

# City Council Policies

EFFECTIVE 02-2013





City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY CLERK

CONTACT PERSON: CITY CLERK

SUBJECT: ESTABLISHING COUNCIL POLICIES AND / OR POSITIONS

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Council policies and/or positions are established to expedite and facilitate the transition of business by staff in an orderly fashion. The policies and/or positions set forth are not exclusive and do not limit the inherent power and general legal authority of the City Council. Any of the foregoing policies and/or positions may be waived by majority vote of the Council Members when it is deemed that there is a good cause to do so based upon the particular facts and circumstances involved.

Council shall establish policy and/or position statements to:

1. Define the general goals of the council;
2. Guide present and future decisions; and
3. Define acceptable procedures.

Such policies and/or positions shall be established with majority consensus of the Council and shall be memorialized either by formal resolution or by a policy/position statement.

If established by a policy/position statement, it shall be done so by motion. The maker of the motion shall clearly state the policy or position statement, and the motion shall be voted upon by council.

Policy/position statements shall be prepared by the responsible department and placed in the City Council Policies and Positions Handbook.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: FINANCE  
CONTACT PERSON: DIRECTOR OF FINANCE  
SUBJECT: ANNUAL BUDGET

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It is the policy of the City council to adopt an annual budget outlining the City's financial operations in June of each year. The City operates on a fiscal year which runs from July 1 of each year to June 30 of the next. The budget is also reviewed at mid-year so adjustments from unanticipated events can be incorporated.

The budget review and adoption process is as follows:

- A preliminary budget is distributed to City Council for review in mid-May.
- A public study session is scheduled with the City Council and staff to review the budget in late May or early June.
- By the second City Council meeting in June, a public hearing is held on the annual budget and it is adopted.
- A mid-year budget review, including any adjustments and/or policy issues, is presented to City Council in January.

The City Manager is responsible for providing the annual budget to the City Council for consideration. The Finance Department works under his/her direction to prepare the document.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: ~~FINANCE~~

CONTACT PERSON: ~~DIRECTOR OF FINANCE~~

SUBJECT: ~~RDA LOAN REPAYMENT~~

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~~It is the policy of the City Council to have the Redevelopment Agency repay the City a portion of its outstanding loan annually based on City Council direction. The current City Council direction is to repay a minimum amount of two hundred fifty thousand dollars (\$250,000) per fiscal year.~~

**DELETED – ABOLISHMENT OF REDEVELOPMENT AGENCY**



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

RESPONSIBLE DEPARTMENT: FINANCE  
 CONTACT PERSON: DIRECTOR OF FINANCE  
 SUBJECT: RESERVES AND FUND BALANCE ASSIGNMENTS

It is the policy of the City Council to assign fund balance for various purposes. The following is the current policy on fund balance assignments.

**GENERAL FUND ASSIGNMENT FOR ECONOMIC UNCERTAINTIES**

It is the City's policy to assign fund balance in an amount equivalent to between twenty and twenty-five percent of the current General Fund expenditure budget for the purpose of addressing catastrophic events or extraordinary financial hardships. City Council may temporarily suspend this assignment with a majority vote. Fund balance that exceeds the stated thresholds may be assigned with City Council approval. City Council may elect to utilize excess fund balance to acquire other assets, such as real property. Such acquisitions shall be solely for public benefit purposes, including economic development. While such assets are held by the City, the value of the assets may be considered when determining compliance with the stated thresholds.

**ASSIGNMENT FOR EMPLOYEE LEAVE BENEFITS**

It is the City's policy to assign fund balance in an amount equivalent to a least fifty percent of the liability for employee leave benefits.

**ASSIGNMENT FOR CAPITAL IMPROVEMENT PROJECTS**

It is the City's policy to assign fund balance for approved, but not yet expended Capital Improvement Projects.

**ASSIGNMENT FOR CARRYOVER EXPENDITURES**

It is the City's policy to assign fund balance for prior year appropriations which have been approved by City Council to be expended in the current year.

**ASSIGNMENT FOR SPECIFIC PURPOSES**

It is the City's policy to assign fund balance for a specific purpose as approved by a majority vote of the City Council.

Note: This policy replaces the previous policy entitled "Reserves."

Date of Council Meeting Approval: 07/28/2015



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: HUMAN RESOURCES DEPARTMENT

CONTACT PERSON: DIRECTOR OF HUMAN RESOURCES &  
RISK MANAGEMENT

SUBJECT: LABOR CONTRACT RENEWALS

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The City Council reviews and approves the labor negotiation process and contract renewals upon expirations. Council performs the following:

- Determines total cost authority.
- Reviews tentative approvals on all bargaining unit proposals for settlement.
- Directs the City Manager and his staff to conduct the meet and confer negotiations process.

Staff negotiations with all the employee bargaining units (including Police, Police Management, General Employees, BPCEA, TOPS, and Mid-Managers) keeps Council apprised of strategy, unit membership votes, impasse and alternate strategies aimed at achieving contract settlements. Funding is provided by the General Fund.



*City of*  
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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: HUMAN RESOURCES DEPARTMENT

CONTACT PERSON: DIRECTOR OF HUMAN RESOURCES &  
RISK MANAGEMENT

SUBJECT: OUT-OF-STATE CONFERENCES

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**PURPOSE**

To justify special travel requests by staff and receive City Council authorization.

**PROCEDURES**

1. City staff must receive prior approval from City Council for travel when:
  - a. An employee attends an out-of-state conference;
  - b. A management employee attends more than two conferences per fiscal year; or
  - c. A non-management employee attends more than one conference per fiscal year.

Prior approval from City Council for out-of-state travel is not required if approved by the Department Head and the expense does not exceed the travel budget. In such cases, written notification shall be given to the City Council through the City Manager's Weekly Report.



*City of*  
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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: HUMAN RESOURCES / RISK MANAGEMENT

CONTACT PERSON: DIRECTOR OF HUMAN RESOURCES &  
RISK MANAGEMENT

SUBJECT: CLAIM SETTLEMENTS

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It is the policy of the City Council to reserve settlement authority over all liability and workers' compensation claims over \$30,000. City staff may exercise settlement authority over all claims under \$30,000. City staff may present claims to the City Council in an executive session on an as-needed basis.





City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: HUMAN RESOURCES / RISK MANAGEMENT

CONTACT PERSON: DIRECTOR OF HUMAN RESOURCES &  
RISK MANAGEMENT

SUBJECT: REVIEW INSURANCE RENEWALS AND REVIEW OF  
RESERVE FUNDING LEVELS

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In order to ensure adequate insurance coverage and funding for future liability and workers' compensation expenditures, the City Council reviews: A) insurance coverages during the renewal period on an annual basis, and B) reserve funding levels every two years. The City Manager is given authority to bind for insurance, and the City Council review will take place after the binders are in place.

Each of the respective reviews may include an evaluation performed by an outside consultant, either an independent insurance broker or an actuarial consultant.

The City Council's review may include:

- Premium cost review for insurance coverages.
- Setting the self-insured retention (SIR) level.
- Scope of insurance coverages, exclusions, and policy forms.
- Claims experience and claims cost.
- Reserve funding and establishing future reserve levels.
- Other policy considerations relevant to business operations.

The City Council directs staff, including Human Resources/Risk Management and the Department of Finance, to establish reserve funding levels to cover future City claims.

Funding is provided by the General fund through the self-insurance accounts.

**CITY COUNCIL  
POLICY STATEMENT**

No. 9

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RESPONSIBLE DEPARTMENT: ~~COMMUNITY DEVELOPMENT~~

CONTACT PERSON: ~~DIRECTOR OF COMMUNITY DEVELOPMENT~~

SUBJECT: ~~LAND USE STRATEGIES (GENERAL PLAN)~~

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~~It is the policy of the City Council that the Buena Park General Plan establishes growth and development policies for the City. The Plan incorporates all seven required General Plan elements pursuant to California state law, in addition to four optional elements relating to infrastructure, air quality, economic design, and urban design. Every five to ten years the City will conduct a comprehensive review of the General Plan. This activity is budgeted within the general fund.~~

~~On an annual basis the Development Task Force, comprised of two City Council Members, two Planning Commission members, and one Traffic and Transportation Commission member, will review the land use policies contained within the General Plan. This review includes goals, policies, and programs contained within the elements of the General Plan, together with implementation strategies and land use concepts for specific areas contained within the City boundaries. Additionally, in order to ensure continued design implementation, the Development Task Force will review design guidelines, specific plan preparation, and implementation land use opportunities and strategies for updates of existing specific plan documents. Upon completion of the annual review, the Development Task Force reports the progress and recommendations to the City council and Planning Commission.~~

**DELETED—DEVELOPMENT TASK FORCE DISBANDED**



City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: ~~\_\_\_\_\_~~ ECONOMIC DEVELOPMENT

CONTACT PERSON: ~~\_\_\_\_\_~~ DIRECTOR OF ECONOMIC DEVELOPMENT

SUBJECT: ~~\_\_\_\_\_~~ BUSINESS RELOCATION BY RDA

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~~State relocation law regulates the steps the Redevelopment Agency must take to relocate a business being displaced because of a redevelopment project. As a last resort, during negotiations with the property owner or tenant, an all-inclusive offer can be made to include land, fixtures and equipment, relocation and goodwill. The offer is not final until Agency Board approval.~~

~~Relocation law does not specifically discuss all-inclusive offers; however, it is common practice for public agencies to make these offers, including Buena Park. The inclusive offers have been effective in settling acquisition and relocation issues with displaced property owners and businesses.~~

**DELETED – ABOLISHMENT OF REDEVELOPMENT AGENCY**



City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: ~~\_\_\_\_\_~~ ECONOMIC DEVELOPMENT

CONTACT PERSON: ~~\_\_\_\_\_~~ DIRECTOR OF ECONOMIC DEVELOPMENT

SUBJECT: ~~\_\_\_\_\_~~ USE OF TWENTY PERCENT SET-ASIDE HOUSING FUNDS ~~\_\_\_\_\_~~

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~~Redevelopment law requires that twenty percent of all tax increment received be set aside for low/moderate income housing. The Agency Board has prioritized the use of twenty percent set-aside funds for the following programs:~~

- ~~• Development of a Senior Rental Housing Project.~~
- ~~• Assistance to First Time Homebuyers with priority to those who lived, grew up, or worked in Buena Park.~~
- ~~• Development of a Rental Rehabilitation Program to assist property owners in rehabilitating housing units for their low/moderate income tenants.~~
- ~~• Development of a Housing Preservation Program to assist rental property owners in order to provide long-term affordability to low income tenants.~~

**DELETED – ABOLISHMENT OF REDEVELOPMENT AGENCY**

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Date of Council Meeting Approval:



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: POLICE / PUBLIC WORKS

CONTACT PERSON: CHIEF OF POLICE / DIRECTOR OF PUBLIC WORKS

SUBJECT: NOTIFICATION TO CITY COUNCIL ON POLICE / PUBLIC WORKS EMERGENCY INCIDENTS

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The City Manager and City Council shall be notified of Police, Public Works, and other incidents which, due to their seriousness and newsworthy nature, attract media attention. Examples of these types of Police events would be: homicides, fatal traffic collisions, serious violent crimes, officer shootings, and serious injuries to Police Department personnel, suspects, or arrestees. Additional incidents would include arrests or investigations involving individuals with visibility or name recognition within the City, County, or State. Examples of Public Works events could be: street sink holes, major water main breaks, or water quality issues.

