Agenda Policy**

ATTACHMENTS:

- NONE

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: INVOCATION AT CITY COUNCIL MEETINGS

POLICY No. 126

Effective Date: March 10, 2020

Last Revision: n/a

PURPOSE:

To solemnize proceedings of the City Council, it is the policy of the City Council to allow for an invocation or prayer to be offered at its meetings for the benefit of the City Council and the community. The purpose of this policy is to provide staff general direction and establish guidelines regarding invocation at the City Council meetings.

POLICY:

- 1) No member of the City Council or City employee or any other person in attendance at the meeting shall be required to participate in any prayer that is offered.
- 2) The prayer shall be voluntarily delivered by a clergy/religious leader or other person in the City of Laguna Hills and within a 1-mile radius adjacent to Laguna Hills in the Saddleback Valley community. To ensure that such person (the “invocational speaker”) is selected from among a wide pool of the City’s clergy/religious leaders, on a rotating basis, the invocational speaker shall be selected according to the following procedure:
 - a. The City Clerk shall compile and maintain a database (the “Congregations List”) of the religious congregations with an established presence in Laguna Hills and within a 1-mile radius adjacent to Laguna Hills in the Saddleback Valley community.
 - b. The Congregations List shall be compiled by referencing the listing for “churches,” “congregations,” or other religious assemblies [religious, atheist or agnostic groups or assemblies (collectively “Assemblies”)] in the annual Yellow Pages phone book(s) published for the City of Laguna Hills and within a 1-mile radius adjacent to Laguna Hills in the Saddleback Valley community, research from the Internet, and consultation with local chambers of commerce. All religious congregations and Assemblies with an established presence in the local community of Laguna Hills and within a 1-

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No. 126
Invocation Policy at City Council Meetings

mile radius adjacent to Laguna Hills in the Saddleback Valley community are eligible to be included in the Congregations List, and any such congregation can confirm its inclusion by written request to the City Clerk.

- c. The Congregations List shall also include the name and contact information of any chaplain who may serve the Orange County Fire Authority, the Orange County Sheriff's Department, or any nearby military facilities.
- d. The Congregations List shall be updated, by reasonable efforts of the City Clerk, in November of each calendar year.
- e. Within thirty (30) days of the effective date of this Resolution, and on or about December 1st of each calendar year thereafter, the City Clerk shall mail an invitation addressed to the "congregation leader" of each congregation listed on the Congregations List, as well as to the individual chaplains included on the Congregations List.
- f. The invitation shall be dated at the top of the page, signed by the City Clerk at the bottom of the page, and read as follows:

Dear Congregation Leader,

The City Council makes it a policy to invite members of the clergy in the City of Laguna Hills and within a 1-mile radius adjacent to Laguna Hills in the Saddleback Valley community to voluntarily offer a prayer before the beginning of its meetings, for the benefit and blessing of the City Council. As the leader of one of the congregations with an established presence in the local community of the City of Laguna Hills or within a 1-mile radius adjacent to Laguna Hills in the Saddleback Valley community, or in your capacity as a chaplain for one of the fire departments or law enforcement agencies of the City of Laguna Hills, you are eligible and the City Council would appreciate if you would consider offering this important service at an upcoming meeting of the City Council.

If you are willing to assist the City Council in this regard, please send a written reply via E-mail, fax, or mail at your earliest convenience to the City Clerk's office at the address

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Invocation Policy at City Council Meetings

included in this letter. Clergy are scheduled on a first-come, first-serve or other random basis. The dates of the City Council's scheduled meetings for the upcoming year are listed on the following, attached page. If you have a preference among the dates, please state that request in your written reply.

This opportunity is voluntary, and you are free to offer the invocation according to the dictates of your own conscience. To maintain a spirit of respect and ecumenism, the City Council requests only that the prayer opportunity not be exploited as an effort to convert others to the particular faith of the invitational speaker, nor to disparage any faith or belief different than that of the invitational speaker.

On behalf of the City Council, I thank you in advance for considering this invitation.

*Sincerely,
City Clerk*

- g.* As the invitation letter indicates, the respondents to the invitation shall be scheduled on a first-come, first-serve or other random basis to deliver the prayers.
 - h.* If the selected invitational speaker does not appear at the scheduled meeting, the Mayor may ask for a volunteer from among the Council or the audience to deliver the invocation.
- 3) No invitational speaker shall receive any City compensation for his or her service.
 - 4) The City Clerk shall make every reasonable effort to ensure that a variety of eligible invitational speakers are scheduled for the City Council meetings. In any event, no invitational speaker shall be scheduled to offer a prayer at consecutive meetings of the City Council, or at more than three (3) City Council meetings in any calendar year.
 - 5) Invitational speakers shall be limited to a speaking time of no more than three (3) minutes.

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- 6) Neither the City Council, City employees, nor the City Clerk shall engage in any prior inquiry, review of, or involvement in, the content of any prayer to be offered by an invitational speaker.
- 7) This policy is not intended, and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the City Council's respect for the diversity of religious denominations and faiths represented and practiced among the citizens of Laguna Hills.

ATTACHMENTS:

- NONE

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: DIGITAL DEVICE, EMAIL ACCOUNTS,
ELECTRONIC COMMUNICATIONS
MANAGEMENT, AND RECORDS RETENTION**

POLICY No. 130

Effective Date: May 8, 2018

Last Revision: May 8, 2018

PURPOSE:

The City recognizes that communication tools available through digital devices allow City officials, City employees, and consultants to conduct City business in a convenient and efficient manner. The purpose of this Policy is to establish the requirements for the use of electronic communications, City-issued digital devices, personal digital devices, and personal accounts to conduct City business in accordance with the California Public Records Act (CPRA). The use of any City-issued digital device or personal digital device for purposes of conducting City business must comply with all provisions of this Policy. This Policy is intended to fulfill the City's obligations under the CPRA while preserving the privacy rights of City officials, City employees, and consultants.

DEFINITIONS:

- a) App: An application downloaded by a user to a digital device.
- b) Authorized employee: A City employee who is authorized by the City Manager, or the City Manager's designee, to either receive a technology stipend to use a personal digital device or to receive a City-issued digital device for purposes of conducting City business.
- c) California Public Records Act: A state law codified in Government Code sections 6250 *et seq.*, which provides members of the public with access to public records and thereby enables them to monitor the functioning of their government.
- d) City business: Information which substantively relates to the conduct and business affairs for direct municipal governance, such as that which is necessary or convenient to discharge a City duty, but does not include campaign or other speech made for political purposes.
- e) City email account: An email account originating from City systems that is issued by the City, which is assigned to a City official, City employee, or specified consultant.

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Digital Device, Email accounts, Electronic Communications Management, and Records Retention Policy

- f) City employee: An individual who is employed by the City, directly receives a salary and/or wages for such employment, and whose employment is governed by any and all policies adopted by the City.
- g) City-issued digital device: A digital device connected to City systems that is issued by the City to a City official or authorized employee to conduct City business.
- h) City official: An elected or appointed individual who holds a City office on the City Council, Planning Commission, or other City board or commission for the purpose of effectuating City business.
- i) City systems: Voice and data transport networks and connected systems, such as computer networks and servers, which are owned, operated, maintained, leased, managed, and/or supported by the City.
- j) Digital device: Electronic devices such as mobile phones, smart phones, tablets, PDAs or other electronic devices that operate a computer operating system such as Windows Mobile, Android, or Apple iOS, including, but not limited to, iPhones, Androids, iPads, Surface or Galaxy style tablets, etc. Such devices communicate primarily through the cellular communication network, Wi-Fi, and/or Bluetooth but do not communicate via Ethernet or other wired network protocols.
- k) Multimedia message: A standard means to communicate electronic messages containing multimedia content (images, audio, video and text) to and from a digital device by using a cellular network or Wi-Fi, including text messaging or other similar forms of electronic messaging, instant messaging, chat software, app messaging, and other communication tools.
- l) Personal account: An email, multimedia messaging, text messaging, or social media account independent from City systems that is not issued by the City, which is created by a City official, City employee, or consultant in his or her individual capacity primarily for personal use.
- m) Personal digital device: A digital device that is not issued by the City, is independent from City systems, and which is used by a City official, City employee, or consultant in his or her individual capacity primarily for personal use.

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- n) Public record: Any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristics.
- o) Screenshot: An image that captures the contents of a digital device display.
- p) Social media: Any form of electronic communication (such as websites for social networking and microblogging) through which users create online profiles and participate in online communities to share information, ideas, personal messages, photos, videos and other content.
- q) Writing: Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. For purposes of this Policy, writings expressly include emails, multimedia and text messaging, social media postings, and voicemails.

POLICY:

Statement of Policy: The City requires all City officials, City employees, and specified consultants to utilize City email accounts when conducting City business. Only City officials and authorized employees are permitted to use City-issued digital devices to conduct City business pursuant to prior authorization from the City Manager, or the City Manager's designee. The use of personal digital devices to conduct City business by email is only permitted for City officials, specified consultants, and authorized employees pursuant to prior authorization from the City Manager, or the City Manager's designee, and only by means of a City email account. City business should not be conducted by text message, multimedia message, or social media posts on any digital device.

All other City employees who are not authorized to use personal digital devices for the purpose of conducting City business are prohibited from using such devices in the performance of their duties. This Policy does not address whether a specific City official, City employee, or consultant requires a digital device to perform his or her duties or to conduct City business, but instead assumes such determinations have been, or will be, made by the City Manager, or the City Manager's designee.

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Privacy: The City recognizes that City officials, City employees, and consultants have a privacy interest in their personal digital devices and personal accounts. Writings, including email, containing purely personal information unrelated to City business are considered private, are not subject to disclosure in response to a CPRA request, and may be immediately deleted. However, City officials, City employees, and consultants shall have no right to or expectation of privacy or confidentiality in any email messages created, sent, received, deleted, or stored using the City systems. Management and supervisors shall have the right at any time and for any reason to review any email message created, sent, received, deleted, or stored on City systems by any City official, City employee, or consultant.

Email, text messaging, multimedia messaging, and social media postings should always be used with the assumption that a message will be read by someone other than its intended recipient. When transmitting any writing which relates to City business, City officials, City employees, and consultants should consider that the writing might be disclosed to outside parties, the media, the courts, or members of the public in connection with a CPRA request or litigation. All City officials, City employees, and consultants are required to maintain the highest standards of courtesy and professionalism.

City Consultants: For purposes of this Policy only, an individual or member of a firm or company designated as a consultant pursuant to a Professional Services Agreement or Consulting Services Agreement with the City may be required to comply with the terms provided herein, as determined by the City Manager, or the City Manager's designee. Specified consultants, as determined by the City Manager or the City Manager's designee, must use a City email account at all times while using email to conduct City business.

Policy for Digital Devices and Accounts:

The following applies to all conduct and communications on electronic accounts and digital devices which relate to City business:

a) Email Accounts

City officials, City employees, and specified consultants are provided with a City email account for purposes of conducting City business, which is maintained by the City and utilizes City systems to ensure all records are properly maintained and accessible. All emails for purposes of conducting City business shall utilize City email accounts. No City

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business shall be conducted on a personal email account by a City official, City employee, or specified consultant. In the event a City official, City employee, or specified consultant inadvertently uses a personal email account to conduct City business, the City official, City employee, or specified consultant shall send a copy or forward the email to his or her City email account, or shall print a saved copy of the email and store it at the City.

b) Multimedia and Text Messaging

City officials, City employees, and consultants shall not use a personal digital device, personal account, City-issued digital device, or app to send or receive multimedia or text messages for purposes of conducting City business. The use of text messaging, or other similar multimedia messaging, on any digital device to conduct City business is prohibited.

In the event a City official, City employee, or consultant inadvertently uses a personal digital device, personal account, City-issued digital device, or app to send or receive multimedia or text messages to conduct City business, the City official, City employee, or consultant shall save a copy of each message by taking a screenshot, or otherwise capturing the image, of the entire message thread. The City official, City employee, or consultant shall either send the saved copy of the messages to his or her City email account or print the saved copy and store it at the City.

c) Personal Digital Devices and City-Issued Digital Devices

1. Unauthorized City employees shall not use personal digital devices to carry out their duties or to conduct City business.

2. City officials, authorized employees, and specified consultants may use personal digital devices and City-issued digital devices to conduct City business, so long as the City official, authorized employee, or specified consultant uses his or her City email account to conduct City business.

i. In the event a City official, authorized employee, or specified consultant inadvertently uses a personal account on a personal digital device or City-issued digital device to conduct City business, the City official, authorized employee, or specified consultant shall send a copy or forward the email to his or her City email account, or shall print a saved copy of the email and store it at the City.

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d) Voicemail

1. City officials, City employees, and specified consultants may be provided with a City telephone number and voicemail account. This account is maintained by the City and utilizes City systems to ensure all voicemails are properly maintained and accessible.
2. City officials, City employees, and specified consultants shall not delete any voicemail recorded on a City voicemail account which contains substantive information relating to City business for a period of at least two (2) years and in accordance with the City's Records Retention Policy. This does not apply to messages that are purely personal, non-substantive, unrelated to City business, robotic messages, blank or static-filled messages, etc.
3. Should a City official, City employee, or specified consultant receive a voicemail which contains substantive information relating to City business on a personal digital device or personal account, the City official, City employee, or consultant shall either:
 - i. Forward the voicemail to his or her City voicemail account or City email account;
 - ii. Transcribe the voicemail and email the document as an attachment to his or her City email account; or
 - iii. Transcribe the voicemail, print a copy of the complete message, and store it at the City.

e) Social Media

City employees and consultants are prohibited from conducting City business on social media sites.