Notification of Police events will generally be made by the on-duty Watch Commander, who is most knowledgeable of these events. Any information desired by a Council Member regarding a Police incident can be obtained from the on-duty Watch Commander, who can be reached at (714) 562-3935.

Following is the protocol for contacting the police department:

Life/Safety Threats	Dial 9-1-1
Non-Life/Safety Threats which require that a police officer respond immediately to the scene	Call Dispatch (714) 562-3902
To report an incident such as vandalism or theft	Call Dispatch (714) 562-3902
For information about incidents that do not involve the Council Member	Call Watch Commander (714) 562-3935



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

RESPONSIBLE DEPARTMENT: PUBLIC WORKS

CONTACT PERSON: DIRECTOR OF PUBLIC WORKS

SUBJECT: CHANGE ORDERS AND CHANGE OF QUANTITIES ON CAPITAL IMPROVEMENT PROJECTS

The City Council has established the following limits and procedures to provide for the effective management and control of costs on City-funded projects.

Project Cost Limit and Approved Capital Budget

The City Engineer has the responsibility to see that projects are completed according to plans approved by the City Council. The City Engineer shall make every effort to keep the final project cost from exceeding the construction bid amount, plus ten percent (10%) or the amount approved by the City Council as the "Approved Project Budget." When the City Engineer believes the Approved Project Budget will be exceeded, he or she shall immediately advise the City Manager as to the additional funding that will be needed to complete the work. He or she shall not authorize any further changes until additional funding has been approved by the City Council, except as provided for in Emergency Change Orders.

Quantity Adjustments

Changes in quantities can be authorized when needed to effectively complete the work as shown on plans approved by the City Council. The City Engineer shall have the authority to approve all changes in quantities, provided the Approved Project Budget is not exceeded.

Routine Change Orders

A Change Order should be issued when the project must be altered to include new work or to make changes in the approved scope of work. Authorization limits are as follows:

<u>Can Be Issued By</u>	<u>If Amount Does NOT Exceed</u>
City Engineer	\$10,000
City Manager	\$30,000

Any single Change Order in excess of \$30,000 must be approved by the City Council, except as provided for in Emergency Change Orders.

Emergency and Non-Routine Change Orders, and Emergency Quantity Adjustment

Where work cannot be halted and must continue to protect or promote the best interest of the City, the City Engineer shall be authorized to proceed provided he/she has consulted with and obtained approval from the City Manager first. Approval of the Change Order or Emergency Quantity Adjustment by the City Council shall be requested as soon as possible thereafter.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY CLERK

CONTACT PERSON: CITY CLERK

SUBJECT: APPROVAL AND EXECUTION OF CONTRACTS

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Refer to Municipal Code section 3.48.010 (Ordinance No. 1457).



City of  
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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: PUBLIC WORKS

CONTACT PERSON: DIRECTOR OF PUBLIC WORKS

SUBJECT: MAINTENANCE AND IMPROVEMENT OF CITY STREETS

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The City Council is committed to the timely maintenance and improvement of public streets and has established the following guidelines to support this policy.

**RESIDENTIAL STREETS**

All residential streets are to be resurfaced over a fifteen (15) to eighteen (18) year time period. In general, a tract-by-tract approach will be used when establishing project boundaries and the scope of work will be based on the City's pavement management system.

**ARTERIAL HIGHWAYS**

The repair and improvement of arterial highways shall be scheduled and completed in a manner that will ensure that the City's transportation network is kept in good condition and able to accommodate current and future traffic demands. When the opportunity arises, staff will attempt to obtain funding from other agencies to supplement local funds that have been allocated for this work.

**INDUSTRIAL STREETS AND ALLEYWAYS**

The repair of all industrial streets and public alleyways shall be scheduled and completed in a manner that will ensure that these facilities are kept in good condition and able to serve the purpose for which they were created.

**ALLOCATION OF FUNDING**

Each year the City Engineer will include in the proposed capital improvement program a request for funding needed to maintain these programs. The funding to maintain this schedule is allocated by the City Council during the annual budget adoption process.





City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: PUBLIC WORKS  
CONTACT PERSON: DIRECTOR OF PUBLIC WORKS  
SUBJECT: PROGRESS PAYMENTS FOR CAPITAL PROJECTS

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The City Council has established the following limits and procedures to provide for the timely payment for work done by contractors on City-funded projects:

Project Cost Limit and Approved Capital Budget

The City Finance Director is authorized to approve all routine progress payments so long as the total accumulated amount paid to date for the project does not exceed the Approved Project Budget. For the purpose of this policy, the Approved Project Budget is defined as the construction bid amount plus ten percent (10%) or an amount approved by the City Council. Once the Approved Project Budget has been reached, all routine progress payments must be submitted to the City Council for approval before payment is made.

Final Progress Payments

All Final Progress Payments must be approved by the City Council to ensure that the City Council is informed of final project costs and that the project is officially accepted as being completed.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: PUBLIC WORKS  
CONTACT PERSON: DIRECTOR OF PUBLIC WORKS  
SUBJECT: TREE REMOVAL AND REPLACEMENT

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In 1993, the City Council established policies and procedures for the effective management of trees located within public right-of-way. This activity is handled by the Public Works Department which has authorization to remove a tree if it satisfies one of the following conditions:

1. Has caused damage to public facilities or the adjacent property.
2. Is presently creating a physical or visual hazard for pedestrians or vehicular traffic.
3. Is a type of tree that has a history of causing damage and is likely to cause damage to public facilities or private property within three years.
4. Standard replacement trees are fifteen gallon and will be provided by the City to the property owner at no cost. The property owner may request a larger tree (twenty-four inch box) but must pay the additional cost.
5. The property owner may request a different type of tree, but it must be from the City's acceptable tree list and be suitable for the parkway width.




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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: PUBLIC WORKS

CONTACT PERSON: DIRECTOR OF PUBLIC WORKS

SUBJECT: VEHICLE REPLACEMENT GUIDELINES

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Replacement of City vehicles are subject to Council approval. The replacement frequency of any individual vehicle may be adjusted from these guidelines based on excessive operational costs or new environmental regulations as authorized during the budget process.

Vehicle Description

Replacement Frequency

Police Pursuit	Four years and/or 100,000 miles
Police Motorcycles	Five years and/or 75,000 miles
Detective Cars	Nine years and/or 100,000 miles
Police Administration	Five years and/or 100,000 miles
Police Special Purpose	Five years and/or 75,000 miles
Police Leased Vehicles	Lease on a month-to-month basis
General Purpose Vehicles (Light duty cars and trucks)	Nine years and/or 100,000 miles
Heavy Duty Equipment	Projected years of usage/per industry standards



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: ~~PARKS, RECREATION, AND COMMUNITY SERVICES~~

CONTACT PERSON: ~~DIRECTOR OF PARKS, RECREATION, AND  
COMMUNITY SERVICES~~

SUBJECT: ~~COMMISSION FUND-RAISING LIMITS~~

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~~Solicitations by Commission or Committee Members exceeding \$500 require prior approval from the Department Director, City Manager, and City Council.~~

**DELETED—SOLICITATIONS TO BE REFERENCED IN COMMISSION MEETING MINUTES**



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL  
CONTACT PERSON: CITY CLERK  
SUBJECT: CITY LAPEL PINS AND KEYS TO THE CITY

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It is the policy of the City Council to issue city lapel pins bearing the City Seal and keys to the city bearing the city seal based on the following guidelines:

**CITY LAPEL PINS**

City lapel pins are given to city employees or to individuals who have contributed to the betterment of, or provided volunteer service to, the community. City lapel pins are also given to special guests of the City. City lapel pins may be issued by individual Council Members or by executive management.

**KEYS TO THE CITY**

Keys to the city, either in the form of a lapel pin or a key prototype, are given as symbols of gratitude and reception to individuals who have provided significant service to the community or to individuals who are very special guests of the city. Issuing a key to the city is ceremonial in nature and symbolizes opening the city doors and placing trust in an individual. In issuing a key to the city, consideration should be given to the recipient's character and the likelihood that the recipient will maintain a connection with the city. Keys to the city may be issued by individual Council Members.



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

RESPONSIBLE DEPARTMENT: CITY COUNCIL

CONTACT PERSON: CITY CLERK

SUBJECT: CERTIFICATES OF COMMENDATION,  
CONGRATULATIONS, AND RECOGNITION

It is the policy of the City Council to issue resolutions, proclamations, and certificates of commendation, congratulations, and recognition. The City Council also issues letters of welcome and messages from the Mayor for certain organizations and groups. Acknowledgements are issued on the following general guidelines

**RESOLUTIONS**

- Employee Retirements
- Commissioners (upon leaving appointment)
- Department Heads (upon leaving the City)
- Memorial Grove Honoree
- Elva Liesch Hughes Laureate of the Arts Award
- Americana Citizen of the Year
- Building Dedications
- Legislators and Elected Officials

**PROCLAMATIONS**

- Silverado Days
- Mayor's Prayer Service Day
- Public Works Week
- Fire Prevention Week
- Police Week
- City-Sponsored Special Events and Causes (i.e. Bullying Prevention Week)

**CERTIFICATES OF RECOGNITION**

- Special Events for Outside Agencies (in lieu of proclamation)
- Accomplishments of Citizens (one-time events)
- Accomplishments of Organizations (one per organization/event)

**CERTIFICATES OF CONGRATULATIONS**

- Eagle Scouts / Girl Scout Silver Awards
- Anniversaries (special milestones)
- Birthdays (special milestones)
- Family Reunions
- Retirements from Outside Agencies
- Award Recipients from Outside Agencies

CERTIFICATES OF COMMENDATION

Heroic Acts

Special Service to the City of Buena Park (one per organization/event)

LETTERS OF WELCOME

Conventions Held in Buena Park (one per organization/event)

Large Groups Visiting Buena Park (one per organization/event)

MESSAGE FROM THE MAYOR

Special Event Programs / Publications

Requests for recognition certificates not in accordance with this policy may be issued at the Mayor's discretion.

Acknowledgments will be issued upon the request of any City Councilmember in accordance with the above guidelines. For non-City sponsored events and recognitions, one certificate shall be issued to the organization, instead of multiple certificates individualized for each participant.

So that requests for certificates, letters of welcome, and messages may be expedited, only the Mayor shall be required to sign these documents, but they will be issued on behalf of the City Council as a whole.

Requests for recognition and certificates must be accompanied with detailed information about the event including names of recipients and reason for recognition.



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL

CONTACT PERSON CITY CLERK

SUBJECT: APPOINTMENT, REAPPOINTMENT, AND  
RECRUITMENT OF COMMISSIONERS

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Pursuant to the Buena Park Municipal Code, commissioners are appointed by-district Council Members, with concurrence of the City Council, via resolution.

It is the policy of the City Council to actively encourage citizens to serve on City commissions, and committees. To strengthen the screening process and to ensure that commissioners share similar views and objectives of the present City Council, the following guidelines are established:

New Appointments

New applicants must submit a Commission Application which is kept on file for two years.

When there is a district vacancy, the Mayor shall appoint an ad hoc committee to interview applicants. The ad hoc committee shall be:

- City Council Commission Liaison
- District Council Member
- Department Head/Commission Staff Liaison (non-voting committee member)

When there is an at-large vacancy, the Mayor shall appoint an ad hoc committee to interview applicants. The ad hoc committee shall be:

- Mayor
- City Council Commission Liaison
- Department Head/Commission Staff Liaison (non-voting committee member)

At-large Commissioner appointments must obtain a consensus of the Mayor and City Council Commission Liaison for appointment. If consensus is not reached, the ad hoc committee shall consider another applicant.



Recruitment

Commissioner vacancies are noticed and advertised via the following:

Announcement at City Council Meetings/Commission Meetings  
Notices posted at City Hall and Library  
Posted on the website

Additionally, each quarter the Buena Park Today shall include an easily-identifiable, mail-in card for those interested in either volunteering for or serving on any commission, and committees.



City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: PUBLIC WORKS / COMMUNITY DEVELOPMENT

CONTACT PERSON: DIRECTOR OF PUBLIC WORKS  
DIRECTOR OF COMMUNITY DEVELOPMENT

SUBJECT: 4TH OF JULY BLOCK PARTIES

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It is the policy of the City Council to enforce the following procedures relating to 4<sup>th</sup> of July block parties:

Seasonally, the Public Works Department receives requests for permits for 4<sup>th</sup> of July block parties. The policy and application for these permits is the same as a request to block a public street for excavation or other construction per Buena Park Municipal Code 12.08.150, titled "Road Work Permit."

To address the serious threats to public safety and welfare during the extended 4<sup>th</sup> of July celebration, the City has established a Strategic Plan that provides guidelines for maintaining public safety. Historically, the City has averaged ten (10) block party permits during the July 4<sup>th</sup> period, which consumed a disproportionate amount of public safety resources, and prevented public safety personnel from responding to public safety needs throughout the community. Due to this, no Block Party Permits shall be issued for the period beginning the Friday preceding the July 4<sup>th</sup> Holiday through the following Sunday.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL  
CONTACT PERSON: CITY CLERK  
SUBJECT: COMMISSION ENTERPRISE FUNDS

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Commissions may establish a fund for monies received from fundraising events and donations to be deposited with the City. The monies deposited to the Commission Enterprise Fund shall be used by the Commission to supplement funds budgeted for Commission-related events.

Requests for expenditure must be submitted to the Commission for a majority vote approval. Once approved, disbursements of all funds shall comply with the City's current policies and procedures.

Any requests over \$1,000 must also be presented to and approved by the City Council prior to disbursement.

A written report of all transactions and bank statements will be presented each month at the Commission meeting to be reviewed by all Commissioners and City Council, if requested. Commissions are asked to reference transactions and balances in the commission minutes.

Commissions must receive City Council authority for new programs and fundraising activities.



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: PUBLIC WORKS

CONTACT PERSON: DIRECTOR OF PUBLIC WORKS

SUBJECT: REVISION OF PARKING PROHIBITION PROCESS

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It is the policy of the City Council to adhere to the following process for installing parking prohibitions whether they are red curbs or “no parking” signs, including other color curbing:

**AUTHORITY OF THE CITY TRAFFIC ENGINEER**

Any request initiated by staff or the public that results in fifty (50) or less feet of necessary parking prohibition or restriction shall be at the discretion and judgment of the City Traffic Engineer. These requests typically are deemed routine and minor in nature and can be handled more efficiently by city staff interacting with the public. A record of work done will be kept for purposes of any challenge in court in the future as to whether the City or the public installed the restriction. In case of an emergency where the safety of the motoring public is necessary, the City Traffic Engineer is authorized to take whatever action is deemed most appropriate regardless of distance. Any decision made by the City Traffic Engineer can be appealed to the Traffic and Transportation Commission.

**AUTHORITY OF THE TRAFFIC AND TRANSPORTATION COMMISSION**

Any request initiated by staff or the public that is greater than fifty (50) feet of prohibition and less than or equal to two hundred (200) feet of prohibition or restriction shall be at the discretion and judgment of the Traffic and Transportation Commission. This will be based on the recommendations of the City Traffic Engineer, the Police Department, and input from the public, if any. Any decision made by the Traffic and Transportation Commission can be appealed to the City Council whose decision is final. A record of decisions made by the Traffic and Transportation Commission will be kept with the other records of work done for purposes of any challenge in court as to whether the City authorized the prohibition / restriction.

**AUTHORITY OF THE CITY COUNCIL**

Any request initiated by city staff or the public that is greater than two hundred (200) feet of prohibition or restriction shall be at the discretion and judgment of the City Council, regardless of any prior city staff or Traffic and Transportation Commission decisions. The City Council decision will be based on recommendations by the City Traffic Engineer, the Police Department, and input from the public, if any. These requests, due to the larger amount of parking being removed, are deemed more sensitive and may require input from multiple sources. The Traffic and Transportation Commission will make a finding that the requested prohibition or restriction is in the City’s best interest based on improving visibility, increasing capacity, improving circulation, or other safety reasons, which will be adopted by the current

resolution process. A record of resolutions will be kept with the other records of work done for purposes of any challenge as to whether the City authorized the prohibition / restriction.

#### APPEAL

Any appeal pursuant to this Policy shall be filed with the Traffic Engineer within ten (10) days of the date the decision is made final.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL  
CONTACT PERSON: CITY CLERK  
SUBJECT: USE OF CITY FACILITIES

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It is the policy of the City Council that the use of meeting rooms at City Hall shall be made available free of charge and limited to city or city-sponsored programs and governmental agencies including school districts.

Use of the Police Department's Community Room shall be available free of charge and limited to city or city-sponsored programs, governmental agencies that represent or serve Buena Park residents including school districts, and non-profit organizations whose majority of membership consists of Buena Park residents. Use by groups other than city or city-sponsored programs shall be limited to once a month, and the hours of use shall be limited to the hours of operation of the Police Department's front counter. Police Department activities shall take priority over other requests for use, and the Police Chief has authority to determine availability of the room for community use.

Use of the Community Center at 6688 Beach Boulevard and all facilities at the Ehler's Community Center shall be available free of charge to city-sponsored programs and governmental agencies that represent or serve Buena Park residents including school districts. Such free use shall be granted on an as available basis, with priority being given to revenue-generating rentals. All other groups or individuals, including non-profit organizations, must pay the required rental fee. "No-fee" rentals are not permitted due to the cost of staffing, the potential to hinder revenue-generating rentals, and the need to maintain fairness to all community groups.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY CLERK  
CONTACT PERSON: CITY MANAGER  
SUBJECT: USE OF CITY'S ELECTRONIC MAIL (E-MAIL) SYSTEM

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The City treats all e-mail sent and received as transitory in nature similar to, and often used as, a substitute for telephonic or person-to-person communications. Therefore, they are not meant to be retained for future reference. Such e-mails are often duplicative in content and not customarily preserved and retained by the City or its officers or employees. In addition, the City e-mail system is not designed as a tool for the storage of data. Therefore, employees shall not use the City's e-mail program to maintain and store correspondence and documents.

Notwithstanding the above, any e-mail which meets the following criteria is considered a public record and shall be printed and filed where appropriate:

- E-mail that is created or received in connection with official public business; and
- 1) documents the formulation and implementation of policies and decisions; or
- 2) initiates, authorizes or completes a transaction of official public business.

The hard copy shall be deemed the original record and the electronic record should be deleted.

It is the e-mail policy of the City that all e-mail communications be automatically deleted within sixty (60) days of receipt or transmission.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL  
CONTACT PERSON CITY CLERK  
SUBJECT: CITY COUNCIL LIAISONS TO CITY COMMISSIONS

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It is the desire of the City Council to assign one Council Member to each City commission to serve as that commission's liaison.

The role of the liaison is to:

- Attend commission meetings on a periodic basis (approximately one-third of the meetings). Attendance would be primarily for observation purposes with limited or no participation.
- Assist in keeping the City Council fully informed of commission activities.
- Ensure that the activities of the commission align with the City Council's goals and objectives.
- Confer with the City Council if questions arise as to duties, responsibility, functionality, or authority.
- Participate in the screening and application process for new commission appointments and appointment renewals.

The process for assigning liaisons is as follows:

- Liaisons shall serve for a one-year period.
- Liaisons are selected by randomized drawing prepared by the City Clerk. Each individual Council Member will select one name of a City Commission that has been placed on a piece of paper, folded and placed in a container.
- Council Members unable to serve as the Liaison for their selected Commission may switch with another Council Member, if both parties are willing.





City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

RESPONSIBLE DEPARTMENT: ALL DEPARTMENTS  
 CONTACT PERSON: CITY CLERK  
 SUBJECT: COMPLIMENTARY TICKETS

**Section 1. Purpose of Policy.**

The purpose of this policy is to establish a fair and equitable process for the distribution of complimentary tickets or passes to the City in compliance with the requirements of Section 18944.1 of the Fair Political Practices Commission Regulations. This Policy is subject to all applicable FPPC Regulations and the Political Reform Act, as now exist or may hereafter be added or amended, including, without limitation, definitions. (These regulations can be found at Title 2 of the California Code of Regulations and will be referred to as "FPPC Regulations").

**Section 2. Definitions.**

Unless otherwise expressly provided herein, words and terms used in this Policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000, et seq., as the same may from time to time be amended) and the Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 et seq., as the same may from time to time be amended).

- A. "City" or "City of Buena Park" shall mean and include the City of Buena Park, and any other affiliated agency created or activated by the Buena Park City Council, and any departments, boards and commissions thereof.
- B. "City Official" shall mean every officer, agent and employee of the City who is obligated to file an Annual Statement of Economic Interests (FPPC Form 700) under state law or the City's current conflict of interest code.
- C. "City Venue" shall mean and refer to any facility owned, controlled or operated by the City.
- D. "FPPC" shall mean and refer to the California Fair Political Practices Commission.
- E. "Immediate family" shall mean and refer to the spouse and dependent children of the City Official. The term spouse includes registered domestic partners recognized by state law and dependent children shall mean a child, including an adoptive child or stepchild, of a City

Official who is under 18 years old and who the City Official is entitled to claim as a dependent on his or her federal tax return.

F. "Policy" shall mean and refer to this Policy Regarding the Distribution of Complimentary Tickets Pursuant to FPPC Regulation 18944.1.

G. "Ticket" shall mean and refer to a "ticket or pass" as that term is defined in FPPC Regulation 18944.1, as amended from time to time, but which currently defines a "ticket or pass" as admission privilege to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose.

### **Section 3. Application of Policy**

A. This policy shall be applicable to every officer, agent and employee of the City who is obligated to file an Annual Statement of Economic Interests (Form 700) under state law or the City's current Conflict of Interest Code.

B. This Policy governs the distribution of complimentary Tickets received by the City that are either:

1. Gratuitously provided to the City by an outside source;
2. Acquired by the City by purchase;
3. Acquired by the City as consideration pursuant to the terms of a contract for the use of a city venue; or
4. Acquired and distributed by the City in any other manner.