The City has official social media accounts for the purpose of communicating with residents and others about City programs, events, services and activities. Only designated City employees may monitor, administer and post City-related content through the City's official social media accounts in accordance with the City's Social Media Administrative Regulation. City employees and consultants are not otherwise provided with City-authorized, monitored, or endorsed social media accounts.

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Digital Device, Email accounts, Electronic Communications Management, and Records Retention Policy

Records Management and Retention: Any writing or other content that is transmitted or received through a digital device or account, including email, multimedia and text messaging, apps, or social media and which pertain to City business may be a public record subject to disclosure under the CPRA. All City officials, City employees, and specified consultants are urged to protect their privacy and to carefully consider whether to commingle City business and personal information on City email accounts, City-issued digital devices, and personal digital devices.

Except as may otherwise be specified in the City's Records Retention Policy, all emails sent or received regarding City business shall be retained on City systems for a minimum of two (2) years. Any records unrelated to City business are not subject to the City's Records Retention Policy and may be deleted at any time. Writings, including emails, containing purely personal information unrelated to City business are considered private, are not considered public records subject to disclosure in response to a CPRA request, and may be immediately deleted.

Procedure to Respond to California Public Records Act Requests for Documents on Personal Digital Devices or Personal Accounts:

The City processes all requests to inspect and/or copy public records in accordance with the requirements of state law.

When a member of the public requests to inspect a public record or obtain a copy of a public record, the City, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, will do all of the following, to the extent reasonable under the circumstances:

1. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated.
2. Describe the information technology and physical location in which the records exist.
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements shall be deemed to have been satisfied if the City is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester that will help identify the record or records.

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The City requires all CPRA requests to state with specificity the nature of the records sought, such as correspondence, memorandum, reports, emails, text messages, etc. For purposes of this Policy, a CPRA request must state that records from personal digital devices or personal accounts are sought in order to initiate a reasonable search of personal digital devices and/or personal accounts of City officials, City employees, or consultants.

In the event the City receives a CPRA request for records maintained on a personal digital device or in a personal account, the City Clerk will contact the City official(s), City employee(s), and/or consultant(s) who are reasonably believed to possess potentially responsive records. All City officials, City employees, and consultants required to respond shall conduct a reasonable search of their personal digital devices, apps, personal accounts, and/or storage systems for any and all non-exempt, non-privileged, disclosable public records that are responsive, or may be potentially responsive, to the stated request. Upon completion of their search, the City officials, City employees, or consultants will submit the responsive documents, if any, to the City Clerk or a written statement that no such documents exist.

The City Clerk, City IT Department, or City Manager may assist City officials, City employees, and consultants by providing specific, consistent search terms should a CPRA request require multiple City officials, City employees, and/or consultants to search their personal digital devices or personal accounts. City officials, City employees, and consultants should direct any questions to the City Attorney regarding whether a document is a writing, a public record, a record exempt from disclosure, or related to City business.

Technology Compliance: The City Manager shall have the authority to interpret the requirements of this Policy and determine which technological platform(s) are most appropriate to ensure compliance with all aspects of the Policy.

Acknowledgement: All City employees, including authorized employees, must sign the City's Acknowledgement and Acceptance form to indicate they have read and agree to comply with this Policy. City officials and specified consultants who utilize a City-issued digital device or personal digital device in the performance of their duties must sign the City's Acknowledgement and Acceptance form prior to utilizing such devices to conduct City business.

Employee Personal Time: City employee pay or reimbursement for conducting City business on personal time is not authorized unless previously approved by the City Manager, or the City Manager's designee. Nothing in this

City Council Policy**No. 130****Digital Device, Email accounts, Electronic Communications Management, and Records Retention Policy**

Policy prohibits or is intended to prohibit City employees from exercising their rights under state and federal law to engage in concerted activity or otherwise discuss the terms and conditions of their employment.

Penalties, Revocation, or Termination of Digital Device Privileges/Access:

It is the responsibility of each City official, City employee, and consultant to ensure that his or her conduct conforms to the requirements set forth in this Policy. City officials, City employees, and consultants who are unsure as to whether a contemplated activity or course of conduct constitutes a violation of this Policy should request clarification from the City Manager or the City Attorney. Any City employee who fails to comply with any requirement of this Policy may have existing digital device privileges revoked and/or future privileges denied. Violations of this Policy may result in disciplinary action up to, and including, termination.

ATTACHMENTS:

- NONE

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: "MAYOR'S MESSAGE" – VIDEO
ONLINE COMMUNITY MESSAGING
PROGRAM**

POLICY No. 135

Effective Date: February 9, 2021

Last Revision: n/a

PURPOSE:

The "Mayor's Message" - Video Online Community Messaging Program is a recurring short video that highlights important City information, such as public service announcements, scheduled public meetings, City programs and events, and holiday greetings. The video is produced on an as-needed basis and is broadcasted on the City's official website and on approved City social media platforms. City Staff is responsible for producing the video and the Mayor is responsible for narrating the video. The video is meant to complement the communication and public outreach efforts of the City of Laguna Hills.

This City Council Policy establishes the parameters, procedures, and proper uses of the "Mayor's Message" - Video Online Community Messaging Program.

POLICY:

1. PARAMETERS

1.1. Representation

California law prohibits the use of City time, equipment, and resources for personal or political purposes. It is unlawful for any elected local officer, including any local appointee, employee, or consultant, to use or permit others to use public resources for a campaign activity, or personal or other purposes which are not authorized by law. (See, Gov't Code §8314). The City Council has previously determined that correspondence paid for with public funds must relate to actual and authentic City business and must not purport to advance or advocate a policy not previously approved by the City Council. (See, Personnel Policies and Procedures of City of Laguna Hills, Section IV - Political Activity).

The "Mayor's Message" - Video Online Community Messaging segments shall not benefit political campaigns nor promote a political agenda. Under no circumstances shall the segments advocate the election or defeat of a particular candidate or ballot measure. The video shall

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“Mayor’s Message” - Video Online Community Messaging Program

represent the actions and events of the City as a whole, not as individuals.

1.2. Content

The content in the “Mayor’s Message” - Video Online Community Messaging segments shall focus on City business or events, including, but not limited to:

- a) Public service announcements;
- b) Scheduled public meetings;
- c) City programs and events; and
- d) Holiday greetings.

1.3. Budget

A budget shall be established, approved, and adopted by the City Council for the production, posting and promotion of “Mayor’s Message” - Video Online Community Messaging segments during the City’s biennial budget preparation and approval process.

1.4. City Council Elections

The “Mayor’s Message” - Video Online Community Messaging segments shall not be produced when the Mayor is running for City Council re-election from the date of the candidate filing deadline up to the date of the municipal election or during any general or special election.

1.5. Approvals

The City Manager, or the City Manager's designee, shall have final approval authority over the proposed draft script and video recording. The City Manager has the authority to refuse broadcasting or posting of any video, or content, that is in violation of this policy, the Laguna Hills Municipal Code, or State law.

1.6. Video Length

Each video segment should not exceed ninety (90) seconds of recording time.

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“Mayor’s Message” - Video Online Community Messaging Program

1.7. Staff Resources

Pre-production and post-production work shall be limited to two and a half (2.5) hours per video segment.

1.8. Council Member Holiday Greetings

In addition to the Mayor, each City Council Member may during the month of December and the 4th of July narrate their own holiday greeting message segment, subject to the same restrictions set forth in Sections 1.4 (Elections) and 1.5 (Approvals) above. Holiday greetings narrated by individual Council Members shall not exceed sixty (60) seconds in length.

1.9. Substitutes

The Mayor may substitute a City Council member proxy for a video segment subject to the same restrictions set forth in Sections 1.4 (Elections) and 1.5 (Approvals) above.

2. PROCEDURE

2.1. Script Review

The proposed content of the video script shall be prepared by City Staff, in consultation with the Mayor. The City Manager, or the City Manager's designee, shall have final approval authority on the content of the script.

2.2. Recording

The Mayor should arrive prepared and promptly at the arranged recording time to minimize impact to Staff schedules. The Mayor shall be dressed in attire appropriate to represent the City of Laguna Hills.

City Staff shall be present during the recording. While multiple “takes” may be required on occasion, the recording period shall not exceed thirty (30) minutes.

2.3. Editing

While the Mayor may provide input, City Staff shall determine the recorded segments best suited for use and shall create the final edited video. Editing time shall not exceed one and a half (1.5) hours per video segment.

3. PROPER USE

3.1. Posting

Once completed by City Staff and approved by the City Manager, or the City Manager's designee, the “Mayor’s Message” - Video Online Community Messaging segments will be posted to the City’s official website and to approved social media platforms on an as-needed basis in order to discuss important City information, such as public service announcements, scheduled public meetings, City programs and events, and holiday greetings.

Approved social media platforms may include, but are not limited to, Facebook, Twitter, Instagram, and YouTube. While pages and accounts controlled by others may link to the “Mayor’s Message” - Video Online Community Messaging segments, the segments shall not be directly shared with any other site or individual without prior written approval from the City Manager.

3.2. Promoted Posts

On occasion, it may be beneficial for the “Mayor’s Message” - Video Online Community Messaging segments to be “boosted” (promoted) on social media. The decision to spend advertising funds on promoting these segments shall be made by the City Manager, in consultation with the Mayor. The “Mayor’s Message” - Video Online Community Messaging segments shall not be “boosted” sixty (60) days prior to any City general or special election.

No more than \$200 may be spent promoting a “Mayor’s Message” - Video Online Community Messaging segment on social media without approval from the City Manager.

3.3. Comments on Posts

Any public comment on a posting of the “Mayor’s Message” - Video Online Community Messaging segment must comply with the City's Public Use Social Media Policy (Administrative Order No. 26). Compliance shall be determined by the City Manager, or the City Manager's designee, in consultation with the City Attorney.

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“Mayor’s Message” - Video Online Community Messaging Program

4. PENALTIES

Pursuant to California Government Code Section 53232.4, penalties for misuse of public resources may include, but are not limited to, the following:

- a) Civil penalties for misuse of public resources, pursuant to California Government Code Section 8314.
- b) Prosecution for misuse of public resources, pursuant to California Penal Code Section 424.

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 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 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 be accepted by the City Clerk.

Appointment Process

At the close of the application period:

1. Copies of the applications will be provided to the City Council within ten days.
2. The City Council will set a time to conduct the interviews in the Conference Room. It will be a noticed meeting of the City Council.
3. Each applicant will be contacted and given an appointment time. The City Clerk will greet each applicant in the lobby and escort them into the City Council at the time of their interview. The City Council will 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 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 remain active for a one year period, and these applicants will 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 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 draw by lot to determine which will have an initial four year term and which will have a two year term. All Commissioners now have staggered, four year terms.

Operation of the Commission

The staff support for the Commission will arrange for the first meeting at which the Commission will elect a Chair and Vice Chair. Their term of office will be for one year. All Commissions will reorganize at their first meeting 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 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 be followed to fill the vacancy.

Terms of Commissioners will be for four years and will 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 post Notices of Vacancy for those seats on the Commissions whose terms of office will expire. A letter will 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 be followed to fill the vacancies. A Commissioner may or may not be reappointed to a Commission.

ATTACHMENTS:

- Exhibit A – Application
- Letter Regarding Term Expiration

CITY OF LAGUNA HILLS

APPLICATION FOR APPOINTMENT TO CITY COMMITTEE/COMMISSION



I AM APPLYING FOR THE (CHECK AS MANY AS APPLY):

PARKS AND RECREATION COMMISSION

TRAFFIC COMMISSION

Name:

Address:

City:

Zip:

E-mail:

Phone:

The City of Laguna Hills uses e-mail as the preferred method of communication. Is this acceptable to you?

Yes

No

If you checked "No", please indicate your preferred method of contact:

Residential address provided above

Phone number provided above

Other

Are you a City of Laguna Hills resident?

Yes

No

Years lived in Laguna Hills:

Are you eligible to vote?

Yes

No

Employer & Occupation:

Educational Background/Degrees:

Licenses or Special Certificates held:

Have you previously served on a City or County Board, Committee, or Commission? Yes No
If yes, please list positions and year(s) of service:

Organizations to which you belong (professional, technical, community, service):

Briefly state why you wish to serve on a Committee/Commission and why you believe you are qualified for the position. Be specific. (Use additional paper if necessary).

References:

- 1)
- 2)
- 3)

I declare under penalty of perjury that the information contained in this application is true and correct. I understand that any falsification or omission may be cause for disqualification. I further declare that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

I acknowledge and agree to the following: a) that any or all information on this form may be verified; and b) that this document is a public record subject to disclosure under the California Public Records Act (CA Gov Code §6250 et seq.)

I have read and understand the above statements.

Signature: _____ Date: _____

Please complete, print, sign and return to:
City of Laguna Hills, 24035 El Toro Road, Laguna Hills, CA 92653 or jlee@lagunahillscsca.gov
For questions, contact the City Clerk Department at the email above or (949) 707-2630

(Date)

(Name)

(Address)

Laguna Hills, CA 92653

Re: Notice of Vacancy

Dear (Name):

Your term on the City of Laguna Hills Parks & Recreation expires January 31, 2021. Reappointment as a Commissioner is not automatic, but requires that you apply for the vacancy and be considered by the City Council. Terms for all Commissioners are four years. If you choose not to reapply, please let me know as soon as possible.