C. This Policy does not apply to:

1. Any other item of value provided to the City or any City Official, regardless of whether received gratuitously or for which consideration is provided.
2. Tickets provided by sources other than the City
3. A Ticket received by a City Official from the City where both the City Official and the City treat and report the value of the Ticket as income consistent with applicable state and federal income tax laws and the Ticket is reported as income pursuant to the provisions of this Policy.

### **Section 4. General Provisions.**

A. No Right to Tickets: The use of complimentary Tickets is a privilege extended by the City and not the right of any person to which the privilege may from time to time be extended.

B. Limitation on Transfer of Tickets: Tickets distributed to a City Official pursuant to this Policy shall not be transferred to any other person, except to members of such City Official's

immediate family solely for their personal use. If a City Official transfers a Ticket he or she has received from the City to another person, as opposed to returning the Ticket to the City for redistribution, then the value of the Ticket or Tickets he or she transfers shall constitute a gift to him or her and shall be reportable as provided by the regulations of the FPPC.

C. Prohibition Against Sale of or Receiving Reimbursement for Tickets: No person who receives a Ticket pursuant to this policy shall sell or receive reimbursement for the value of such Ticket.

#### **Section 5. Ticket Administrator**

A. The City Council delegates the authority to the City Manager or his/her designee to be the Ticket Administrator for purposes of implementing the provisions of this Policy.

B. The Ticket Administrator shall have the authority, in his or her sole discretion, to establish procedures for the distribution of Tickets in accordance with this Policy. Such authority includes the power to distribute such a Ticket to the City Manager provided that doing so is otherwise consistent with this Policy. All requests for Tickets that fall within the scope of this Policy shall be made in accordance with the procedures established by the Ticket Administrator.

C. The Ticket Administrator shall determine the face value of Tickets distributed by the City for purposes of Sections 6.A. and 6.B of this Policy.

D. The Ticket Administrator, in his or her sole discretion, may revoke or suspend the Ticket privileges of any person who violates any provision of this Policy or the procedures established by the Ticket Administrator for the distribution of Tickets.

E. For the purpose of implementing this policy, and completing and posting the FPPC California Form 802, the Ticket Administrator shall be the "Agency Head."

#### **Section 6. Conditions Under Which Tickets May be Distributed**

Subject to the provisions of this Policy, the Ticket Administrator may distribute complimentary Tickets to City Officials under any one of the following conditions:

A. The City Official reimburses the City for the face value of the Ticket(s).

B. The City Official treats the Ticket(s) as income consistent with applicable federal and state income tax laws and the Ticket(s) are reported as income pursuant to the provisions of this Policy.

C. The distribution of the Ticket(s) to, or at the behest of, the City Official accomplishes or furthers one or more of the following governmental and/or public purposes:

1. Facilitating the performance of a ceremonial role or function by a City Official on behalf of the City at an event, for which the City Official may receive enough Tickets for the City Official and each member of his or her Immediate Family.

2. Facilitating the attendance of a City Official at an event where the job duties of the City Official require his or her attendance at the event, for which the City Official may receive enough Tickets for each member of the City Official's Immediate Family.

3. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and their guests.

4. Economic or business development purposes on behalf of the City.

5. Promotion of City resources and/or facilities available to Buena Park residents.

6. Promotion of City-run, sponsored or supported community events, activities or programs.

7. To monitor and evaluate the value of City-run, sponsored or supported community events, activities or programs to the City including but not limited to evaluation of the venue, quality of performances and compliance with City policies, agreements and other requirements.

8. Promotion and evaluation of events, activities or programs at City venues, including but not limited to evaluation of the venue, quality of performances and compliance with City policies, agreements and other requirements.

9. Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations benefiting Buena Park residents.

10. Promotion of City tourism on a local, state, national or worldwide scale.

11. Business retention or attraction on a local, state, national or worldwide scale.

12. Promotion of City recognition, visibility, and/or profile on a local, state, national or worldwide scale.

13. Encouraging Buena Park resident and business support for and attendance at local events.

14. Encouraging participants in City sponsored programs to attend local events.

15. Attracting or rewarding volunteer public service.

16. Encouraging or rewarding significant academic, athletic, or public service achievements by Buena Park students, residents or businesses.

17. Attracting and retaining highly qualified employees in the City service.

18. Recognizing or rewarding meritorious service by a City employee.

19. Promoting enhanced City employee performance or morale.

20. As an incident to the above public purposes, allowing for the Immediate Family of the City Official to accompany the City Official to events to accomplish any of the purposes listed in this Resolution.

#### **Section 7. Tickets Distributed at the Behest of a City Official.**

A. Only the following City Officials shall have authority to behest Tickets: City Council Members, the City Manager, the Assistant City Manager, the Deputy City Manager(s) and Department Heads.

B. Tickets shall be distributed at the behest of a City Official only for one or more public purposes set forth in Section 6-C. above.

C. If Tickets are distributed at the behest of a City Official, such City Official shall not use one of the Tickets so distributed to attend the event.

#### **Section 8. Other Benefits**

A. The distribution of Tickets pursuant to this Policy shall not constitute a "gift" to the City Official receiving the Ticket, however, other benefits, such as food or beverage or other gifts provided to the City Official that are not part of the admission provided by the complimentary Ticket, will need to be accounted for as gifts.

B. If the City receives complimentary Tickets that are earmarked for particular City Officials, then the Tickets are considered gifts to that particular City Official. If these Tickets are not returned unused to the provider within thirty (30) days of receipt, then the City Official must comply with the applicable FPPC gift limit regulations and reporting regulations.

#### **Section 9. Posting and Disclosure Requirements**

A. This Policy and Form 802 reports required by Section 18944.1 of the FPPC Regulations shall be posted on the City's website as required by that Section.

B. The distribution of Tickets pursuant to this Policy shall be documented by the preparation and certification of Fair Political Practices Commission Form 802. Within thirty (30) calendar days of the distribution of a Ticket, the Ticket Administrator shall prepare and certify a Form 802 and shall post it on the City's Website.

C. Tickets distributed by the City for which the City receives reimbursement from the City Official shall not be subject to the disclosure provisions set forth herein.



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

RESPONSIBLE DEPARTMENT: CITY COUNCIL  
 CONTACT PERSON: CITY CLERK  
 SUBJECT: NAMING OF CITY STRUCTURES AND FACILITIES

It is the policy of the City of Buena Park that the naming of new and renaming of existing structures and facilities be reserved for exceptional circumstances and that the naming process comply with the guidelines set forth in this policy.

Background

The naming or renaming of City structures and facilities is a powerful and permanent identity for a public place. The City reserves the naming of structures and facilities to those circumstances which tradition and practice have shown to serve interests of the residents and assure a worthy and enduring legacy for the City's public places.

Criteria

In considering any proposal to name or rename a structure or facility, the following shall be considered:

- The name shall have historical, cultural, or social significance for generations to come.
- The name shall engender a strong and positive image.
- The name shall commemorate people, places, or events that are of enduring importance to the community.

Eligibility

- Naming a structure or facility in the memory of a deceased person cannot be considered until at least 12 months after the date of death. The person memorialized shall have made extraordinary accomplishments towards the overall quality of life to the community.
- Naming a structure or facility after the name of a donor may be considered when 50 percent or more of the value of land is donated or 50 percent or more of the cost of development is donated. In such cases, the naming shall not result in the undue commercialization of the structure or facility.

Authority

The naming or renaming of City structures requires the approval of City Council. When a facility has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated structure may be renamed.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: ~~\_\_\_\_\_~~ CITY COUNCIL

CONTACT PERSON: ~~\_\_\_\_\_~~ CITY CLERK

SUBJECT: ~~\_\_\_\_\_~~ USE OF CITY LOGO ON CORRESPONDENCE ~~\_\_\_\_\_~~

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~~The City has two official marks, the City seal and the City logo. The seal is the corporate seal which is in the custody of the City Clerk and is used to attest to official documents and instruments. It is unlawful to use the seal for any purpose other than for City purposes.~~

~~The City logo is referred to as the brand and is used in all marketing-oriented and general public communications. The City Council recognizes that certain uses of the logo may wrongly imply official sanction and therefore establishes the following restriction:~~

~~The City logo, or a design closely resembling the City logo, may not be used for non-City correspondence if the use of the logo would mislead a recipient to reasonably believe the correspondence is official City communication.~~

**DELETED AND REPLACED WITH CITY ORDINANCE NO. 1663 PROTECTING THE CITY LOGO**



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL  
CONTACT PERSON: CITY MANAGER  
SUBJECT: COMMUNICATION WITH STAFF

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City Council protocols encourage Council Members to contact staff members directly to ask questions for clarification or to request information. Whenever practicably possible, communications should be directed to the department head or City Manager. If a conversation takes place with an employee, other than a department head, and the conversation is regarding an area of concern related to City operations, the employee shall immediately inform his or her supervisor and/or department head of the communication. This policy shall not apply to whistle-blowing communications.





*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL  
CONTACT PERSON: CITY MANAGER  
SUBJECT: VETERANS MEMORIAL

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The City Council has established a Veteran's Memorial at the Walter D. Ehlers Community Center to honor Buena Park veterans killed in the line of duty. The memorial includes a listing of Buena Park veterans who made the ultimate sacrifice.

Recognizing the limitation on space and the large volume of soldiers that could qualify for listing on the memorial, the City Council establishes the following criteria:

- The soldier's home of record as listed with the military must be Buena Park.
- The soldier must have been killed in combat or from the result of injuries sustained in combat.
- Exceptions to the home of record may be made by City Council on a case-by-case basis with consideration given to the extent of Buena Park residency.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: FINANCE  
CONTACT PERSON: DIRECTOR OF FINANCE  
SUBJECT: BUDGET APPROPRIATIONS

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1. On-going or permanent programs or expenditures require that permanent or on-going funding sources are identified.
2. One-time or non-recurring funding sources should only be utilized to fund one-time expenditures, such as capital improvement projects or to increase fund balance assignments.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: ECONOMIC DEVELOPMENT DIVISION  
CONTACT PERSON: ECONOMIC DEVELOPMENT ADMINISTRATOR  
SUBJECT: TAX SHARING AGREEMENTS

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Tax sharing agreements are one of several economic development incentives used to attract development or specific businesses to the City. These agreements rebate all or a portion of sales tax, property tax, or bed tax generated by the development and/or business entity for a specified period of time. In the past these types of agreements were entered into by the Redevelopment Agency using tax increment as the source of funds for the agreed rebate. With the abolishment of redevelopment it is now the City that would enter into such agreements. The City has the power to enter into these types of agreements as a charter city.

It is Council policy that tax sharing agreements be reviewed by Council on a case-by-case basis.



City of  
**BUENA PARK**

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## CITY COUNCIL POLICY STATEMENT

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RESPONSIBLE DEPARTMENT: CITY COUNCIL

CONTACT PERSON: CITY MANAGER

SUBJECT: PROTOCOL FOR HOSTING VISITS BY INTERNATIONAL GUESTS AND OTHER HIGH PROFILE REPRESENTATIVES

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The City Council establishes the following protocol for hosting official visits to City Hall by international guests and other high profile representatives to ensure that guests receive the proper and equal reception:

- Requests for an official visit to City Hall by international guests and other high profile representatives must be made through and granted by at least one member of the City Council.
- All City Council Members shall be notified immediately of the request.
- During the visit, the Mayor shall act as the host in greeting the group. If the Mayor is not available, the host opportunity shall be given first to the Mayor Pro Tem and then to each Council by seniority.
- Staff will work with the elected host to coordinate refreshments (coffee, water, cookies).
- One official Letter of Welcome signed by the Mayor shall be provided.
- Visitors shall receive City lapel logo pins.
- A recap of event in City Manager's Weekly Report.
- Visits shall be conducted during normal business hours.



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL

CONTACT PERSON: CITY MANAGER

SUBJECT: ENTERTAINMENT CORRIDOR BANNER PROGRAM

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It is the desire of City Council to promote and regulate a temporary pole banner program within the City's Entertainment Corridor. This area includes Beach Boulevard from the 5 Freeway to Crescent Avenue, La Palma Avenue from Western Avenue to Dale Street, and Stanton Avenue just south of La Palma Avenue. The number of banners shall be limited to 100 unless expanded by the City Council.

Banner Eligibility:

The City has a license agreement with Southern California Edison (SCE) to display banners on SCE-owned light standards. The SCE Street Lighting Guide – Attachments to Street Lighting Poles specifically indicates that “poles are to be used by governmental authorities only.” Promotion of any entertainment venue or special event must be in conjunction with promotion of the City (e.g. City logo, logotype, or name). Therefore, participation in the program must:

- Promote an upcoming public or private event or significant milestone for Buena Park; or
- Promote an entertainment-related business that attracts a significant number of persons to the Entertainment Corridor.

*Banners may not be political or religious in subject matter. City events or activities take priority.*

Banner Approval:

- All banners are controlled by the City and must be approved by the City Council prior to installation. The City Council has full discretion on all banner content and approval. The City Council reserves the right to create banner sub-districts in the future and to expand or decrease the number of banners in the program.
- The City may remove banners if they are in any way faded, discolored, torn, or otherwise damaged.

Banner Guidelines:

- Banners will be produced by the City's approved banner contractor. Banners will be installed by either the City's approved contractor or Public Works Department staff. The applicant shall pay the cost of installation, unless otherwise determined by the City Council.
- Direct advertising, including the use of phone numbers, websites, address, event information or similar are not permitted.

- The banners of one venue, event or establishment will not occupy more than 25% of the total banners in the area.
- Banners shall be not be installed longer than 180 days, or as appropriate for seasonal display as determined by the City Council.
- All banners are subject to review by the Public Works Department and Southern California Edison for safety and installation requirements and banners must also meet all requirements within the SCE Street Lighting Guide – Attachment to Street Lighting Poles document



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: City Manager

CONTACT PERSON: Communications & Marketing Manager

SUBJECT: Prohibition of Political Advertisements

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The City prohibits advertisements in the City's utility bills, newsletters, websites, or other advertising medium that are designed or intended to promote or defeat any candidate for public office or measure appearing on the ballot for local, state or federal election.

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Date of Council Meeting Approval:



City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: City Manager

CONTACT PERSON: Assistant to the City Manager

SUBJECT: Mission Statement and Core Values

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The City's mission statement is as follows:

The City of Buena Park is dedicated to providing superior, responsive services that improve and enhance the community and the quality of life.

The City has adopted six core values, which are characteristics City staff and all City representatives are expected to exemplify on a daily basis.

Excellence	Always striving to do better and excelling beyond expectations for the community.
Communication	Exchanging thoughts, opinions, and information well; relaying messages to the best of our ability with clarity.
Teamwork	Working well together; combining individual talents and strength, supporting each other, and then working cooperatively to achieve mutual objectives
Commitment	Pledging or engaging ourselves to the people we serve; dedicating our time and energy to that which we believe.
Respect	Treating others justly, fairly, and with dignity; showing high regard for others and treating them and we would like to be treated.
Integrity	Always exhibiting sound moral principles, virtues, and good character; demonstrating honesty and trustworthiness in the community.





City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY COUNCIL  
CONTACT PERSON: CITY MANAGER  
SUBJECT: PROTOCOL FOR HOSTING SPECIAL EVENTS

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The City Council establishes the following protocol for hosting special events to ensure that special guests and honorees receive proper and equal reception:

- Coordinate with the City Event master calendar to avoid date conflicts.
- Send invitations to all city council, council secretary, city manager, and department heads. If appropriate, send to mid-managers, commissioners, etc. Avoid sending to partial lists, for example, invite all department heads, not just two or three.
- Coordinate requests for certificates, letters of welcome, resolutions, proclamations, and ribbon cutting scissors with the council secretary.
- Provide reserved seating for special guests, family of special guests, legislators, city council, and involved commissioners. This may be done by placing a placard on the reserved seats, identified by name (such as reserved for legislators).
- Follow proper flag protocol.
  1. Invocation before Pledge.
  2. The U.S. Flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area. Other flags should be to the left. For outdoors, use sandbags or tethering on the flag base to prevent toppling.
  3. When carried in a procession, the U.S. Flag should be to the right of the marchers. When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute. The flag should never be dipped to any person or thing.
  4. When the National Anthem is played or sung, citizens should stand at attention and salute at the first note and hold the salute through the last note. The salute is directed to the flag, if displayed, otherwise to the music.

- Assign a staff person to greet special guests, legislators, council members to direct them to their reserved seating. Assign that same person to guide attendees to the general seating area. Kindly ask attendees to fill in the front rows for better photo opportunities.
- If parking is limited, reserve parking spaces for special guests, legislators, and city council. Assign a staff person as a parking area guide.
- Typically, the Mayor acts as the host in greeting the group. If the Mayor is not available, the host opportunity shall be given first to the Mayor Pro Tem and then to each Council Member by seniority. Provide an outline agenda and scripted comments for the Mayor, if appropriate.
- Introductions shall be in the following order:
  1. Featured Special Guest (and family)
  2. Mayor, Mayor Pro Tem, Council (and spouses)
  3. Elected Officials in Attendance (not field representatives)
    - a) Congressman
    - b) State Senator
    - c) State Assembly
    - d) OC Supervisor
    - e) School District Members
  4. Field Representatives of Elected Officials (in order listed above).
- For ribbon cuttings, groundbreaking, unveilings, and photo opportunities, pre-plan who will be participating and ask the MC to announce those names. If necessary, divide these photo opportunities into groups. For example, announce that you will be doing the ribbon cutting in several groups. Group 1 will be all elected officials. Group 2 will be the Mayor, architect and contractors. Group 3 will be the Mayor and all staff. Be sure all this is announced so that everyone is clear. Assign a person to serve as the coordinator, making certain that everyone is included in the photo opportunities. Assign a photographer.



City of  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: COMMUNITY DEVELOPMENT

CONTACT PERSON: DIRECTOR OF COMMUNITY DEVELOPMENT

SUBJECT: DEVELOPER GUIDANCE ON BUILDING AND  
RETAINING CONSENSUS

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**PURPOSE**

As demonstrated by the City's core values of Excellence, Communication, Teamwork, Commitment, Respect and Integrity (see Policy No. 39), the City expects developers to engage the public and consider their viewpoint before development proposals are finalized and submitted for City review as well as during the post-approval construction process. The City requires that citizen participation and communication will start prior to filing of formal development applications and continue post project approval through construction. The City's goals are to:

- provide timely and accurate information about project proposals
- identify and address potential impacts where possible
- provide opportunity for addressing concerns before projects are processed
- effectively communicate with the community during project construction

**CRITERIA**

Although all development projects in the City are strongly encouraged to meet the spirit and intent of this guidance document, the Community Development Director shall determine which projects are required to follow these provisions. Selection criteria used by the Director shall include such factors as density/intensity of use, height, architectural design, topography and overall compatibility with nearby existing development.

**PUBLIC INFORMATION MEETING**

A public information meeting regarding a potential development proposal shall be coordinated with the Community Development Director and conducted before a formal development ("entitlement") application is filed with the City. Depending on the complexity of application and information provided, the City may require additional pre-application meetings before proceeding with project processing. Summary meeting notes will be taken at all meetings, and forwarded to the Community Development Director and meeting participants within 10 working days.

Invitations to the pre-application meeting(s) shall be, at a minimum, sent to property owners within 300 feet of the proposed project. The meeting location shall be suitable for the type, purpose, scope, and scale of the meeting. The Community Development Director may determine that a larger notice area is warranted. The invitation shall be approved for content by the Community Development Director and sent via U.S. mail at least ten (10) days prior to the date of the meeting. Notice of the meeting shall also be provided to the City Council and the City Clerk. The City will post meeting notices on the City website and may use other communication methods to expand the notice area. City staff will attend the meeting.

The presentation by the project proponent at the public information meeting shall include:

- 1) Map of the property location proposed for development with adjacent land uses
- 2) Visual description of the project, including site plan and elevation drawings of proposed structures
- 3) Overview of the proposal including size and height of structures, lot areas, density/intensity, access, circulation, parking, landscaping, and other pertinent development details including proposed construction days and times
- 4) Description of potential environmental impacts of the development
- 5) Anticipated mitigation to address potential impacts

Participants shall have an opportunity to provide comments both during and at the end of the meetings. Prospective applicants are encouraged to reconcile as many public concerns as possible prior to submittal of applications.

#### CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan shall include meetings to discuss the preliminary proposal. The purpose is to allow those interested to communicate directly with the prospective applicant about issues or concerns regarding the proposal. Public information meeting(s) about the proposal or approved project may be required, at the discretion of the Community Development Director, during the pre-application stage, administrative internal review stage, and before public hearings, as well as during the construction process.

The purpose of the Citizen Participation Plan is to:

- 1) Ensure that applicants provide for effective citizen participation during early project planning, thereby providing the opportunity to understand and try to mitigate potential negative impacts of their application on the community
- 2) Ensure that citizens and property owners have adequate and timely opportunity to learn about prospective applications that may affect them and to work with potential applicants to resolve concerns during early stages of the application process and throughout the construction phase of the project
- 3) Facilitate ongoing communication between the applicant, interested citizens and property owners, City staff, and elected officials throughout the application process and the construction phase.

The Citizen Participation Plan is not intended to produce complete consensus on all development applications and projects. It is intended to encourage prospective applicants/developers to be good neighbors and promote disclosure about proposed land use changes and contribute to informed decision-making. The developer is required to provide ongoing project information including potential for construction impacts to interested and affected parties.

At minimum, the Citizen Participation Plan shall include the following developer responsibilities:

- 1) The manner in which individuals, neighborhoods or groups of residents, property owners, or other interested parties, including Homeowner Associations, may be affected by the prospective development
- 2) The method in which those interested and potentially affected by the proposal will be notified that a future application is in the process of being prepared. At a minimum, mailed notification shall conform to the minimum 300 ft. radius notification distance requirement of the City zoning code
- 3) How interested and potentially affected parties will be kept informed about the potential effects or impacts of the change, alteration, or development to be proposed, including ongoing potential construction impacts
- 4) How interested or potentially affected parties will be provided early and continuing opportunities to discuss the proposal/project with the applicant and express any concerns, issues, or problems they foresee or are experiencing as a result of the proposal both in advance of the application submittal and during the construction process
- 5) How the developer will respond to questions, issues, or concerns of affected parties and provide for continuing information to inform neighbors about the project during the

development process. Sending periodic written status reports to provide ongoing project information about potential construction impacts may be required. Hosting at least one follow-up neighborhood meeting and sending written responses may be required

- 6) The applicant's schedule for completion of the Citizen Participation Plan.