Enclosed is a copy of your previous application to the Traffic Commission and a new blank application form. If you wish to reapply, please complete the enclosed blank application form and return it to me by 5:00 p.m. on Tuesday, January 5, 2021.

Applications for vacancies will be accepted through 5:00 p.m. on Tuesday, January 5, 2021, and interviews and appointment of Commissioners to fill the vacancies will be scheduled after that. All Commissioners will continue to serve until the City Council appoints a successor.

If I can be of further assistance, please do not hesitate to call me at (949) 707-2635.

Sincerely,

JENNIFER LEE
Assistant City Clerk

Enclosure

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 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 be monitored in the following manner:

- Staff for each Commission will make the Members of that Commission aware of this City Council Policy regarding attendance.
- Staff for each Commission will 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 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 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 notify the City Manager
- In carrying out this Policy, the City Council shall give consideration to extenuating circumstances.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PARK SITE PLANNING
POLICY No. 301

Effective Date: November 14, 1995

Last Revision: November 14, 1995

PURPOSE:

To establish procedures for the public involvement of the community in the planning and development of new parks and select improvements within existing parks.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed park site planning process for the development of new park facilities and for the approval of select improvements to existing park facilities. It is intended that this systematic process be followed to facilitate public review of plans and to ensure that overall City needs are reconciled with local neighborhood preferences.

The following steps shall define the City of Laguna Hills Park Site Planning Policy and shall be invoked for new park development projects and may, as determined by the City Council, be invoked for select improvements in existing parks. Improvements proposed for existing parks shall be reviewed by the Parks and Recreation Commission to determine if they are of neighborhood interest or concern and are therefore “select improvements” for policy purposes.

- a. Consistent with the adopted budget and the Parks and Recreation master Plan, staff will, at a regularly scheduled Parks and Recreation Commission meeting, have preliminary discussions with the Commission on potential improvements to a new or existing park facility.
- b. Staff will subsequently present to the Parks and Recreation Commission three conceptual improvement plans for development of new park facilities and up to three conceptual improvement plans for an existing park facility.
- c. The Parks and Recreation Commission, at a regularly scheduled meeting, will review and comment upon the proposed concepts. Staff will modify the concepts per the direction of the Parks and Recreation Commission.

- d. A presentation of the modified concepts will be scheduled for the next available regular meeting of the Parks and Recreation Commission.
- e. Residents located at a minimum of a 300 foot radius from the boundaries of the park will be given written notice of invitation to attend a public comment meeting on the modified concepts before the Parks and Recreation Commission. This radius area may be increased as recommended by the Parks and Recreation Commission and as approved by the City council. In the case of a community-wide park development or improvement project, in addition to resident notice, an advertisement in the local newspaper will invite all the public to comment upon the concepts. The Parks and Recreation Commission will encourage public comment through an interactive discussion. Staff will be given direction as to any further modifications to the concepts as approved by the Parks and Recreation Commission. Multiple public comment meetings may be necessary in order to address all the concerns that are raised by the residents depending upon the complexity of the proposed concepts.
- f. The Parks and Recreation Commission will forward all three concepts to the City Council with a recommendation on which of the concepts are preferred by the Parks and Recreation Commission.
- g. The City Council will consider the recommendation of the Parks and Recreation Commission at a regularly scheduled meeting. The residents of the community will be invited to attend the City Council meeting as described in paragraph “e” above. The City Council, following any further public comment, will approve a final concept. Staff, thereafter, will develop plans and specifications for the implementation of the improvement.
- h. Staff will advise the Parks and Recreation Commission of the City Council’s actions on the concept plan.
- i. The City Council will review the final plans and specifications prior to the advertisement of the project for bids. Staff will proceed with the project in accordance with usual and customary contract administration procedures.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: TEMPORARY AND SEASONAL
SPONSORSHIP BANNERS DISPLAYED IN
CITY PARKS**

POLICY No. 305

Effective Date: August 28, 2018

Last Revision: August 28, 2018

PURPOSE:

To establish policies and procedures which set forth viewpoint neutral and reasonable standards for the placement of temporary and seasonal banners with sponsorship recognition in City Parks by the City's Resident Youth Sports Organizations.

DEFINITIONS:

Director – means the Community Services Director, the Community Services Director's designee, the Deputy City Manager, or the Deputy City Manager's designee.

Facility Permit – means written permission issued by the Director authorizing a person or group to conduct specified activities within a Park, and/or authorizing the exclusive use of a Park, or portion thereof, by such persons or groups.

Park – means all parks, park-related buildings, facilities and grounds, recreational facilities, recreational areas, athletic fields or courts, and open space areas owned, operated, maintained, or controlled by the City.

Resident Youth Sports Organization – means Laguna Hills sports nonprofit volunteer organizations that are comprised predominately of Laguna Hills resident youths. These organizations maintain a “no cut” policy so that every child is provided the opportunity to play and registration is open to all Laguna Hills' children. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that serve as officers, coaches, commissioners, and/or directors who do not receive any compensation for their volunteer service.

Sports Park Complex – means the 1) Laguna Hills Community Center Sports Complex located at 25555 Alicia Parkway, Laguna Hills, 2) Cabot Park located at the corner of Rapid Fall Rd. and Cabot Rd., Laguna Hills, and 3) any such City Park or sports facility that may be designated by the Director as such.

City Council Policy
No. 305
Temporary and Seasonal Sponsorship Banners Displayed in City Parks

POLICY:

It shall be the policy of the City of Laguna Hills to allow Resident Youth Sports Organizations to place temporary and seasonal sponsorship banners in City Parks through issuance of a Facility Permit by the Director in accordance with the policies and procedures set forth herein.

A. Banners must first be approved by the Director based on reasonable time, place, manner and aesthetic considerations. Applicants must provide a sample banner image and note desired banner location(s) and timeframe(s) for display on application. The proposed location and timeframe of any requested banner(s) must be approved in advance by the Director and will only be permitted for display during the timeframe or sports season designated on the application. Notwithstanding the forgoing, sponsorship banners that contain any of the following are prohibited:

- 1) Content not related to the intent of sponsorship recognition for a Resident Youth Sports Organization;
- 2) Content that defames, abuses harasses, stalks, threaten or violates the legal rights of others;
- 3) Content that includes sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats, and/or violence;
- 4) Content that is not appropriate for all age groups;
- 5) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
- 6) Content that contains personal information about another person or that violates a person's privacy; or
- 7) Content that promotes, advocates, or encourages illegal activity.

The City will apply these restrictions in a manner that is viewpoint neutral and is consistent over time.

B. Sports Park Complexes. Sponsorship banners at the City's Sports Park Complexes, as approved pursuant to this Policy, may be displayed

during a Resident Youth Sports Organization's full season, or any portion thereof. Seasonal banners may only be placed seven (7) calendar days prior to the start of a season, and must be removed no later than seven (7) calendar days after a season ends. In addition, temporary sponsorship banners at the City's Sports Park Complexes may also be approved for display during a Resident Youth Sports Organization's event such as a game or practice and must be removed at the end of the game or practice. Temporary banners may not be left up overnight, unless approved by the Director for seasonal display.

- C. All Other City Parks: Excluding Sports Park Complexes. In all other City Parks, temporary sponsorship banners may only be displayed during a Resident Youth Sports Organization's event such as a game or practice in a City Park and must be removed at the end of the game or practice. Banners may not be left up overnight.
- D. Resident Youth Sports Organizations are responsible for maintaining all banners in good condition, and shall remove any banner that is torn, faded, dirty or defaced in any manner, including but not limited to graffiti. The Director reserves the right to request a Resident Youth Sports Organization to remove or replace a banner that is not maintained in good condition.
- E. Banners on outfield fences shall only be placed facing the field's interior.
- F. Banners may not exceed 32 square feet in size (e.g., a 4' x 8' banner).
- G. The cost to create, maintain, install, and remove banners shall be borne by the Resident Youth Sports Organization.
- H. Banners may only be displayed in City approved locations within City Parks.
- I. Any banners that are placed in an unapproved location or that violate this Policy will be immediately removed by the City and the related Resident Youth Sports Organization's Facility Permit may be suspended or revoked.

PROCEDURE:

The following must occur before a temporary or seasonal banner with sponsorship recognition can be displayed in a City Park:

City Council Policy
No. 305
Temporary and Seasonal Sponsorship Banners Displayed in City Parks

- A. Resident Youth Sports Organization must have or obtain an approved Facility Permit which shows that the Resident Youth Sports Organization has reserved the City Park on the dates and at the times banners are requested for display.
- B. A Resident Youth Sports Organization must submit an application to the Director for the placement of a temporary or seasonal sponsorship banner(s) at least two (2) weeks prior to the requested date of display. Requests shall include the desired City Park location(s) and timeframe(s) for banner display.
- C. All deposits and/or fees, as required by the Facility Permit, must be paid, prior to banner placement approval.
- D. The Director may then approve in writing the Resident Youth Sports Organization temporary or seasonal banner placement.

APPEALS:

Decisions made by the Director pursuant to this Policy may be appealed to the City Manager, whose decision shall be final.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: ENCOURAGE PLANTING OF NATURAL GRASS IN THE CITY OF LAGUNA HILLS

POLICY No. 313

Effective Date: September 24, 2024

Last Revision:

PURPOSE:

To promote environmental sustainability, public health, and the aesthetic value of our community by encouraging the planting and maintenance of natural grass on both public and private properties. This Policy is designed to encourage the use of natural grass to enhance green spaces, support local ecosystems, and improve the well-being of residents and visitors alike.

FINDINGS:

The City Council finds and declares the following:

1. **Environmental Benefits:** Natural grass provides essential ecosystem services, including carbon sequestration, oxygen production, and cooling through evapotranspiration. It also supports biodiversity by creating habitats for insects, birds, and other wildlife.
2. **Health and Safety:** Natural grass offers a cooler, safer playing surface for children and athletes, reducing the risk of heat-related illnesses and injuries from falls. Unlike artificial alternatives, natural grass does not contain harmful chemicals or materials.
3. **Water Management:** Grass helps to manage stormwater by absorbing rainfall and reducing runoff. The natural filtration provided by grass helps maintain water quality and alleviates strain on the city's stormwater systems.
4. **Aesthetic Value:** Natural grass enhances the beauty of our city by creating vibrant green spaces that contribute to the well-being of residents and improve property values.
5. **Long-Term Sustainability:** With proper care and maintenance, natural grass supports healthy soil ecosystems and reduces waste compared to synthetic alternatives that require disposal and replacement over time.

ENCOURAGEMENT FOR PLANTING NATURAL GRASS:

1. City Property: The City of Laguna Hills commits to prioritizing the planting and maintenance of natural grass on all city-owned properties, including parks, medians, and recreational areas. Native and drought-tolerant grass species may be used where possible to conserve water while maintaining green spaces.
2. Private Property: Property owners and developers are encouraged to install and maintain natural grass on private properties, including residential lawns, commercial landscapes, and new developments.

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: TREE PRESERVATION
POLICY No. 315

Effective Date: February 24, 1998

Last Revision: August 22, 2018

PURPOSE:

To establish guidelines for public tree preservation, tree trimming, tree planting and tree removal practices.

BACKGROUND:

Trees are an important asset in the community and their preservation is a goal of the City's General Plan. Maintenance of public trees is performed for the following reasons in this order; public safety, tree health and aesthetics. As existing trees reach a mature age, the City receives increasing requests for tree trimming and tree removal. This policy is provided to clarify the evaluation of such requests and to establish procedures.

The City of Laguna Hills has an estimated 10,000 public trees located in its parks, open spaces and along the public streets. Urban forest management has evolved significantly over the years and much consideration is given to the selection of tree species, planting locations and maintenance practices. However, many of the City's original tree species have grown or will grow too large for their surroundings. The root systems of some trees have caused sidewalks, curbs, and gutters to become displaced or have infringed upon private property. Other species have not thrived well or have declined due to newly introduced pests in their Laguna Hills environment and are not suitable specimens.

The City's Public Services Department has prepared the Tree Preservation Policy to provide guidance to mitigate such trees while preserving as many trees as possible.

POLICY:

Tree Trimming:

Laguna Hills is currently on an approximate five (5) year tree trimming cycle. Pruning is the most common tree maintenance procedure. Although forest trees grow quite well in their natural environment, including occasionally dropping of limbs (self-pruning), urban landscape trees require a higher level of care to

maintain their structural integrity, public safety and aesthetics. Pruning must be done with an understanding of tree biology. Improper pruning can create lasting damage or even shorten a tree's life. Common reasons for pruning are to remove dead branches, improve form and to reduce potential conflict. Trees may also be pruned to increase light and air penetration to the inside of the tree's crown or to the landscape below. Most routine pruning to remove weak, diseased or dead limbs can be accomplished at almost any time of year with little effect on the tree. The amount of live tissue that should be removed depends on the tree's size, species and age; as well as the pruning objectives. Younger trees tolerate the removal of a higher percentage of living tissue better than mature trees do. Generally, no more than 25% of the crown should be reduced at once and less for mature trees

Pruning Techniques:

Specific types of pruning may be necessary to maintain a mature tree in a healthy, safe and ornamental condition

- Cleaning- is the removal of dead, dying, diseased and weakly attached branches from the crown of the tree.
- Thinning- the selective branch removal to improve structure and to increase light penetration and air movement through the crown. Proper thinning opens the foliage of a tree, reduces weight on heavy limbs and helps retain the tree's natural shape.
- Raising- removes the lower branches from a tree to provide clearance for buildings, vehicles and pedestrians. The vertical clearance goal in the public right of way is 9 feet over sidewalks and 16 feet over streets.
- Reduction- reduces the size of a tree, often for utility line clearance. Reducing a tree's height or spread is best accomplished by pruning back the leaders and branch terminals to secondary branches that are large enough to assume the terminal roles (at least one-third the diameter of the cut stem). Compared to topping, reduction helps maintain the form and structural integrity of the tree.