#### CITIZEN PARTICIPATION REPORT

The applicant shall provide “milestone” status reports on the key results of the citizen participation process, at the direction of the Community Development Director, prior to any required notice of public hearing. This report will become part of the project record and shall include:

- 1) Details of the techniques used to involve the public, including:
  - a. Content, dates mailed, and numbers of mailings, including letters, meeting notices, web information, newsletters or other publications
  - b. Contact list for residents, property owners, and interested parties receiving notices, newsletters, or other written materials
  - c. The number of people that participated in the process
- 2) Summary of concerns, issues and problems expressed during the process, including:
  - a. The substance of the concerns, issues, and problems
  - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process
  - c. Concerns, issues and problems that will not or cannot be addressed and why



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

RESPONSIBLE DEPARTMENT: PUBLIC WORKS

CONTACT PERSON: DIRECTOR OF PUBLIC WORKS

SUBJECT: CREATION OF PREFERENTIAL PARKING DISTRICTS

It is the policy of the City of Buena Park that the creation of Preferential Parking Districts (PPDs) shall be allowed in conformance with California Vehicle Code (CVC) Section 22507. Establishment of PPD's shall be the responsibility of the Public Works Department, and shall comply with guidelines set forth in this policy.

Background

Requests for the Creation of PPD's has become more and more frequent. A PPD is one method that may help alleviate problems with on-street parking in certain areas of the City. It is noted that the creation of a PPD **does not** guarantee that a resident will be able to park directly in front of their residence; it establishes a preference for that resident in a given area. In order to effectively process these requests, a set of uniform guidelines shall be established. These guidelines will ensure that all requests are processed in a similar manner.

Procedure / Approval Process

The following process shall be used to request/approve a PPD:

1. The interested party submits a formal request, in writing, to the Traffic & Transportation Division.
2. Staff shall give the interested party a petition form to circulate in the area of the request
3. The interested party will submit the petition back to staff.
  - a. If the petition does not have a minimum of 2/3 (66.6%) support of the local residents, staff shall reject the request for a PPD.
  - b. If the petition does meet the 2/3 (66.6%) minimum requirement, staff shall proceed with the remaining steps.
  - c. See the "Criteria" section for details on the 2/3 (66.6%) requirement.
4. Staff shall conduct an investigation into the PPD request (see "Investigation" section).
5. After the investigation is complete, the request shall be brought to the Traffic & Transportation Commission (TTC) for review.
  - a. The TTC shall review the request and make a recommendation that the City Council either approve or deny the request.
6. After review by the TTC, the City Council will make a final review of the request and either approve or deny it.
  - a. Approval of PPD's shall be by resolution.

### Criteria

When a request is made for a PPD, there are several criteria that must be met. They include:

1. The person making the request must identify the following items:
  - a. The reasons for the request.
  - b. The exact boundaries of the proposed PPD.
  - c. The requested effective days and hours of the parking restriction.
2. The area of the request must be reasonably self-contained.
3. The petition must be signed by a minimum of 2/3 (66.6%) of the residents in the proposed PPD area.
  - a. Each property in the PPD is allowed one signature – additional signatures from the same property will not be counted.
  - b. A signature may be made by the property owner or by a renter.

### Investigation

When staff receives a petition that has met the minimum 2/3 (66.6%) requirement, staff shall investigate the area of the proposed PPD. The investigation should include, but is not limited to traffic volume counts, parking studies, field observations, and resident interviews. The intent of the investigation is to establish the amount of parking use in the given area, and whether or not it is in-use by people who are not living in the immediate area.

Conditions where a PPD may be warranted include:

- High Demand: The peak parking demand is normally at least 75% of the available parking spaces.
- Unusual Condition: The area for the proposed PPD is near by some location that causes an unusual parking demand (park, school, theme park, etc.).
- Self-Contained Area: The area for the proposed PPD is a reasonably self-contained area of parking demand and supply.

Additional conditions may be relevant depending on the nature of the proposed PPD.

The investigation should also review other options (alternates to a PPD) that may address resident concerns. These options may include creating additional off-street parking or creating angled parking.

### Permit Conditions

Permits shall be of a type approved by the Director of Public Works. Parking permits shall follow these guidelines:

- Parking Permits shall be divided into two types:
  - Resident/Visitor: A permit for exclusive use of residents and guests. These permits shall be renewed biennially.
  - Temporary (one-day): A permit for exclusive use of residents and guests for special occasions in which a resident may require additional permits. These



permits shall only be valid for the date specified on the permit. There is no maximum number of temporary permits that may be obtained in one year.

- All resident/visitor permits shall be issued by the Department of Public Works; all temporary permits shall be issued by the Police Department. These departments shall maintain all records necessary to issue and track permits.
- The maximum number of Resident/Visitor permits available to each household in a PPD shall be two (2).
  - Notwithstanding the above, the Director of Public Works shall have the authority to lower the number of parking permits available to residents of a PPD on a district-by-district basis. This information shall be included in the resolution for each PPD.
  - In addition, any resident may request, in writing, to be allowed to have more than the number of resident/visitor permits that is normally allowed in that district. These permits may be issued at the discretion of the Director of Public Works.
- Costs: The Director of Public Works shall determine the costs of the permits on a district-by-district basis. However, in no case shall the cost of a resident/visitor permit be less than \$10.00, and in no case shall the cost of a temporary permit be less than \$1.00
- To obtain any permit, the resident must bring evidence that they live within the borders of the PPD.
- Permits are non-transferable. Misuse of permits may result in revocation.
- All permits shall display the name of the PPD that they are valid for. All permits shall be valid for one district only.
- Any vehicle which displays a valid parking permit may not park in violation of another law or ordinance, such as on a street sweeping day or in a red curb zone.

#### Removal of a PPD

Residents within an approved PPD may desire to disband the district. This may be accomplished by using the following procedures.

1. The interested party submits a request in writing to the Director of Public Works. The interested party will be given a petition form to circulate for disbanding the district. This petition will follow the same rules established in the "criteria" section above.
2. After receiving the completed petition, the item will be brought to City Council for review.
3. If so approved by the City Council, the PPD shall be removed.




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## CITY COUNCIL POLICY STATEMENT

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RESPONSIBLE DEPARTMENT: CITY CLERK'S OFFICE

CONTACT PERSON: CITY CLERK

SUBJECT: COMMISSIONER NAME BADGES, BUSINESS CARDS, CITY APPAREL, EMAIL ADDRESSES, EVENT ENTRY AND COFFEE MUGS FOR CITY COMMISSIONERS

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### PURPOSE

To provide the public with a consistent experience and to standardize operational practices, all commissions and committees may receive standardized business cards, city-issued email addresses, one event entry ticket, name badges, and coffee mugs.

### POLICY

City Commissioners may be issued business cards upon request. Commissioners requesting business cards must meet with the City Clerk to review standard use practices. The style and format of business cards must be in compliance with the City's Identity Standards and Style Guide, and must include the below disclaimer:

*"The holder of this business card is a City Commissioner and serves in an advisory capacity to the City Council. City Commissioners are not authorized to legally bind the City to any contract."*

City Commissioners may purchase City apparel with the City logo and name inscription. Costs for all apparel will be paid for by the Commissioner requesting the apparel. Apparel must be purchased through the City's Purchasing Division of the City Manager's Office, in coordination with the Commission's staff liaison. Style of all apparel must be in accordance with the City's uniform standards as outlined in the City's Identity Standards & Style Guide.

City Commissioners may be issued a City-issued email address. The request must be coordinated through the Commission's staff liaison. The staff liaison will work with Information Technology (IT) to create the email address. All Commissioners requesting an email address must attend a training conducted by City Clerk to review the California Public Records Act, the City's Records Retention Policy, and the City's Email Retention Policy, prior to utilizing a City-issued email address.

If a City Commissioner is working an event related to their Commission, the Commissioner may receive one (1) complimentary ticket to the event.

City Commissioners may be issued a name badge in accordance with the City's practices. Name badges are to be coordinated through the Commission's staff liaison and ordered by the City's Purchasing Division of the City Manager's Office.

City Commissioners may be issued one coffee mug in accordance with the City's practices. Coffee mugs are to be coordinated through the Commission's staff liaison and ordered by the City Clerk's Office.

Any violation of this policy may be grounds for removal from a Commission or Committee at the discretion and vote of the entire City Council.




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## CITY COUNCIL POLICY STATEMENT

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RESPONSIBLE DEPARTMENT: CITY MANAGER'S OFFICE  
 CONTACT PERSON: CITY MANAGER'S OFFICE  
 SUBJECT: SOCIAL MEDIA POLICY

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### I. PURPOSE

This Social Media Policy ("Policy") establishes guidelines and procedures regulating the City of Buena Park's ("City") use of "social media sites" as a means of conveying information relating to the City's mission, meetings, events, services, and general business to the public.

The City has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the City. This Policy shall regulate and guide the activities of City officers, officials, and employees responsible for maintaining the City's social media sites; this policy does not govern or regulate the use of personal social media sites by City personnel in their private capacities, or the rights associated therewith.

The goals of the City maintaining social media sites are to increase the public's knowledge about the City's business, to promote the value, accessibility, and importance of City services, and to maintain open and professional communication with members of the public.

### II. DEFINITIONS

"Social media sites" means forms of electronic communication through which users create online content to share information. Examples of social media sites include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Nextdoor, and LinkedIn.

"City social media sites" means social media sites which the City officially establishes and maintains, and of which it has editorial control over all content and postings, except for advertisements or hyperlinks by the social media site's organization, vendors, or partners. City social media sites are intended to supplement, but not replace, the City's required printed notices and standard methods of communications. Official City social media sites will be identified by a list maintained by the City Manager's Office under this policy.

"Posts" or "postings" means information, article, pictures, videos or any other form of communication published on a City social media page.

“City” means the City of Buena Park, and its elective and appointed officers, officials, and employees.

“User” means a member of the general public (e.g. not a City officer, official, or employee acting in their official capacity) that accesses, views, engages with, or participates communications occurring on City social media sites.

### **III. OWNERSHIP**

All social media communications composed, sent, or received on City equipment are the property of the City.

While the City social media sites are administered by the City, the content on the sites is not entirely controlled by the City. The City’s social media sites may contain third-party content, including but not limited to, advertisements, hyperlinks, videos, posts, images, or comments, over which the City has no control. The City does not endorse any such third-party content placed on the City’s social media sites by the site’s owners, vendors, partners, or users. The City will monitor its social media sites to maintain compliance with this Policy, and reserves the right to, without notice, remove any content that, in the City’s discretion, violates this Policy.

### **IV. GENERAL POLICY**

- A. The City’s official website at [www.buenapark.com](http://www.buenapark.com) (or any domain owned by the City) shall be the City’s “official website,” and the City’s primary Internet presence and means of communicating with the public via the Internet.
- B. The establishment of City social media sites is subject to advance written approval by the City Manager, or his/her authorized designee. The City Manager’s approval shall include the specific individual or staff position that is authorized to set-up, monitor, access, and manage the social media site moving forward.
- C. The City Manager’s Office shall maintain an accurate listing of all the City’s social media sites, which may be posted on the City’s official website or otherwise made available to the public upon request.
- D. All City social media sites shall utilize official City contact information (e.g. email, address, telephone) for account set-up, monitoring, and access. The use of personal email accounts or phone numbers in connection with the City’s social media sites is prohibited.
- E. The City reserves the right to terminate any City social media site at any time, without notice or reason. The City Manager or his/her designees, may direct the deletion of a City social media site, or any portion thereof, that fails to comply with this policy, or is not being utilized for purposes consistent with this Policy, including but not limited to underutilization.

- F. City social media sites shall adhere to applicable federal, state and local laws, regulations, and policies.
- G. City social media sites are subject to the California Public Records Act, as well as California's civil discovery statutes. Any content maintained or posted on a City social media site that is related to City business, including a list identifying subscribers, visitors, or users, and any posts, comments or communication(s) made, may be considered a public record subject to public disclosure upon request.
- H. California law and relevant City records retention schedules apply to social media formats and social media content. Unless otherwise specified and to the extent practicable, the City Clerk shall preserve records required to be maintained pursuant to an applicable records retention period in a format that preserves the integrity of the original record and is reasonably accessible.
- I. City social media sites and all users thereof shall comply with usage rules and regulations required by the site provider, including privacy policies.
- J. The City reserves the right to change, modify, or amend all or part of this Policy at any time without notice.

## **V. AUTHORIZED USE**

- A. The City Manager or his/her authorized designee, shall have authority to update, manage, approve, and monitor all content on the City's approved social media sites on behalf of the City. The City Manager, or his/her authorized designee, shall authorize or approve the creation, sending, or posting of content or messages on City social media sites.
- B. The City Manager or his/her authorized designee, at any time, may authorize additional City personnel to have access to update, manage, add content to, or post on City social media sites on behalf of the City. Such authorization shall include determining the appropriate level of employee access, degree of editorial discretion, and any limitations to such authority.
- C. City personnel that is authorized to update content on or post to any of the City's social media sites shall limit the content or post to City business, as approved by the City Manager or his/her authorized designee as applicable.
- D. Any employee authorized to post items on any of the City's social media sites shall review, be familiar with, and comply with the social media site's use policies and terms and conditions and this policy.

## **VI. CITY COUNCIL AND COMMISSIONER SOCIAL MEDIA USE**

- A. City social media sites shall be managed consistent with the Brown Act, the Political Reform Act, and the Elections Code. Members of the City Council, or members of any City Commission, Board or Committee, shall not respond to any published postings, or otherwise participate in any published postings (including such actions as “liking,” “sharing,” or “retweeting”), or use City social media sites to respond to, blog, engage in “serial meetings,” or otherwise discuss, deliberate, or express opinions in their “official capacity” on any matter within the subject matter jurisdiction of the City, or the Commission, Board, or Committee, as applicable.
- B. Social media sites created, established, or maintained by individual Members of the City Council, or any Commissioner, Board Member, or Committee Member, are not sponsored, established by, or otherwise affiliated with the City. Members of the City Council, Commissions, Boards, or Committees are exclusively responsible for managing any such social media site in compliance with applicable laws, which may include providing members of the public access (*i.e.* approving “friend requests” or not “blocking”) to a member’s private social media site that has been utilized to conduct or comment on public business or policy. Officials choosing to utilize social media may decide to maintain two (2) accounts, one of which is exclusive and the other available to the public. A copy of this Policy may be linked or include on the public site.

## **VII. CONTENT GUIDELINES**

- A. Discussion boards and the ability for users to post content directly on a City social media site may be disabled at the discretion of the City Manager or his/her authorized designee. The City Manager shall be advised of any social media site that allows users to post content directly on a City social media site, and such sites shall be regularly reviewed for conformance with this Policy.
- B. Any and all content posted on City social media sites shall be limited to City business, such as City-provided, sponsored or supported programs, services, and events. Whenever possible, content posted to the City’s social media sites should be “linked” to the City’s official website for forms, documents or online services and other information necessary to conduct business with the City.
- C. The City’s Social Media Policy shall, when possible, be displayed or linked by hyperlink on each City social media site, or otherwise disseminated or distributed to users.

- D. Any articles, comments, or posts on any City social media site that contain any of the following are expressly prohibited and will be removed by the City Manager or his/her authorized designee:
1. Profane, obscene, violent, or pornographic language, images, or content;
  2. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, disability, sexual orientation/identity/expression, political affiliations, citizenship, marital status, military/veteran status, or national origin, or any other basis protected by federal, state or local law;
  3. Sexual content or links to sexual content;
  4. Any personal information, except for the names and City contact information for specified City personnel that are available for contact by the public;
  5. Content that is not directly related to or in furtherance of the purpose of the City's social media sites, or that is otherwise unrelated to City business;
  6. Content of a political nature, of any kind, including but not limited to comments in support of, or opposition to, political campaigns, candidates or ballot measures;
  7. Solicitations of commerce or the provision of services, with or without the intent to profit, including but not limited to, advertising of any business service, or product for sale, or any donation or solicitation of funds for purposes unrelated to City business;
  8. Conduct or encouragement of any violation of any federal, state, or local law;
  9. Content that may tend to compromise the safety or security of the public or public systems;
  10. Personnel matters, or matters implicating personal privacy rights;
  11. Content relating to actual or potential legal claims, lawsuits or other legal issues;
  12. Defamatory or personal attacks;
  13. Threats of violence of any other harmful act directed to any person, or persons, group, or organization;
  14. Comments which may reasonably interfere with, inhibit, or compromise law enforcement investigations, police tactics, police responses to incident and/or the safety of police staff and officers; or,



15. Content that violates a legal ownership interest of any other party, or is confidential or privileged under federal, state, or local law.
  16. Posts or comments containing any external links to protect against cyber security concerns, with the exception of official links posted by the City.
- E. Elected and appointed officers of the City have the right to post and/or comment on social media sites in their private capacity using their personal accounts. It is recommended that the content and tenor of such online comments and informational posts model the standards and decorum typically displayed during public meetings.
  - F. Upon approval, City social media sites shall bear the name and/or an official logo of the City or the appropriate City Department.
  - G. Officers, officials, and employees representing the City on City social media sites shall conduct themselves at all times as a professional representative of the City and in accordance with this Policy, as well as all other applicable City policies. Failure to do so may result in disciplinary action, up to and including termination.
  - H. Any content posted by a user of any City social media site is the opinion of the user only, and publication or presence of such content on a City social media site does not imply endorsement of, or agreement by the City, nor do such comments necessarily reflect the opinions or policies of the City.
  - I. User comments posted to City social media sites will be regularly monitored by authorized City personnel, and any content deemed to violate this Policy, at the City's discretion, will be removed without prior notice.
  - J. The City reserves the right, based upon the individual facts and circumstances presented, to deny access to City social media sites for any individual who violates the Social Media Policy, at any time and without prior notice.
  - K. The City reserves the right to remove any content posted by the City on its social media sites when deemed appropriate by the City Manager or his/her designee. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that is posted on a City social media site.
  - L. All users of the City social media sites, and all authorized City personnel, acknowledge and agree that there is no reasonable expectation of ownership, privacy and/or confidentiality in any communication or content posted or made by that user or authorized City personnel on the City's social media sites.
  - M. The City's social media sites are not intended to be an unlimited public forum, but rather are created, managed, and maintained by the City solely for the limited governmental purposes described above. All users of the City's social media sites acknowledge that content posted on the City's social media sites can be changed or removed by the City for any reason, and that the City shall not be liable for any claim, of any type or kind, for doing so.

- N. The City reserves the right to implement or remove any functionality of its social media sites at any time and without prior notice. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication contained on a City social media site.
- O. All comments posted to any City social media sites are bound by that social media site host's Terms of Service, and the City reserves the right to report any violation of the Terms of Service to the social media site operator with the intent of the operator taking appropriate and reasonable responsive action.



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: CITY CLERK

CONTACT PERSON: CITY CLERK

SUBJECT: LANGUAGE ACCESS POLICY

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The City serves a number of limited English-proficient residents, businesses, and visitors. According to the 2010 Census, approximately 56% of Buena Park residents speak another language other than English. This policy provide guidelines for City employees that interact with the public on behalf of the City to ensure equal access to City services, information, and programs regardless of their English proficiency.

The City will make reasonable efforts to notify the public about its limited English proficiency policies for department programs and services and how to access language assistance services. This policy is not intended to supersede or alter other rules and legal standards relating to translation obligations.

Recognized Languages in Buena Park

English\*  
 Spanish\*  
 Korean\*  
 Tagalog\*  
 Chinese (Standard)  
 Vietnamese

\*Languages spoken at home by more than  
 5% of the Buena Park population.  
 (U.S. Census Bureau, 2010)

**BILINGUAL STAFFING**

All public contact positions shall have access to a directory of qualified bilingual staff. The Human Resources / Risk Management Department maintains a current list of staff who have been certified as fluent (oral) in languages other than English.

Departments shall share employee translation and interpretation services across departments as needed.

Departments shall post notices in public areas of City facilities indicating language assistance is available. The notices shall be posted prominently and shall be readily visible to the public.

## TRANSLATION OF MATERIALS

The City Clerk, or her/his designee, shall procure translation services, in accordance with the City's Contract Procurement policies, for the purpose of translating written materials for City departments and/or providing translations for public meetings as needed.

The City Clerk will track the use of interpreter services through invoicing of vendors and other records associated with translation services.

The City Clerk will prioritize which written communications should be translated. Priority depends upon the importance of the program, information, or service involved as determined by the authoring department. Departments should consult with the City Clerk when deciding whether to translate certain types of documents. The City's written communication that may be translated includes, but is not limited to:

- Notices related to health and safety concerns
- Administrative complaints, release, or waiver forms
- Claims or application forms
- Letters of findings
- Public outreach or educational materials
- Letters or notices pertaining to statutes of limitations, referrals to other agencies, a decision to decline to investigate a case or matter, or closure of an investigation, case or matter
- Written notices of rights, denial, loss, or decreases in benefits or services, administrative or other hearings
- Forms or written material related to individual rights
- Notices of community meetings or other sensitive community outreach
- Notices regarding the availability of language assistance services provided at no cost to limited English proficiency customers
- Certain consent orders, decrees, memoranda of agreement, or other types of pleadings or litigation materials, within the discretion of the department

## PUBLIC MEETINGS AND HEARINGS

City departments and City Commissions shall not be required to translate meeting notices, agendas, or minutes. City Council and Commission meeting agendas shall include a standardized statement, in the languages designated in this policy, that the agenda or specific items of interests are available for translation upon request.

Oral interpretation of any matter of business on the agenda shall be requested to the City Clerk at least forty-eight (48) hours in advance of the meeting or hearing. Residents or customers requiring translation services during Oral Communications are encouraged to use or bring their own interpreters to City meetings or hearings. During City Council and Commission Meetings, twice the allotted time shall be allowed to members of the public who utilize a translator, in accordance with CA Government Code Section 54954.3.