Poor pruning practices such as topping, i.e., cutting back large diameter branches of a mature tree to stubs, are particularly damaging. The excessive removal of canopy associated with topping is often stressful to mature trees and may result in reduced vigor, decline or even death of the tree. In addition, new branches that form below the cuts are only weakly attached to the tree and are in danger of breaking off. Topped trees require constant maintenance to prevent this from happening and it is often impossible to restore the structure of the tree crown after topping. The City will not top trees.

Authorized Tree Removal

No person, other than the City, is authorized to trim public trees without an appropriate permit. A tree trimming permit may be issued for the trimming or thinning of a tree only in accordance with guidelines established by the City. If a permit is issued and granted for a private entity to trim a public tree, the permit shall be available on-site at all times during trimming activity.

Upon request, and for the criteria described below, public trees will be inspected and authorized for removal:

1. Tree is deemed hazardous, diseased and/or declining.
2. Tree is damaging the sidewalk, curb or gutter, or other facilities in the public right of way and is not receptive to preventative root pruning.
3. The tree and/or its roots are a threat to private property.
4. Trees in conflict with overhead utility lines.

No person, other than the City, is authorized to remove public trees without a permit. Trees will not be removed solely for view enhancement or litter. Tree removal includes stump and root removals in a manner meeting the approval of the City.

For the preservation of these assets, a resident requesting removal of a street tree, that has been justified for removal by the City, will be requested to donate and plant another tree in its place. The size, species type, and location will be specified by the Director of Public Services or his designee. If the resident will not replace the tree, the City will do so, provided the tree is determined by the Director of Public Services to enhance the tree preservation goals.

Unauthorized Tree Removal or Trimming

Any person identified as having removed or trimmed a tree, so as to cause damage to the tree will be responsible for the full cost of replacement of the tree.

Street Tree List

The following list of tree species shall be used by the Director of Public Works or his designee when selecting a replacement tree for street parkways.

Species for 2-3 Foot Parkways, or 2'X2' Cut-Outs

Expected root flare diameter 1' to 1.5 ft. at 40 years

- Lagerstoemia indica "fauriei" (mildew resistant)
Crape Myrtle
- Tristania laurina
Brisbane Box
- Pyrus calleryana "Aristocrat"
Aristocrat Pear
- Cercis o. Oklahoma
Oklahoma Redbud
- Metrosideros excelsus
New Zealand Christmas tree

Species for 3-5 Foot Parkways, or 4'X4' Cut-Outs

Expected root flare diameter 1.5' to 2 ft. at 40 years

- Pyrus calleryana "Aristocrat"
Bradford Pear
- Chioanthus retusus
Chinese fringe tree
- Stenocarpus sinuatus
Firewheel tree
- Pistachia chinensis
Chinese Pistache
- Hymenosporum flavum
Sweetshade
- Eriobotrya d Coppertone
Bronze Loquat

City Council Policy
No. 315
Tree Preservation

Species for 5-6' Ft. Parkways or 5'X5' Cut-Outs

Expected root flair diameter 2' to 4 ft. at 40 years

- Geijera parviflora
Australian Willow
- Ulmus parvifolia
Chinese Elm
- Jacaranda acutifolia
Jacaranda
- Brachychiton populneus
Bottle Tree
- Pinus Canariensis
Canary Island Pine
- Tabebuia impetiginosa
Pink Trumpet Tree

Tree Donations

Members of the public are encouraged to donate funding for tree planting to enhance the Citywide tree stock and improve the community. Donations will be accepted on the following basis:

1. Only 15 gallon trees will be planted.
2. The donating individual may request the location of the tree planting but the City shall select the final planting location.
3. The donating individual may request a particular tree species for planting but the City shall select the tree species which best fits the area tree palette, City maintenance obligations and availability of irrigation systems.
4. The tree planting will occur during normal business hours and the donating individual will be invited to attend the tree planting.
5. The fee donation shall be initially set at \$100 per tree donated. The City Manager may adjust this fee as deemed necessary to equal the City's costs.
6. The City shall maintain the tree.
7. A letter of acknowledgement of the donation shall be issued to the donating individual.
8. No marker or plaque shall be installed at any tree donation location.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PUBLIC FACILITY RESERVATION & USE POLICY POLICY No. 317

Effective Date: August 28, 2018

Last Revision: September 10, 2024

PURPOSE:

To establish policies and procedures, in conjunction with the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04, 8-10), with respect to authorizing reserved and exclusive use of City Facilities and Parks.

DEFINITIONS:

Applicant – means a Person applying for a Facility Permit for Director approval, or in possession of an approved Facility Permit.

Alcoholic Beverages – means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Athletic Fields or Courts – means all ball diamonds, soccer fields, roller hockey rinks, and volleyball, basketball, and tennis courts owned, operated, or maintained by the City.

Community Center – means any portion of, whether indoors or outdoors, the Laguna Hills Community Center building located at 25555 Alicia Parkway, Laguna Hills.

Department – means Community Services Department.

Director – means the Community Services Director, the Community Services Director's designee, the Deputy City Manager, or the Deputy City Manager's designee.

Eviction – means expulsion from a City Facility and, if applicable, revocation of a Facility Permit.

Exclusive Use – means the right to use a City Facility, or portion thereof, for any activity at a specified time, on one or more occasions, to the exclusion of others.

Facility(ies) – means all City owned or maintained property, whether indoors or outdoors.

Facility Permit – means written permission issued by the Director authorizing a person or group to conduct specified activities within a City Facility, and/or authorizing the exclusive use of a City Facility, or portion thereof, by such persons or groups.

Large Group – means any organized activity in which fifty (50) or more individuals are expected to participate or attend.

Minors – means persons under 18 years of age.

Park – means all parks, park-related buildings, facilities and grounds, recreational facilities, recreational areas, athletic fields or courts, and open space areas owned, operated, maintained, or controlled by the City.

City Council Policy
No. 317
Public Facility Reservation and Use Policy

Person – means every individual, firm, corporation, joint venture, association, social club, or any group or combination activity as a unit.

GENERAL FACILITY RESERVATION & USE POLICIES & PROCEDURES:

The following policies and procedures apply to all Facility rentals.

Facility Permits:

A Facility Permit must be obtained from the Community Services Department of the City of Laguna Hills, all required forms must be completed, and all required deposits and fees paid before any Person shall occupy any part of a Facility on a reserved and exclusive-use basis or for any other activity listed in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapters 8-04 and 8-10).

- a) The following activities, require the issuance of a Facility Permit and Director approval. These activities must be noted on an application.
 - i. Any activity involving the temporary erection or placement on Park property of stages, booths, generators, platforms, pitching machines, sculptures, and other art works, inflatable bounce houses or similar play equipment, rock climbing walls, or other similar structures or portable recreational equipment.
 - ii. The sale of any goods, wares, merchandise, food, or beverages in connection with a permitted group activity.
 - iii. Any activity involving the use of live music or amplified sound or music systems including, without limitation, loudspeakers or other amplification devices or public address systems.
 - iv. Any recurrent athletic league, club, team, or group sporting activity including but not limited to games, practices, scrimmages, exhibitions, clinics, or other team-sport or athletic-related events or activities.
 - v. Any organized activity in which fifty (50) or more individuals (Large Group) are expected to participate or attend, or to which the public is invited, or which requires special city services. Such group activities include, but are not limited to: picnics; gatherings; meetings; parades; camp-outs; plays; musical events; art shows; exhibitions; athletic events; concerts; expos; markets; fairs; festivals; lectures; or any type of entertainment or theatrical performances.
- b) A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state and federal law.
- c) The City is not and shall not be held responsible for the loss, damage, or theft of equipment or articles owned or controlled by Facility users.
- d) A Facility Permit may not be transferred, assigned, or sublet.

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- e) Any group using City Facilities outside of the established hours of operation, as approved by the Director, shall pay for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee as established by City Council resolution.
- f) Facility reservations may be booked up to one year in advance.
- g) City staff and law enforcement reserve the right to full access and inspection of all Facility reservation areas at any time.
- h) Refunds of Facility rental fees and/or deposit fees may take up to 45 days to process if cash or checks are used.
- i) Facility Permits will only be issued to persons 18 years of age and older, unless the application includes the use of Alcoholic Beverages in which case, reservations will only be issued to persons 21 years of age or older.
- j) Groups of less than 50 individuals (or less than a Large Group) may reserve a Park via a Facility Permit if they desire to assure use of the Facility.
- k) Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Director.
- l) A Facility Permit is required for the placement of any sanitation facilities (i.e. porta potties) in a Park.
- m) Activities for Minors must be supervised by responsible adults at the ratio of one adult for every twenty Minors.
- n) Facility Permit requests for parties, events, or activities for a Minor will ONLY be issued to a parent or legal guardian of the Minor and who will also be attending the event.
- o) All Facility rental fees and deposits are set by City Council resolution except for charges for security services and insurance which are established by City's third-party vendors.

Application Process:

An Applicant seeking issuance of a Facility Permit shall file an application with the Department. The application must be received at least thirty (30) days in advance of desired reservation date(s). Requests received less than thirty (30) days in advance will be granted if conditions allow and payment for these reservations shall be paid in full when the request is made and the application is approved.

- a) An application must be submitted by an individual who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. An Applicant must have official authorization to apply on behalf of an organization. Applicant must include in the application:

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- i. The name, address, and contact information of the Applicant.
 - ii. The name and address of the person, persons, corporation, or association sponsoring the activity, together with a list of the responsible officers and directors to whom notices and claims for damages may be directed.
 - iii. The day and hours for which the permit is desired (*including set up and clean up times*).
 - iv. The Facility or Facilities for which such permit is desired.
 - v. A numerical estimate of the anticipated attendance. (*Attendance cannot exceed posted room occupancies*).
 - vi. The percentage of the Applicant's group who are residents of the City of Laguna Hills if requested. (*Reasonable evidence of residential status may be required at the discretion of the Director*).
 - vii. Any other information that the City finds reasonable or necessary to safeguard City Facilities and the public.
- b) An Applicant must specify an exact list of the equipment that the Applicant desires to bring to Facility during a reservation. A map showing the locations of equipment may be required.
- c) Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit. Certain deposit fees are refundable, as set forth by City Council Resolution, unless the deposit fee, or a portion thereof, is used to cover Department's costs for cleaning and/or damage caused by a Person's Facility reservation, to cover unpaid balances with rental fees, insurance, or security guard services, to cover cancellation fees, or if an Applicant fails to abide by the Community Center Facility Rental Hours or the rental times specified on the Facility Permit.
 - i. It is the responsibility of the Applicant to inform Department staff of any changes in address in order to process deposit refunds.
 - ii. If an Applicant's deposit fee refund on file with the City has not been deposited by the Applicant within six months after the reservation date, then the City will retain the deposit fee.
- d) The entire time needed to prepare food, decorate the Facilities, or set-up before the event, and to completely clean up after the event must be reserved by the Applicant and must be stated on the application form. Early arrival or late departure, by a caterer or any member of the Applicant's party will result in additional fees and forfeiture of deposit.
- e) Depending on the nature of the event, Applicants may be required to meet with Department staff at least fourteen (14) days before event to personally review Applicant's needs, set up, and Department Facility rules and regulations.

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Standards of Issuance:

The Director may issue a Facility Permit hereunder when it is found:

- a) That the proposed activity or use of a City Facility will not unreasonably interfere with general public enjoyment of other facilities;
- b) That the proposed activity or use will not unreasonably interfere with public health, welfare, safety, or recreation;
- c) That the proposed activity or use is not unlawful;
- d) That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense to the City or require costly police support or assistance;
- e) That the City Facility desired has not been previously reserved;
- f) That the Applicant, if applying on behalf of a firm, corporation, joint venture, association, social club, or any group or combination activity as a unit, be organized and in existence for at least thirty (30) days prior to seeking a Facility Permit;
- g) That required fees have been paid; and
- h) That evidence of insurance acceptable to the City has been provided.

Reservation and Use Priority:

Priority of use for all City Facilities shall be as follows:

- 1) City programs and events including those activities and events that the City of Laguna Hills is cosponsoring.
- 2) Laguna Hills sports organizations directly sponsoring youth programs open to all youth participants and predominately serving Laguna Hills youth. Local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public, provided such organization and/or group carries out its activities through an existing bona fide office, an existing recognized place of worship, or an established meeting place that is physically located within the City of Laguna Hills.
- 3) Residents of the City of Laguna Hills.
- 4) Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- 5) Non-resident nonprofit organizations.
- 6) Non-resident individuals and businesses.

Verification of Classification:

Any Applicant requesting a nonprofit classification must attach written verification and proof of nonprofit status to application. The status of an organization must be proved by the Applicant to the satisfaction of the Director.

(CATEGORY A) - Resident Nonprofit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for nonprofit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a "Statement of Domestic

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Nonprofit Organization” filed with the State of California or nonprofit tax identification number.

(CATEGORY B) - Resident Private: Individuals, clubs, organizations, and other groups, with a City of Laguna Hills address, and/or where its participants/memberships are made up of at least 50% residents from the City of Laguna Hills. Proof of residency is required.

(CATEGORY C) - Non-Resident Nonprofit: Nonprofit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.

(CATEGORY D) - Non-Resident Private: Individuals, clubs, organizations, and other that are non-residents of the City of Laguna Hills.

(CATEGORY E) - Commercial: Business entities within or outside of the City of Laguna Hills boundaries.

Laguna Hills Youth Sports Organization Verification:

Application for Laguna Hills Youth Sports Organization Facility use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a “Statement of Domestic Nonprofit Organization” filed with the State of California or nonprofit tax identification number. Appropriate documentation to verify Resident Nonprofit status may also be requested which includes, but is not limited to, team rosters, utility bills from team player’s place of residence, sports organization’s bylaws, mission statements or equivalent.

Laguna Hills nonprofit youth sports organizations are defined as local nonprofit volunteer organizations that are comprised predominately of Laguna Hills resident youths. These organizations maintain a “no cut” policy where every child is not denied the opportunity to play and registration is open to all Laguna Hills’ children. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that serve as officers, coaches, commissioners, or board of directors and do not receive any compensation for their volunteer service.

Outdoor Park Amenities Use:

Outdoor Park amenities (including open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request the use of an outdoor Park amenity as stated above, Applicant must indicate a three (3) hour time slot on the Facility Permit application.

All outdoor Park amenities (including open areas, volleyball and basketball courts, picnic tables, BBQs, etc.) are available on a first come, first serve basis unless reserved as stated above.

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Policy Interpretation:

It is the policy of the City of Laguna Hills to grant the Department administrative discretion to interpret and adjust the general rules of this policy to meet specific needs of Applicants and the City. Appeals may be made to the City Manager.

Payments:

Deposit fees (or refundable deposit) will be collected at the time of application submittal and prior to issuance of Facility Permit (See “Application Process”). Remaining balance of Rental fees is due at least thirty (30) days prior to event. Personal checks will not be accepted when any payment is made less than fourteen (14) calendar days from the date of a reservation.

All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Payments shall always be noted with event date(s), Facility reserved, and responsible party for reservation.

Disruptive Behavior

Applicant’s conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of City Facilities by City personnel and/or the enjoyment of others using a Park or Facility is strictly prohibited.

Applicants are responsible for controlling noise that may be disturbing to other activities occurring at a Park or Facility, or that may negatively impact a surrounding neighborhood.

Applicants who engage in such disruptive conduct shall be subject to Eviction in accordance to the City of Laguna Hills’ Municipal Code and may also result in the revocation of a Facility Permit.

Revocation:

The Director shall have the authority to summarily revoke a Facility Permit upon finding a violation of any provision, hereof, or upon finding a violation of any applicable City Ordinances, City rules and regulations, and/or state law. The individual or group will not be issued a permit for twelve months from date of the violation.

Appeal:

If an application and/or a Facility Permit is denied or revoked by the Director, an appeal may be made to the City Manager in writing within five (5) business days of the Director’s decision. The City Manager is not required to consider a late-filed appeal.

Waiver of Fees:

Any and all applicable fees may be waived or reduced by the Director, for public school activities and events and governmental purposes, as well as for community activities and events that are sponsored or co-sponsored by the City.

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Limitation of Use:

The City reserves the right to limit the hours of use of Park Facilities to prevent adverse effect or conditions to adjacent residents or damage to the Facilities or turf because of excessive use.

Security Services:

The City reserves the right to require security guard services for any activities held at City Facilities at the Director's discretion. All events serving Alcoholic Beverages require security guard services. Events with a live band, disk jockey amplified music, or any type of amplified music require security guard services. Department staff will arrange for a security guard service company on behalf of Applicant. Security guard service will be scheduled at a ratio of one (1) security guard per one hundred (100) guests, unless the Director determines that more security guards are required for an event. Security guard service will be scheduled for entire event time specified on the Facility Permit.

The Applicant is responsible for the cost of security guard services. Cost for security guard services are in addition to the Facility rental rates. Information regarding charges for security services will be provided to the Applicant upon Facility booking, subject to change if the terms and parameters of the reservation are modified.

Insurance Requirements:

Insurance is required for all indoor Facility rentals. Information regarding insurance coverage requirements will be provided to the Applicant upon Facility booking. Applicant is responsible for the cost of insurance and providing the City with the required Certificate of Insurance and endorsements at least ten (10) days prior to Applicant's use of Facility(ies). If insurance is not provided to the City at least (10) days prior to the Applicant's reservation, the reservation is subject to cancellation.

If the Applicant's insurance cannot meet City requirements, or Applicant elects to use the City's insurer, Department staff will arrange for insurance coverage on Applicant's behalf and the Applicant will be responsible for paying the cost of such coverage at the time of application. Cost for insurance coverage is in addition to the Facility rental rates.

The Director, in his or her discretion, may require Applicant to secure insurance coverage as described above for an outdoor Facility reservation dependent upon the nature of the activity. Insurance coverage requirements are subject to change if the terms and parameters of the reservation are modified.

Damage to Facility:

Any person or group causing property or equipment damage to City Facilities, including damage or defacement to amenities such as grass, foliage, carpet, walls, flooring, displays, signs, playground equipment, etc. will be required to pay for such damage (based on current cost of repair or replacement as established by the City). The City shall use Applicant's deposit fee to cover costs of damage and will bill the Applicant for any outstanding balance to cover full costs of damage if applicable. Until such

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outstanding payment is received, the City may revoke Applicant's current Facility Permit and reject future applications.

Smoking:

Smoking in City Parks and the Community Center is strictly prohibited per the City of Laguna Hills Municipal Code.

Alcohol Use:

No Person shall consume, possess or sell any Alcoholic Beverages within a designated Park. This prohibition shall not apply to reservations conducted at the Community Center in accordance with applicable City policies and an approved Facility Permit (see "Community Center Alcohol Use").

Drug Use:

No Person shall consume, use, possess or sell illegal drugs at a City Park or the Community Center.

Sale of Food:

A health permit is required from the County of Orange Healthcare Agency when food will be sold during a Facility reservation, or in the opinion of the Director a health permit is required. A copy of the health permit shall be filed with Department to be included in Applicant's Facility Permit.

Glass Containers:

No Person shall bring into, or have in his or her possession, in a Park a glass container. This prohibition shall not apply to reservations occurring at the Community Center in accordance with an approved Facility Permit.

Use of City Seal and Reference to City:

Any unauthorized references to the City that suggests (or can be interpreted as) the City is endorsing or sponsoring a Person's Facility reservation event is strictly prohibited and may result in the revocation of a Facility Permit. Therefore, without prior written authorization from the City of Laguna Hills, it is prohibited for Persons to:

- i. use the City Seal or emblem in any form of outreach and/or advertisement of a Person's Facility reservation event; or
- ii. use "The City of Laguna Hills," or "City of Laguna Hills," or "Laguna Hills Community Center," or any variation thereof, in the title of a Person's Facility reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iii. use of any image of City Facilities in reservation event advertisement, or in any manner that would suggest City sponsorship or endorsement; or
- iv. use of the City name, City Facility name, City address, a City email, and/or City phone number as the official address or official contact information for a Person's reservation event.

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The City does not restrict a Person from using a Facility name and address to advertise the location of a Person's reservation event. For example:

Applicant's name of event will be held at:
Laguna Hills Community Center and Sports Complex
25555 Alicia Parkway
Laguna Hills, CA 92653

Cleaning after Reservation

It is the Applicant's responsibility to clean entire rented Facilities, and all equipment used, to the condition prior to the Facilities reservation and to the satisfaction of Department staff.

In the event Applicant does not clean the Facilities, or does not clean the Facilities to the satisfaction of Department staff, the Department shall use Applicant's deposit fee to cover cleaning costs and will bill the Applicant any additional cleaning costs not covered under deposit fee.

Until entire payment is received for total cleaning costs, the City may revoke Applicant's current Facility Permit and reject future applications.

Signs:

Signs (including, banners, balloons, and other decorative materials) used to promote, advertise, or decorate a Facility reservation event, or for event wayfinding purposes, must first be approved by the Director based on reasonable time, place, manner and aesthetic considerations.

Applicants must note requested signage as well as desired locations on Applicant's Facility Permit. The proposed location of any requested sign(s) must be approved in advance by the Director and will only be permitted for display during the reservation hours designated on the Facility Permit.

Notwithstanding the forgoing, signs that contain any of the following are prohibited: 1) Content not related to the purpose of Applicant's Facility reservation; 2) Content that defames, abuses harasses, stalks, threaten or violates the legal rights of others; 3) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats, and/or violence; 4) Content that is not appropriate for all age groups; 5) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation; 6) Content that contains personal information about another person or that violates a person's privacy; and/or 7) Content that promotes or encourages illegal activity.

Any signs that are placed in an unapproved location or that violate this policy will be immediately removed and the Applicant's Facility Permit may be subject to revocation.

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Trash and Recycling Requirement:

All Applicants are required to recycle their trash during their Facility use. Information about the City's recycling requirements will be shared with Applicants at the time of application.

Applicants who will be selling or serving food as part of their Facility reservation are required to recycle all food waste (organic waste).

Dependent on the nature of the event, Department staff may require Applicant to develop a recycling plan and any additional trash and recycling services in addition to the City's current service levels will be borne by the Applicant.

Failure by Applicant to adequately recycle their trash during their Facility reservation may result in the forfeit of a Person's deposit fee (or a portion thereof).

Cancellations:

The Department requests that Persons cancel their reservations at least thirty (30) days prior to their reservation date as stated on an approved Facility Permit. Cancellations are subject to cancellation fees as established by City Council Resolution. Cancellations made less than thirty (30) days prior to a reservation will forfeit the Applicant's Facility deposit.

COMMUNITY CENTER FACILITY RESERVATION & USE POLICIES & PROCEDURES:

In addition to the "General Facility Reservation & Use Policies & Procedures" stated above, the following policies and procedures shall also apply to reservations and use of the Community Center.

Community Center Facility Rental Hours:

Community Center Facilities can be rented during the following hours:

	Community Center Facility Rental Hours		
	Facility is available and Setup Hours must be included	Event must end Time	Time available for event cleanup
Monday - Saturday	8:00 am	10:00 pm	up to 11:00 pm
Sunday	12:00 pm	6:00 pm	up to 7:00 pm

- a) All events must end by time stated above under "Event must end Time." Additional time is allowed for event cleanup as designated above under "Time available for event cleanup." No music is allowed when an event ends or after the "Event must end Time" as noted above, and all guests not participating in the clean-up of the event must leave the event.
- b) Forfeiture of one half of the deposit may be applied to Facility reservations that runs up to one half hour past 11:00 pm on Monday – Saturdays, and up to one

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half hour past 7:00 pm on Sundays, or for a reservation that runs after the end time (including clean-up time) specified on the Facility Permit up to one half hour.

- c) Applicant will forfeit the full amount of deposit if Facility rental runs past 11:30 pm on Monday – Saturdays, and 7:30pm on Sundays, or for a reservation that runs more than one half hour after the end time (including clean-up time) specified on the Facility Permit.
- d) The weekend rate will begin at 5:00 p.m. on Fridays and end on 7:00 pm on Sundays.
- e) Applicants will be charged time and one half hourly rental rate for early arrival.
- f) There is a two (2) hour minimum hourly rental rate for Community Center Facility rentals.

Mandatory Site Meeting:

A mandatory site meeting shall be scheduled with the Applicant and Department staff at the Community Center. The site meeting appointment should be made at least fourteen (14) days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits.

The Applicant is the only person who may request changes to the reservation.

Community Center Setup/Cleanup:

Usage time on the application must include all Facility preparation, including an Applicant's setup and decoration time by caterer and/or user, as well as cleanup time following use.

Applicants will not be allowed to occupy the Facilities during times not listed on the Facility Permit. Reservations are based upon use within the specified time period on Facility Permit and any additional use is subject to additional charges.

Department staff will be on hand to admit Applicant to the rented Facilities at the time specified on the approved Facility Permit.

City staff will set up all tables, chairs, and equipment according to the set-up plans provided. If no set up plan is submitted, City staff will set up the reservation according to standard set up configurations for the type and size indicated on the application.

Only one setup per group will be provided. Requests for changes to room setup after the setup is completed in accordance to the Facility Permit plan will not be accommodated.

Facilities must be left in the same condition in which they were found. Department staff will provide Applicant with a clean-up checklist that must be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the

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Facility is not cleaned to the conditions prior to Applicant's reservation, or to the satisfaction of the Department staff, the Applicant will pay for cleaning costs which will be deducted from Applicant's deposit fee. If clean-up costs are more than the deposit fee, the Applicant will be responsible for paying the difference.

Community Center & Kitchen Reservation Amenities:

- a) Rentals include the use of tables and chairs. Table covers are not provided.
- b) Styrofoam products are prohibited from use in the Community Center.
- c) Use of the kitchen must be included on the Facility Permit. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), warmers, ice machine, and microwave.
- d) Eating, serving, and cooking utensils are not provided. Utensils must be provided by the Applicant and must all be removed promptly and completely upon conclusion of the event.
- e) Refrigerator space may be limited due to active, on-going City programs.
- f) Equipment or furnishings shall not be removed or rearranged without prior written approval from the Director.