## WEBSITE

The City's website shall contain a written notice regarding translation of material. The City shall ensure that the City's website ([www.buenapark.com](http://www.buenapark.com)) has a translate feature available to ensure that web content can be translated, at a minimum, to the recognized languages identified in this policy.



*City of*  
**BUENA PARK**

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**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: ALL DEPARTMENTS  
CONTACT PERSON: CITY CLERK  
SUBJECT: USE OF CITY-OWNED EQUIPMENT

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The City Council prohibits the use (loaning, renting or donating) of all city-owned equipment (i.e., mobile stage, portable restrooms, Public Works trucks, etc.) by any persons or organizations.

This policy does not apply to equipment designated as part of the City's Emergency Operations Plan and part of a mutual aid agreement, while the City's Emergency Operations Center is activated.



City of  
**BUENA PARK**

**CITY COUNCIL POLICY STATEMENT**

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RESPONSIBLE DEPARTMENT: PUBLIC WORKS

CONTACT PERSON: DIRECTOR OF PUBLIC WORKS

SUBJECT: CREATION OF ON-STREET DISABLED PARKING SPACES

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It is the policy of the City of Buena Park that the creation of on-street disabled parking spaces (ADA Spaces) in residential zones shall be allowed in conformance with state and federal disability guidelines. Establishment of such ADA spaces shall be the responsibility of the Public Works Department, and shall comply with guidelines set forth in this policy.

Background

The City has the authority to regulate on-street residential parking pursuant to California Vehicle Code Chapter 9 of Division 11 and Buena Park Municipal Code Chapter 10.

The Americans with Disabilities Act of 1990 (ADA) as amended prohibits discrimination on the basis of disability by public entities in its services, programs and activities. The general prohibitions against discrimination set forth in 28 CFR, Part 35.130(a) states: "No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity." Further, 28CFR Part 35.130(b)(1)(iii) states: "A public entity, in providing any aid, benefit, or service, may not, directly or through contractual, licensing, or other arrangements, on the basis of disability, provide a qualified individual with a disability with an aid, benefit, or service that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others." Since the City makes on-street parking facilities available to the public, it should make the same or equivalent facilities available to people with disabilities.

Current federal ADA regulations do not specifically address on-street parking facilities in residential areas. Nevertheless, in 2014, the United States Court of Appeals for the Ninth Circuit affirmed a district finding that Title II of the ADA requires local governments to provide accessible on-street parking to disabled persons even in the absence regulatory design specifications for on-street parking facilities.

### Requirements

Qualified people with disabilities may request installation of on-street disabled parking spaces. The applicant must meet all of the following requirements:

1. Have a disability as defined by the Americans with Disabilities Act of 1990 (ADA Act) that prevents the applicant from walking long distances and be in-possession of a Disabled Person License Plate or a permanent Disabled Person Placard ID Card, with adequate ID, as required by the California Vehicle Code (CVC) sections 5007, 22511.55, or 22511.59.
2. Be a full-time resident of the address in question. The Applicant shall provide two forms of proof of residency including 1) a rental agreement or homeowners insurance agreement, and 2) one other form of proof, i.e. a utility bill or driver's license.
3. Be the property owner or have the written permission of the property owner to install the ADA space.
4. Provide a vehicle registration in his/her own name or provide vehicle registration of the Applicants primary live-in caretaker who resides full-time at the Applicant's address. Vehicle registration address must match the proposed ADA space address.
5. Off-street parking (driveway, garage, and/or parking lot) is unavailable or where available, such parking is not accessible to persons with disabilities, as further described below:
  - a. Garage Specifications:
    - i. If the Applicant owns a lift-equipped van, the Applicant either has no garage or the garage width is less than 17 feet (interior width).
    - ii. If the Applicant owns a passenger vehicle, the Applicant either has no garage or the garage width is less than 14 feet (interior width).
  - b. Driveway Specifications:
    - i. If the Applicant owns a lift-equipped van the Applicant either has no driveway or the driveway width is less than 17 feet, and/or the slope of the driveway is greater than 5% (1:20).
    - ii. If the Applicant owns a passenger vehicle, either the Applicant has no driveway or the driveway width is less than 14 feet, and/or the slope of the driveway is greater than 5% (1:20).
6. There is no existing on-street disabled parking space in the same block within 100 feet of the applicant's address.
7. The surface of accessible parking spaces on streets and access aisles from street parking does not exceed a 5% slope (1:20) in any direction and no other hazardous surface conditions exist in the immediate area.
8. The Applicant's residence is adjacent to a compliant corner curb ramp or the applicant's driveway complies with Caltrans curb ramp standards.



**EXCEPTION:** If a compliant corner curb ramp does not exist or if the Applicant's driveway does not comply with current Caltrans standards, an ADA space may still be installed **if** the Applicant meets all other eligibility requirements and signs a statement of understanding that the ADA space does not fully comply with accessibility regulations. The City will not install corner curb ramps, and will not permit or install mid-block curb ramps, for the purposes of installing an ADA space.

### Conditions

If the Applicant meets all the requirements, the following conditions must be met and agreed to before implementation:

1. The Applicant is under duty to inform the City if the ADA space is no longer required and the City has the option of removing such ADA space.
2. The Applicant must observe and obey all parking regulations covered in the City of Buena Park Municipal Code Chapter 10. A copy of the Buena Park Municipal Code is available for review at the Office of the City Clerk, 6650 Beach Boulevard, Buena Park, California, 90622, or online at <https://qcode.us/codes/buenapark/?view=desktop&topic=10>
3. An ADA space shall not be misused. Any misuse shall result in the removal of the ADA space. Misuse shall be determined by the Director of Public works, or his/her designated appointee, at their discretion. In ascertaining whether a disabled space has been misused, the Director of Public Works, or his/her designated appointee shall consider:
  - a. The extent of the Applicant's disability;
  - b. The length of time in which the Applicant has left a vehicle in the space without operating it;
  - c. Misuse of the Applicant's disabled placard or plates;
  - d. Any violation by the Applicant of the Buena Park Municipal Code Chapter 10, applicable sections of the CVC, or this policy;
  - e. Any other factors the Director of Public Works or his/her designated appointee deems reasonable and relevant to the issue.
4. The ADA space **is not** a private parking space and may be used by any vehicle that is licensed to park in a disabled parking zone on a first-come first-served basis.
5. The authority to enforce parking laws are the responsibility of the Buena Park Police Department; complaints received regarding illegally parked vehicles are always taken in the order in which they are received and prioritized based on the level of service required.
6. The space shall not be used for the long term storage of vehicles. The vehicle must be kept in good repair and shall be operational, as outlined in the CVC. For this policy, long-term storage of vehicles is defined as any vehicle parked or left standing on a public

street in the same location and not driven or moved for more than 3 consecutive calendar days.

#### Approval/Denial of Requests

All applications received for on-street disabled parking spaces shall be reviewed by staff of the Department of Public Works for completeness. When staff has investigated the request for adherence to this policy, a staff report shall be made to the Traffic and Transportation Commission (TTC). The TTC shall have the authority to approve or deny all requests made under this policy.

It is the intent of the City Council that any request for an on-street disabled parking space shall be open to public comment. As such, staff shall mail a written notice to all residents within 400 feet of an application for such a space. The notice shall include information about the nature of the request, and the date and time of the TTC meeting.

#### Required Forms

The Director of Public works shall be responsible to create any application forms required for the enforcement of this policy. Such forms may include, but shall not be limited to, applications for on-street disabled parking spaces, statements of understanding, and explanations of this policy. Such forms shall be updated as required to maintain compliance with this policy.

#### Removal of an On-Street Disabled Parking Space

In addition to the conditions given above, the director of Public Works may cause the removal of an approved on-street disabled parking space if there is reason to believe that the Applicant who made the request no longer resides at that address. In order to make this determination, the Director of Public Works shall cause staff to send written notice to the address given by the Applicant. If the Applicant does not respond to the written notice within 30 calendar days, the Director of Public Works may then cause the space to be removed.



City of  
**BUENA PARK**

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## CITY COUNCIL POLICY STATEMENT

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RESPONSIBLE DEPARTMENT: CITY CLERK'S OFFICE  
CONTACT PERSON: CITY CLERK  
SUBJECT: ELECTRONIC SIGNATURES

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It is the policy of the City Council of the City of Buena Park to use and accept approved electronic signatures, in lieu of written signatures, that comply with the requirements of California Government Code section 16.5, the California Uniform Electronic Transaction Act (UETA), the United States Electronic Signatures in Global and National Commerce (ESIGN) Act, and other applicable laws and regulations.

The use of electronic signatures on legally binding documents has become increasingly prevalent in all areas of business and government transactions. Benefits of using electronic signatures include: reduction of paper generation; significant decrease in time and cost associated with transmitting, approving, and retaining physical documents; as well as creation of an audit trail of the modification, editing, and approval/signing of documents.

The ESIGN and UETA require the following four elements for an electronic signature to be recognized as valid under U.S. and State Law:

1. Intent to sign - Electronic signatures, like traditional, handwritten signatures, are valid only if each party intended to sign.
2. Consent to do business electronically - The parties to the transaction must consent to do business electronically. Electronic records may be used in transaction with consumers only when the consumer has:
  - Received UETA Consumer Consent Disclosures
  - Affirmatively agreed to use electronic records for the transaction
  - Has not withdrawn such consent
3. Association of signature with the record - In order to qualify as an electronic signature under the ESIGN Act and UETA, the system used to capture the transaction must keep an associated record that reflects the process by which the signature was created, or generate a textual or graphic statement (which is added to the signed record) proving that it was executed with an electronic signature.
4. Record retention - U.S. laws on electronic signatures and transactions require that electronic signature records be capable of retention and accurate reproduction for reference by all parties or persons entitled to retain the contact or record.

## **GENERAL GUIDELINES**

### ***Acceptance of Electronic Signatures***

The City of Buena Park encourages the use of electronic signatures in internal and external activities, documents, and transactions when it is operationally feasible, where technology permits, and when it is otherwise appropriate in the discretion of the City Clerk, in accordance with provisions that follow.

To the extent permitted by law, the City accepts electronic signatures as legally binding and equivalent to handwritten signatures to signify and agreement in accordance with applicable laws and regulations.

The parties to a transaction must agree to conduct the transaction by electronic means with the use of a City-approved signature method that complies with applicable laws and regulations, including the capability of all parties to retain the accurately reproduce the electronically signed record.

This policy does not supersede laws that specifically require a handwritten signature, nor does it limit the right or option of the City to conduct the transaction on paper or in non-electronic form.

### ***Prohibited Uses of Electronic Signatures***

Use of electronic signatures is prohibited in the following situations:

- Transactions for which electronic signatures are not enforceable by law and/or transaction requiring a handwritten signature, such as transfers of real property.
- Transactions that require a person to sign in the presence of a notary public.

### ***Electronic Signing Methods***

The City Clerk shall determine acceptable technologies and vendors that are consistent with industry best practices to ensure the security and integrity of the data and the signatures. The City Clerk shall further determine the documents for which the City will accept electronic signatures.