Community Center Decorations:

Decorations must be flame retardant. Decorations with hay or straw are prohibited. Confetti, birdseed, popcorn, rice, or other material shall not be thrown. Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. Glitter is not allowed. The use of open flames (i.e. candles) must first be approved on the Applicant's Facility Permit.

All decorative and other items, such as approved signs, shall be removed by the end of the rental period. No heavy items are to be dragged across floors.

Limited Space and Storage:

Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by Applicant must be removed by the Applicant before leaving the building and within the rental time designated on Applicant's Facility Permit.

Department staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times.

The Department cannot be held responsible for any items delivered early or left behind. The Applicant or event contact person must accept all deliveries.

The "set-up time" stated on the application form is the earliest time that any deliveries can be made.

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Community Center Alcohol Use:

The following rules and guidelines apply to Alcoholic Beverages use at the Community Center.

- a) Applicants requesting the use of Alcoholic Beverages must submit a proper application form with their Facility use application. An alcohol permit fee, set by City Council resolution, will be charged to all Applicants requesting to serve Alcoholic Beverages.
- b) Applications to serve Alcoholic Beverages will not be considered for approval for any activity with a youth emphasis. This includes activities for Minors such as birthday parties, quinceaneras, bar and bat mitzvahs, or student activities.
- c) Alcoholic Beverages may not be served to Minors. Alcoholic Beverages are to be served only to persons 21 years of age and older.
- d) Alcoholic Beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard.
- e) Alcoholic Beverages cannot be served past 9:30 pm on Monday – Saturdays, and 5:30 pm on Sundays.
- f) The maximum amount of time that Alcoholic Beverages may be served is 5 hours.
- g) Security is required for all events serving Alcoholic Beverages.
- h) Alcoholic Beverages may not be consumed while setting up or cleaning up an event.
- i) A bartender is required for beer keg service or when hard alcohol is served. Hard alcohol means all Alcoholic Beverages except for wine or beer served in cans or bottles. Additionally, the following type of events require a bartender: weddings, wedding receptions, and memorial services. It is the responsibility of the Applicant to show proof the person serving Alcoholic Beverages is a qualified bartending graduate from an accredited institution (RBS and/or TIPS). The bartender CANNOT be a guest of the event and consume alcohol. The bartender must supervise the bar for the duration of alcohol being served (maximum of 5 hours).

The Director has the discretion to require a bartender for any event serving alcohol including events that will only serve wine and/or beer.

- j) An Alcohol Beverage Control (A.B.C.) License must be provided if Alcoholic Beverages are to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where Alcoholic Beverages are present.

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- k) It is the responsibility of the Applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza
Santa Ana, California
(714) 558-4101

- l) A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.
- m) Any violation of these Alcoholic Beverages rules and guidelines will result in immediate termination of the event and the forfeiture of all rental fees and security deposit in full.
- n) If Applicant's event *is not serving* Alcoholic Beverages, as designated on the Applicant's Facility Permit, and Alcoholic Beverages are found in or around the reserved Facility, the event will immediately be terminated and the Applicant will forfeit all rental fees and security deposit in full.

Hardwood Flooring:

Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room and gymnasium.

Animals:

Animals will not be permitted inside the Community Center unless they are service dogs/animals used by those requiring such assistance.

ATTACHMENTS:

- City of Laguna Hills Rental Fees and Deposits Schedule *(established by City Council Resolutions)*



CITY OF LAGUNA HILLS RENTAL FEES AND DEPOSITS SCHEDULE

A) Community Center Facility Rental Rates

(Fees and deposits set by City Council Resolution No. 2016-06-28-1)

	A RESIDENT NONPROFIT	B RESIDENT PRIVATE	C NON-RESIDENT NONPROFIT	D NON-RESIDENT PRIVATE	E COMMERCIAL
ALL FEES ARE PER HOUR UNLESS NOTED OTHERWISE					
Heritage Room (Full Banquet Room Rental)					
Weekday	\$ 115.00	\$ 145.00	\$ 175.00	\$ 210.00	\$ 260.00
Weekend	\$ 125.00	\$ 165.00	\$ 200.00	\$ 230.00	\$ 270.00
Overnight (flat fee per night)	\$ 165.00	\$ 220.00	\$ 270.00	\$ 330.00	\$ 380.00
Heritage Room A/B/C (1/3 of Banquet Room Rental)					
Weekday	\$60.00	\$70.00	\$100.00	\$115.00	\$140.00
Weekend	\$75.00	\$80.00	\$110.00	\$125.00	\$150.00
Overnight (flat fee per night)	\$75.00	\$105.00	\$135.00	\$160.00	\$185.00
Heritage Room - 2/3 of Banquet Room Rental (A+B, B+C)					
Weekday	\$85.00	\$100.00	\$135.00	\$160.00	\$200.00
Weekend	\$100.00	\$120.00	\$150.00	\$175.00	\$230.00
Overnight (flat fee per night)	\$75.00	\$105.00	\$135.00	\$160.00	\$185.00
Kitchen Use (Heritage Room)					
Full Use w/Rental of Room (Per Hour)	\$35.00	\$35.00	\$40.00	\$40.00	\$65.00
Partial Use w/Rental of Room - Includes use of Refrigerator, Ice Machine (Flat Fee)	\$50.00	\$50.00	\$60.00	\$60.00	\$90.00
Kitchen Rental Only (Per Hour)	\$40.00	\$40.00	\$50.00	\$50.00	\$70.00
Large Classroom (A & B Combined)					
	\$45.00	\$50.00	\$60.00	\$80.00	\$100.00
Individual Classroom (A or B)					
	\$30.00	\$40.00	\$50.00	\$70.00	\$90.00
Kitchen Use (Classroom) <i>Kitchen rental without Classroom rental is not available</i>					
Partial Use - Includes use of Refrigerator, and Oven only (Flat Fee)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Art Room					
	\$30.00	\$40.00	\$50.00	\$70.00	\$90.00

	A RESIDENT NONPROFIT	B RESIDENT PRIVATE	C NON-RESIDENT NONPROFIT	D NON-RESIDENT PRIVATE	E COMMERCIAL
Physical Activity Room	\$45.00	\$50.00	\$60.00	\$80.00	\$100.00
Tower Room	\$35.00	\$40.00	\$45.00	\$55.00	\$60.00
Plaza Rental	\$25.00	\$30.00	\$40.00	\$50.00	\$60.00
Alcohol Permit Fee (Flat Fee)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

Miscellaneous Fees**Cancellation Fees:**

14 or more days: 25% of deposit
 14 or fewer days: 50% of deposit

AV System with Screen and Podium Rental:

\$75 flat fee

Lobby Rental Fee:

\$100 flat fee

Deposit Fee:

\$250 – Deposit for events not serving alcohol
 \$500 – Deposit for events serving alcohol or in excess of 75 guests

Dance Floor Rental Fee:

16' x 20' = \$200 rental fee

B) Gymnasium Rental Rates

(Fees and deposits set by City Council Resolution No. 2016-06-28-1)

	A RESIDENT NONPROFIT	B RESIDENT PRIVATE	C NON-RESIDENT NONPROFIT	D NON-RESIDENT PRIVATE	E COMMERCIAL
ALL FEES ARE PER HOUR UNLESS NOTED OTHERWISE					
One Court	\$25.00	\$50.00	\$70.00	\$105.00	\$125.00
Full Gymnasium	\$45.00	\$105.00	\$155.00	\$185.00	\$225.00
Full Gymnasium Overnight (flat fee per night)	\$75.00	\$195.00	\$315.00	\$365.00	\$450.00

Laguna Hills Youth Sports Organization Gymnasium Rates

(Fees and deposits set by City Council Resolution No. 2010-06-22-6)

Type of Use	Youth Sport Organization
Without Lights	
One Court	No charge
Full Gymnasium	No charge
With Lights	
One Court	\$15.00/hr.
Full Gymnasium	\$30.00/hr.
Full Gymnasium Overnight (flat fee per night)	\$70.00

C) Neighborhood Park and Outdoor Amenity Rates

(Fees and deposits set by City Council Resolution No. 2010-06-22-6)

	A RESIDENT NONPROFIT	B RESIDENT PRIVATE	C NON-RESIDENT NONPROFIT	D NON-RESIDENT PRIVATE	E COMMERCIAL
ALL FEES ARE PER HOUR UNLESS NOTED OTHERWISE					
Neighborhood Park					
Refundable Deposit (Flat Fee)	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00
Rental Fee	\$0	\$20.00	\$40.00	\$45.00	\$60.00
CC Sports Complex					
Refundable Deposit (Flat Fee)	\$100.00	\$100.00	\$100.00	\$100.00	\$200.00
Picnic Shelter Rental Fees (per Bay)	\$15.00	\$25.00	\$40.00	\$50.00	\$75.00
Picnic Shelter Entire Bay Rental	\$45.00	\$75.00	\$95.00	\$155.00	\$230.00
Entire Bay Overnight (Flat Fee)	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00
Gazebo	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00
Town Green	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00

D) Athletic Field Rates

(Fees and deposits set by City Council Resolution No. 2010-06-22-6)

	A RESIDENT NONPROFIT	B RESIDENT PRIVATE	C NON-RESIDENT NONPROFIT	D NON-RESIDENT PRIVATE	E COMMERCIAL
ALL FEES ARE PER HOUR UNLESS NOTED OTHERWISE					
Daytime Use (No lights)					
Cabot Park Sports Complex	N/A	\$30.00	\$35.00	\$40.00	\$45.00
Laguna Hills High School	N/A	\$25.00	\$30.00	\$35.00	\$40.00
Laguna Hills Community Center & Sports Complex	N/A	\$30.00	\$35.00	\$40.00	\$45.00
Use of Fields w/Lights					
Laguna Hills High School	\$15.00	\$35.00	\$40.00	\$45.00	\$55.00
Laguna Hills Community Center & Sports Complex	\$15.00	\$40.00	\$45.00	\$50.00	\$60.00
Field Overnight (Flat Fee per night)	\$20.00	\$40.00	\$40.00	\$60.00	\$80.00
Non-Primary Use of Athletic Fields (use other than for sport related activities)					
Use of fields without lights	\$45.00	\$50.00	\$55.00	\$60.00	\$70.00
Use of fields with lights	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00
Field Overnight (Flat Fee per night)	\$40.00	\$60.00	\$60.00	\$80.00	\$100.00

E) Hockey Rink Rates

(Fees and deposits set by City Council Resolution No. 2018-11-27-3)

Type of Use	A RESIDENT NONPROFIT	B RESIDENT PRIVATE	C NON-RESIDENT NONPROFIT	D NON-RESIDENT PRIVATE	E COMMERCIAL
ALL FEES ARE PER HOUR UNLESS NOTED OTHERWISE					
Daytime Use	\$25.00	\$30.00	\$40.00	\$50.00	\$85.00
Use of Hockey Facility with Lights	\$30.00	\$35.00	\$50.00	\$60.00	\$95.00

F) Skate Park Rates (Commercial Use Only)

(Fees and deposits set by City Council Resolution No. 2018-11-27-3)

\$500 half-day rental fee

\$1,000 full day rental fee

G) After Hours Rate

(Hourly Rate set by City Council Resolution No. 2018-06-26-5)

Any group using City Facilities outside of established hours of operations shall pay for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee as established by City Council resolution.

<u>Staff Position</u>	<u>Rate per hour</u>
Recreation Leader	\$58.93

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: CONTRACT CHANGE ORDER
POLICY No. 320

Effective Date: January 26, 1999

Last Revision: January 26, 1999

PURPOSE:

Staff proposes that certain Contract Change Orders be approved by the City Manager in order to avoid delay costs as well as handle routine changes to the scope of work of a project.

BACKGROUND:

The City regularly contracts for construction work in order to implement the goals of the City Council and the Capital Improvement Budget. Following the Award of Contract for such work, the Public Works Division administers the contract including daily inspection, verification of quantities, and processing of Progress Payments. In addition, discussions and negotiations with the contractor are held, as necessary, to resolve the need for extra work. Extra work, a change in the scope of the construction, can be necessary for a variety of reasons ranging from a change in field conditions to an Agency requested change in the scope of the project. Extra work is documented through the issuance of a Contract Change Order (CCO). The CCO is not authorized until it is presented to the City Council for approval as an amendment to the Contract Agreement for the construction project. CCO's will either consist of changes which do not involve a "critical path" task and can be anticipated and resolved well in advance of the time at which the change needs to be implemented or other changes which do involve a critical path item and failure to approve the change in a timely manner will cause delay to a project and additional expense to the City. In order to avoid project delays and costs, this policy is proposed.

POLICY:

It is the policy of the City Council that the City Manager, or his designee, is granted authority to approve routine CCO's up to \$50,000 each, and time sensitive CCO's up to \$75,000 each, with an overall project approval limit of 7% of the value of the Capital Improvement Project. All CCO's will be presented to the City Council on a monthly basis with the specific CCO and a cumulative listing of CCO's as part of Progress Payments to the contractor. A tally of all CCO's issued for a project will be presented to the City Council with the final payment recommendation.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: PLACEMENT OF TELECOMMUNICATION FACILITIES ON CITY-OWNED PROPERTY POLICY No. 330

Effective Date: November 9, 1999

Last Revision: November 9, 1999

PURPOSE:

To establish the procedure for processing requests to install telecommunication facilities on City-owned land not part of the public right-of-way.

POLICY:

It shall be the policy of the City of Laguna Hills to allow telecommunication providers to apply for the placement of telecommunication facilities on City-owned land through the filing of a conditional use permit application. Said application will be presented to the City Planning Agency for review and approval/denial.

1. Staff will process the application without prior authorization from the City Council.
2. Staff will require some form of financial/lease agreement as a condition on any such conditional use permit recommended for approval, which will provide for compensation to the City for use/lease of public property.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: DISPOSITION OF SURPLUS LAND
POLICY No. 340

Effective Date: August 22, 2000

Last Revision: September 11, 2000

PURPOSE:

To establish a policy for the continued ownership and control of public lands having an identified current or future public use and to establish procedures to allow for the disposal of public lands which are deemed excess.

BACKGROUND:

The City has an interest in or owns and controls a variety of public lands which generally consist of rights-of-way, real property, park lands, open spaces, property leased to others, and surplus real property. From time to time, property owners contact the City with requests to acquire public lands, or the City may desire to dispose of property no longer needed for current or prospective public use. This policy provides a framework to respond to such requests. The applicant shall incur all costs of processing such requests. Staff will prepare procedures to implement this policy.

POLICY:

1. RIGHTS-OF-WAY

Real property held or reserved for the maintenance and operation of any City infrastructure has inherent public value and shall be retained and may not be disposed of without compelling reasons and compensating benefits. Staff may only consider the disposition of rights-of-way under unique circumstances and after taking into account the applicable provisions of the Streets and Highways Code and the Government Code. Shared use of rights-of-way may be considered in the form of an easement, license, or encroachment permit consistent with the public interests.

2. REAL PROPERTY

Real property owned or leased by the City for civic purposes has inherent public value and shall be retained until cessation of public interest or use. Shared use of this real property may be considered in the form of an easement, license, or lease, consistent with the public interest. Upon cessation of public use, the City Council may declare the property excess

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No. 340
Disposition of Surplus Land**

and dispose of it in accordance with the applicable provisions of the Government Code (see attached).

3. PARKLANDS

Any interest in real property held for the development or operations of any City park has inherent public value and shall be retained until cessation of public interest or use. The disposition of any reserved, current, or prospective parkland shall only be considered in accordance with public needs per the Parks and Recreation Master Plan. Shared use of this real property may be considered in the form of an easement, license, or lease consistent with the public interest. Upon cessation of public use, the City Council may declare the property excess and dispose of it in accordance with the applicable provisions of the Government Code (see attached).

4. OPEN SPACE

Any interest in real property held for open space purposes, as referred to in the General Plan as land held “to conserve natural resources, preserve scenic beauty, promote a healthful atmosphere, provide for outdoor recreation, and protect the public health and safety,” has inherent public value and shall be retained until cessation of public interest or use. Notwithstanding this public interest, disposition of site specific open space may be considered after consideration of the size, location, lot line consistency, liabilities (of continued ownership), and intended re-use of the property. Shared use of this real property may be considered in the form of an easement, license, or lease, consistent with the public interest. Upon cessation of public use, the City Council may declare the property excess and dispose of it in accordance with the applicable provisions of the Government Code (see attached).

5. PROPERTY LEASE TO OTHERS

City-owned real property of which possession and use has been assigned to others shall not be considered excess land unless the terms of a lease allow such action and there has been a cessation of public interest and use.

6. SURPLUS REAL PROPERTY

Surplus real property held by the City shall be retained for revenue producing capacity or future re-use or declared excess and disposed of in

City Council Policy
No. 340
Disposition of Surplus Land

accordance with applicable provisions of the Government Code or Streets and Highways Code as appropriate (see attached).

SUMMARY PROCEDURE TO DISPOSE OF SURPLUS REAL PROPERTY

1. City staff determines that undeveloped City-owned land is no longer necessary for current or prospective public use and whether or not the land is exempt surplus land.¹ (see attached)
2. A title search is performed to determine if there are restrictions on alienation.
3. City staff makes a recommendation to the City Council and the City Council determines that City-owned land is no longer necessary for public use; City Council directs staff to obtain appraisal.
4. City staff obtains appraisal for sale and lease purposes. In Closed Session, City Council approves offer to purchase or lease and directs staff to proceed with negotiations with contiguous property owner if surplus land is “exempt,” and with required legal notifications if not exempt.²
5. City staff provides notice and opportunity for sale or lease of non-exempt surplus land by other entities that would develop the property for low-and-moderate income housing or for parks, recreation, or open-space uses. The entities have sixty (60) days to respond.³
6. If no response is received, the City may proceed to dispose of the non-exempt surplus land as it deems fit.
7. If multiple offers are received and the land is already being used or is designated to be used for parks and open-space, priority must be given to entities wishing to purchase or lease for those purposes. The second priority is to those entities that would build affordable housing for lower income households, particularly those for the elderly and disabled.

¹ Special rules apply to land originally acquired for highway or park purposes.

² For exempt surplus land, go to Step 9 as pertains to adjacent property owner only.

³ The legal requirements encompass notice to the County Housing Authority the State Department of Housing and Community Development, the California Housing Finance Agency, the County's Harbors, Beaches and Parks District, the State Resources Agency, City and County Park and Recreations Departments, Regional Park Authority, and School District.

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Disposition of Surplus Land

8. City staff conducts good faith negotiations with the interested entities for a period of at least sixty (60) days.
9. A mutually agreeable sales price or lease term is/are achieved; if agreement cannot be reached, the City may dispose of the property as it sees fit.
10. Determination under CEQA and, as needed, a Changed Plan and General Plan Amendment precede or accompany formal approval of sale or lease by City Council.
11. A Lot Line Adjustment is processed as may be required.

ATTACHMENTS:

- Summary of Legal Requirements – June 30, 1999, Memorandum

MEMORANDUM

TO: Kenneth Rosenfield, Director of Public Works/City Engineer
City of Laguna Hills

FROM: City Attorney

DATE: June 30, 1999

RE: Disposition of Surplus Land

The purpose of this memorandum is to apprise you of the fact that the Government Code provisions regarding the statutory procedures for the disposition of surplus land have been revised. This opinion memorandum replaces the August 25, 1992, memorandum, which was sent to the attention of former City Engineer, Roy Stephenson.

Under the Government Code¹, "surplus land" is defined as undeveloped property that is determined to be no longer necessary for the City's use. Normally, such property must first be offered to other public entities for open-space, recreational, or for low-and-moderate income housing uses prior to disposition. See §54222. Under certain circumstances, surplus land may be disposed of at the discretion of the City Council without providing such opportunity for the purchase or lease by other public agencies. This exception occurs when the surplus land meets the criteria for being "exempt surplus land" as set forth in Government Code §54221(e). For the City's purpose, exempt surplus land includes the following:

Surplus land which is: (A) less than 5,000 square feet in area; (B) less than the minimum legal residential building lot size for the jurisdiction in which the parcel is located, or 5,000 square feet in area, whichever is less; or (C) has no record access and is less than 10,000 square feet in area; and is not contiguous to land owned by a state or local agency which is used for park, recreational, open-space, or low-and-moderate income housing purposes.

Thus, even if surplus land is within the lot size requirements set forth above, if it is contiguous to public parkland, recreational land, open-space land, or low-and-moderate income housing, it will not be considered exempt surplus land. Additionally, pursuant to Government Code §54221(e), if the surplus land is not sold to an owner of contiguous land, it is not considered exempt surplus land. Hence, to retain its exempt status, surplus land must be sold to an owner of contiguous land.

¹ Unless specified otherwise, all statutory references are made to the Government Code.

Certain properties are not considered exempt surplus land, because of their unique characteristics. For example, this includes, land within the coastal zone. None of these unique properties are located within the City of Laguna Hills.

Procedures for Disposition if Property is Exempt and
was not Originally Acquired for Highway Purposes

We recommend that a title report be obtained and reviewed to determine if there are any restrictions on alienation of the property, and that the City Council make a determination that the land is not necessary for the City's use. We further recommend that the City obtain an appraisal prior to entering into any negotiations. Finally, if it is anticipated that the property owner will be seeking any permits to build or otherwise make improvements on property being acquired from the City, it is recommended that both the sale and the permit issue be considered at the same time with appropriate compliance with the California Environmental Quality Act ("CEQA"). If it is anticipated that the property will be maintained in it unimproved state, then approval of the sale of the property by the City Council should be accompanied by an appropriate determination under CEQA that, either the sale does not constitute a project under CEQA, or that the sale is exempt.

Procedures for Disposition if Property is Non-Exempt Surplus
Land and was not Originally Acquired for Highway Purposes

In the case of non-exempt surplus land, we recommend that the above-procedures be followed, i.e., title search; appraisal; compliance with CEQA, and that, in addition, the City comply with the requirements of Government Code Section 54222. Under that section, the City must send a written offer to sell or lease the property to:

1. Any local public entity as defined in Section 50079 of the Health and Safety Code, within whose jurisdiction the surplus land is located, for the purpose of developing low-and-moderate income housing. According to Section 50079, this includes the City's Redevelopment Agency (if it has one), the County Housing Authority, the State Department of Housing and Community Development, and the California Housing Finance Agency.² Housing sponsors, as defined by Section 50074 of the Health and Safety Code,³ are entitled to be sent a written offer to sell or lease surplus

² There is no requirement that such notice be sent to neighboring cities.

³ A Housing Sponsor is any individual, joint venture, partnership, limited partnership, trust, corporation, limited equity cooperative, or other legal entity certified by the California Housing Finance Agency ("Agency") as qualified to construct or acquire housing. In the case of individuals, Housing Sponsor, includes low-and-moderate income persons who are approved by the Agency to own and occupy a housing development and individuals receiving property improvement loans through the Agency.

land for the purpose of developing low-and-moderate income housing provided they have made a written request to the City.

2. Any park or recreation department of the County or City within which the land is situated, any regional park authority having jurisdiction within which the land is situated, and to the State Resources Agency or any agency which may succeed to its powers for recreational or open-space purposes.

3. A written offer to sell or lease land suitable for school facilities construction or use by a school district for open-space purposes shall be sent to any school district in whose jurisdiction the land is located.

4. A written offer to sell or lease for enterprise zone purposes any surplus property in an area designated as an enterprise zone pursuant to Section 7073 shall be sent to the nonprofit neighborhood enterprise association corporation in that zone.

All notices of the offer to sell or lease shall be sent by first-class mail, and shall include the location and description of the property.

The entities or housing sponsors desiring to purchase or lease the land for low-and-moderate income housing, or for park, recreation, or open-space purposes must notify the City of their intent to purchase or lease within sixty (60) days after receipt of the City's notification of intent to sell or lease.

After receiving notice from the entities or housing sponsors, the City and the entity or housing sponsors are required to enter into good faith negotiations to determine a mutually satisfactory sales price or lease terms.⁴ The City is not restricted to selling or leasing the surplus land at fair market value. In other words, if the City determines to sell or lease the land at less than fair market value, it may do so.

If the price or terms cannot be agreed upon after a good faith negotiation period of not less than sixty (60) days, the land may be disposed of as the City determines.³

In the event that the City receives multiple offers, the City must give first priority to the entity which agrees to use the site for park or recreational purposes, if the land being offered is already being used and will continue to be used for park or recreational purposes, or if the land is designated for park and recreational use in the City's General Plan. The second priority shall be given to the entity that agrees to use the site for

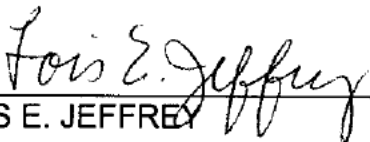
⁴ There are some deed restrictions that would need to be placed on the transfer of land for park and recreational purposes where the land was originally acquired for highway purposes. (See Government Code Section 54232.)

Kenneth Rosenfield, Director of Public Works/City Engineer
City of Laguna Hills
June 30, 1999
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affordable housing for "lower income elderly or disabled persons or households or other lower income households."

An outline of the steps involved in the disposition of non-exempt surplus land is set forth in the attachment to this memorandum.

If you have any questions regarding this issue, please feel free to contact our office.


LOIS E. JEFFREY


GREGORY E. SIMONIAN

cc: Bruce Channing, City Manager
Opinion File

Disposition of Non-Exempt Surplus Land Outline

1. City staff determines that undeveloped City-owned land is no longer necessary for City's use.¹
2. Title search to determine if there are restrictions on alienation.
3. City staff makes recommendation to City Council and City Council determines that undeveloped City-owned land is no longer necessary for City use; City Council directs staff to obtain appraisal and to proceed with required legal notifications.
4. Obtain appraisal for sale and lease purposes.
5. Provide notice and opportunity for sale or lease by other entities that would develop the property for low-and-moderate income housing, or for parks, recreation or open-space uses. The entities have sixty (60) days to respond.²
6. If no response is received, the City may proceed to dispose of the non-exempt surplus land as it deems fit.¹
7. If multiple offers are received and the land is already being used or is designated to be used for parks and open-space, priority must be given to entities wishing to purchase or lease for those purposes. The second priority is to those entities that would build affordable housing for lower income households, particularly those for the elderly and disabled.
8. City staff conducts good faith negotiations with the interested entities for a period of at least sixty (60) days.
9. A mutually agreeable sales price or lease term is/are achieved; if agreement cannot be reached, the City may dispose of the property as it sees fit.
10. Determination under CEQA precedes or accompanies formal approval of sale or lease by City Council.

¹ Special rules apply to land originally acquired for highway purposes.

² The legal requirements encompass notice to the County Housing Authority, the State Department of Housing and Community Development, the California Housing Finance Agency, the County's Harbors, Beaches and Parks District, the State Resources Agency, City and County park or recreation departments, regional park authority, and school districts.

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: RESIDENTIAL STREETS TRAFFIC MANAGEMENT POLICY

POLICY No. 350

Effective Date: January 1995
Last Revision: August 28, 2018

PURPOSE:

The City Council, Traffic Commission, and staff of the City of Laguna Hills have developed this policy to provide guidance and uniform procedures to address resident concerns regarding traffic safety in our neighborhoods. We desire to resolve, to the extent feasible, our residents' concerns for residential street traffic safety issues. These issues will be documented and addressed through the use of available traffic engineering standards and police enforcement tools. The involvement of the neighborhood in fostering a consensus view of the issues and their resolution will be encouraged. Solutions to documented traffic safety issues will be addressed on an incremental basis from least to greatest actions as necessary to resolve the issue based upon traffic engineering practices.

POLICY:

I. INITIATING AN EVALUATION

The Traffic Engineering Staff shall initiate an evaluation of a traffic safety issue on a residential street when any of the following occurs:

- a. A resident has contacted City staff by telephone, letter, or e-mail. Residents are encouraged to utilize the City's website at www.lagunahillsca.gov to access the Request Tracker system to bring issues of concern to the staff's attention.
- b. A resident has addressed the City Council or Traffic Commission raising a traffic safety issue on a residential street.
- c. The Traffic Commission requests, or the City Council directs, an evaluation of a traffic safety issue on a residential street.
- d. The Staff observation of a traffic safety issue.

A single contact by a resident, with concurrence of the City's Traffic Engineer, is sufficient to initiate an evaluation of the stated concern. If the identified issue had previously been evaluated in the prior 18-month period, then the resident will be informed of the results of that previous

evaluation. No further evaluation will be performed until additional time elapses or the Traffic Engineer determines a need has arisen or the City Council so directs. If the traffic safety issue of concern is of a routine nature involving the adjustment, removal, or placement of minor traffic control devices as defined by the Traffic Engineer, then staff will address the issue directly without further evaluation. All other traffic safety concerns on residential streets will proceed through The Evaluation Process.

II. THE EVALUATION PROCESS

When a resident raises a traffic safety concern on a residential street involving the speed of traffic, the total volume of traffic, the amount of pass through traffic, traffic collision events, or pedestrian access issues, the following will occur:

- a. The Police Services Department will be advised of the issue for potential enforcement, as resources permit. Police enforcement of traffic laws is recognized as a first line of defense in resolving certain traffic safety issues. If, in the opinion of the Traffic Engineer, police enforcement is the primary solution to the issue, further evaluation will be suspended until the results of the enforcement activity can be reviewed. The Traffic Engineer will make a review of the impact of enforcement within 90 days of the initiation of enforcement.
- b. An evaluation of the traffic safety issue will be undertaken following the determination of the need for, or results of, enforcement as described above. An evaluation may involve the collection of traffic speed data, volume data, pass through volume data, traffic collision history reviews, and field reviews that will typically be performed within 60 days of the request.
- c. An evaluation report by the Traffic Engineer will be scheduled before the next available meeting of the Traffic Commission. If the issue of concern can be documented by data collection, traffic collision history and/or field reviews as being a traffic safety issue, then an incremental approach to a resolution of the issue will be recommended to the Traffic Commission.
- d. The resident raising the issue will be presented a copy of the staff report prior to the Traffic Commission meeting and will also be invited to attend the meeting to address the issue before the Traffic Commission.

- e. Following any action of the Traffic Commission that results in implementation of a change on a residential street and requires a legislative action by the City Council, a staff report will be prepared and presented to the next available City Council meeting for approval or modification of the recommendation. Otherwise, staff will proceed to implement non-legislative changes on a residential street in accordance with the budget and Traffic Engineering standards. The Traffic Commission meeting, and subsequent City Council meeting process, is typically completed within a 30-day time frame. Should changes to traffic control devices be approved by the City Council, the subsequent work is typically completed in the following 30-day time frame.

III. DATA COLLECTION

The evaluation and data collection effort of a traffic safety issue on a residential street will follow established traffic engineering practices and procedures as outlined within the State Traffic Manual, California Vehicle Code, and other professional literature. The evaluation and traffic data collection effort will typically include the following:

- a. A field review of the location to confirm that the street meets the California Vehicle Code definition (CVC Section 515) for a Residential Street and that the designated speed limit is 25 mph.
- b. An evaluation of the roadway geometrics to determine if appropriate visibility exists (sight distance) on the approach to intersections and to document any unusual conditions that may raise traffic safety concerns.
- c. A review of the most recent three or more year history of available traffic collision records to determine if there are any significant trends in collisions.
- d. Collection of 24-hour traffic volumes.
- e. Collection of peak hour pass through traffic volume counts by manual methods. The peak hour pass through traffic volume count will be assumed to be typical of daily conditions.
- f. Performance of spot speed studies by radar to determine the prevailing speed of traffic. The spot speed studies will be performed during off-peak times of the day to represent normal driving conditions of the reasonable driver. For information only, as needed, when the traffic safety issue of concern is believed to be occurring

at a particular time of day, a 24-hour Speed Profile will be collected. The spot speed radar studies will be performed for periods of time sufficient to collect the number of vehicles necessary for a valid statistical sampling of the traffic speed on the street. Alternative traffic speed data collection methods may be used as deemed appropriate by the Traffic Engineer. The prevailing speed of traffic, the 85th percentile, will be considered to be the normal traffic speed on the street unless there is prevalent speed-related traffic collision history.

IV. APPROACH TO SPEEDING ISSUES

The speed limit on residential streets in the State of California is, whether posted or not, 25 mph. For a street to have this speed limit, it must meet the definition of a residential street that is found in the California Vehicle Code (CVC) in Section 515. That Code Section requires a certain number of fronting residential homes on the street within a specified distance. Some streets that are “residential in character” are actually not residential streets within the meaning of the CVC. However, if the street does meet the definition of a residential street, then the 25 mph speed limit will be presumed for all analysis.

Through numerous studies of traffic speeds on residential streets in the City, it has been found that the typical prevailing traffic speed range is between 32 and 34 mph. The prevailing speed is the speed at which 85% of the motorists drive at or below. If motorists are driving on a residential street in the 32 to 34 mph range, and they are doing so safely as evidenced by a lack of documented speed-related traffic collisions, and a field review of the location did not reveal any unusual conditions raising other concerns for traffic safety, then that speed range will not automatically trigger implementation of this Policy. Accordingly, actions to address speeding issues on residential streets will only be recommended when the prevailing speed of traffic on the street has been found to be greater than 32 to 34 mph or other unusual conditions exist on the roadway that raise traffic safety concerns as determined by the Traffic Engineer.

For residential streets that have been found to have a speeding issue meeting the above criteria, an incremental approach to controlling the speed will be undertaken. The first action will be traffic speed enforcement. The enforcement of traffic laws will be the primary tool to gain compliance of the speed limit and will also be supplemented by the placement of the radar speed trailer. The radar speed trailer is an electronic display device utilized to advise motorists of their vehicle speed

as an education effort. To the extent that a motorist is not paying attention to their speed, the use of the radar speed trailer will remind them of that condition. The reasonable driver is then expected to adjust their speed downward into the prevailing speed range.

Upon the implementation of a recommendation to address a speeding issue on a residential street, a period of time will lapse to allow the implemented action to take effect on the traffic speed. Typically, a six-month period of time will be allocated and then a follow-up review of the traffic speed will be performed, if determined necessary by the Traffic Engineer. Should the speeding issue remain; the next incremental action will be recommended.

Following the use of traffic speed enforcement and the radar speed trailer for speed control, the use of traffic control devices, regulatory signs and markings, warning signs, and striping, will be used in an effort to reduce vehicular speed. On a case-by-case basis, the Traffic Engineer will recommend signing and striping which is appropriate for the particular residential street and the issue to be addressed. Signing, for example, supplemented with striping, will be used to guide vehicles around curves or through an area which otherwise requires delineation. All signing and striping shall be consistent with established Traffic Engineering standards.

The traffic control devices to be considered for use in addressing the speed of traffic will include, but not be limited to, the following:

- a. 25 mph speed limit signs.
- b. White “25” pavement legends. Oversized legends may also be used.
- c. Curve warning signs with speed advisory plates.
- d. “Watch Downhill Speed” signs.
- e. “Strict Enforcement Area” graphic and letter sign.
- f. Ceramic raised pavement markers as rumble strips.
- g. Perpendicular painted white bars with increasing frequency to represent a speed condition.
- h. Centerline striping.

- i. Supplementary reflective raised pavement markers.
- j. Other traffic control devices as approved in the manual for Uniform Traffic Control Devices and/or the California Traffic Control Device Committee.

Stop signs are not included in the above list. Stop signs are not intended for use as a speed control device. The primary purpose for a stop sign control is the assignment of right of way. The State Traffic Manual and professional literature repeatedly identify that stop sign controls are not appropriate for speed control. Several studies have shown no appreciable change in the prevailing speed of traffic on a street by the use of stop signs. The analysis for the need for stop sign controls takes into account the volume of traffic at the intersection, the accident history at the location, and any extenuating circumstances that, in the opinion of the Traffic Engineer, add to the need for the control. The evaluation of speed on a street is not a part of this analysis. If used improperly, a stop sign may contribute to increased occurrences of collisions and a general disregard for the traffic control device. The prudent placement of stop sign controls can improve traffic safety in an area when there is a determination that the control will be perceived by the reasonable driver as an appropriate device where placed.

Only after the installation of the above described traditional and incremental techniques, and the evaluation period, will the City consider the utilization of physical controls to address the identified traffic safety issues.

V. APPROACH TO VOLUME ISSUES

Traffic volume issues typically are either concerns for the total volume of traffic or the volume of pass through traffic. While not distinctly defined, experience suggests that low volume residential streets typically carry 1,500 or fewer vehicles per day, medium volume residential streets carry typically 1,500 to 3,000 vehicles per day, and higher volume residential street typically carry greater than 3,000 vehicles per day. Many moderate to high volume residential streets have been designed as, and are expected to act as, collector streets and carry higher traffic volumes. An evaluation of traffic volume issues will attempt to determine the causes of the volume and whether or not the traffic can be distributed to other non-residential streets.

Pass through traffic volumes vary greatly and must be considered on a case-by-case basis. The primary method to address the traffic volume on a residential street will be to keep it on the arterial streets with traffic flow improvements. Measures, which shift traffic volume from one residential street to another one, are undesirable and will be avoided. The use of physical devices are to cause a shift in traffic volumes and patterns and will only be considered after careful evaluation and an environmental assessment as to the impacts of such a shift in traffic may have on other locations.

VI. PHYSICAL DEVICES

Physical devices will only be considered as a last use effort to resolve an identified traffic safety issue that has been documented as not being resolved by other means described in this Policy. Physical devices are roadway features and may include barricades, chokers, cul-de-sacs, medians, one-way streets, semi-diverters, speed humps and related improvements.

One of the physical devices most often requested for speed or volume control is a speed hump. Speed humps have been documented in certain but not all cases, to reduce the prevailing speed of traffic depending upon their spacing and frequency of use. While not specifically designed as a traffic volume control device, speed humps can cause some reduction in traffic volumes as motorists seek other routes due to the inconvenience factor caused by speed humps.

A speed hump, in contrast to a speed bump, is an elongated, gentle roadway feature typically 12 feet across with a height of approximately 3 inches, which gives the traversing vehicle a gentle rise and fall as a reminder that the 25 mph speed for the street should be followed. A speed bump, typically two feet across with a height of approximately 4 inches, can jolt vehicles and their passenger, motorcycles, and bicycles, is to be avoided.

Speed humps are typically placed in not less than groups of three at approximately 400-foot spacings in order to achieve the desired result of addressing the upper speed of vehicles. Speed humps are always coupled with extensive signing and striping and may be objectionable to residential neighborhoods.

Physical devices, including speed humps, will only be considered for use where other appropriate traffic controls have failed to address the

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documented traffic safety issue, where an environmental assessment has been considered and where the following minimum criteria are met.

- a. At least 67% of the affected residents of the street and adjacent area streets support the implementation of the physical device. The streets to be used to evaluate the support for the physical device will be those that reasonably can be inferred to draw traffic to the street of concern.
- b. The prevailing speed of traffic has been documented to be greater than 34 mph for at least two radar speed surveys taken 90 days apart as part of the follow-up evaluation of all other traffic controls used to address the issue.
- c. At least 1,500 vehicles traverse the street in a 24-hour period.
- d. The location meets the approval of the Police and Fire Department related to adequate response time of safety vehicles.
- e. The grade of the street shall not exceed 6%.
- f. The street must have a length of at least 1,300 feet and be able to accommodate a minimum of three speed humps unless otherwise directed by the City Council.
- g. Other issues related to traffic engineering will be considered as deemed appropriate by the City Traffic Engineer.

ATTACHMENTS:

- None