

CITY OF GARDEN GROVE CITY COUNCIL POLICY MANUAL

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SUBJECT:	NEIGHBORHOOD MEETINGS	POLICY NUMBER	EFFECTIVE DATE
		<u>100-01</u>	<u>06-16-70</u>
		AMENDED:	04-01-88

It is the policy of the City Council that staff and Council Members conduct neighborhood meetings within the City to discuss matters of mutual interest, and to gain input from local residents.

City Council Members will be notified of all neighborhood meetings and will be provided with a report summarizing the meeting.

SUBJECT:

CITY MOTTO

POLICY
NUMBER

100-02

EFFECTIVE
DATE

11-12-88

It is the policy of the City Council that "CITY OF YOUTH AND AMBITION" is the City motto.

SUBJECT:

OFFICIAL FLOWER

POLICY
NUMBER

100-03

EFFECTIVE
DATE

04-01-75

It is the policy of the City Council that the ORANGE TROPICANA ROSE has been designated the official flower of the City of Garden Grove as adopted by Resolution No. 4761-75.

SUBJECT:

CONSTITUTIONALLY
GUARANTEED FREEDOM

POLICY
NUMBER
100-04

EFFECTIVE
DATE
11-06-68

It is the policy of the City Council that the City will continue to welcome any responsible person into the community regardless of race, religion or national origin.

SUBJECT:	PARTICIPATION IN FEDERAL AID PROGRAMS	<u>POLICY NUMBER</u> 100-05	<u>EFFECTIVE DATE</u> 05-02-72
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It is the policy of the City Council that the City of Garden Grove shall make applications to the appropriate government agencies for applicable federal, state, and county grant funds.

SUBJECT:	HISTORICAL MONUMENT	<u>POLICY</u>	<u>EFFECTIVE</u>
	1926 LA FRANCE FIRE ENGINE	<u>NUMBER</u>	<u>DATE</u>
		100-06	02-11-75

It is the policy of the City Council that the 1926 La France Fire Engine is a Historical Monument; that title remain with the City; that control of the equipment shall remain with the Fire Chief, and that any plans to refurbish and house the fire engine shall meet with the approval of the Fire Chief.

SUBJECT:		POLICY	EFFECTIVE
	APPOINTMENTS - COMMITTEES,	NUMBER	DATE
	BOARDS AND COMMISSIONS	100-07	04-13-71
		AMENDED:	11-27-18

It is the policy of the City Council that pursuant to Government Code Section 40605 and to the Municipal Code Section 2.21.010, the Mayor, with the approval of the City Council, shall make all appointments to boards, commissions, and committees unless otherwise specifically provided by statute.

On or before December 31st of each year, the City Clerk shall prepare a local appointments list for all regular and ongoing boards, commissions, and committees referred to herein. The local appointment list will contain the following information:

A list of all appointive positions that will expire during the next calendar year, with the name of the incumbent appointee, date of appointment, date the term expires, and the necessary qualifications for the position; and

A list of all boards, commissions, and committees and the necessary qualifications for each position.

SUBJECT:		POLICY	EFFECTIVE
	ACTIONS OF	NUMBER	DATE
	COMMITTEES, BOARDS, COMMISSIONS AND ZONING ADMINISTRATOR	100-08 AMENDED:	02-04-75 11-27-18

It is the policy of the City Council that the Staff provide Council Members with copies of minutes on those matters brought before committees, boards, commissions and the Zoning Administrator at their meetings.

SUBJECT:		POLICY	EFFECTIVE
	NON-USE OF CITY LETTERHEAD	NUMBER	DATE
	OR TITLE ON PERSONAL	100-09	10-14-69
	MATTERS	AMENDED:	02-04-92
		AMENDED:	11-27-18

It is the policy of the City Council that the use of City logo, letterhead, and/or title on personal matters not be permitted.

Further, it is the policy of the City Council that all business cards printed hereafter will contain only the person's name, title, city hall address, telephone number, and city email with home and/or business telephone numbers optional. Business names and/or addresses are prohibited.

SUBJECT:		POLICY	EFFECTIVE
	DISPLAY OF COUNCIL MEMBERS	NUMBER	DATE
	PHOTOGRAPHS	100-10	06-17-58
		AMENDED:	11-27-18

It is the policy of the City Council that photographs be taken of the Mayor and each Council Member and that they be placed in City Hall.

SUBJECT:

AGING

POLICY
NUMBER

100-11

EFFECTIVE
DATE

08-19-75

The City of Garden Grove finds:

- A. The elderly comprise a large and growing segment of our population.
- B. The contributions of the elderly to society and the economy have been enormous, and most want to continue contributing.
- C. Many elderly, even those who planned carefully for retirement, now find themselves with inadequacies in income, health care, housing, and community services such as transportation, recreation, and other social services. Many are also isolated and lonely.
- D. The institutions and organizations that could help the elderly have become increasingly complex, inaccessible, and narrowly focused on the segment of need they address, while the needs of the elderly cut across all these institutions and organizations and require that a more broad-based, integrative approach be taken.

Therefore, it shall be the policy of the City of Garden Grove to create options that will enable older persons to live in dignity, independence, and health. This will be accomplished by stimulating the development of comprehensive and coordinated services systems that make maximum use of existing and potential resources. Special attention will be focused on those most in need, including the minority and low income elderly. Further, it shall be the policy of the City of Garden Grove to ensure the participation of the elderly in every phase of planning and programming that affects their lives.

Specifically, the City will encourage:

- 1. provision for an adequate income in retirement.
- 2. opportunity for employment without discriminatory age practices.
- 3. the best possible health care for all elderly, regardless of ability to pay, and directed toward maximum independence of the individual.
- 4. housing that is suitable to the needs of the elderly at a cost they can afford.
- 5. effective and available community services, including transportation, education, recreation, and other social services.
- 6. effective information services, including legal advice and advocacy to inform the elderly of what is available to them and rightfully theirs and to assure professional representation.
- 7. improved public understanding of the problems and needs of the elderly and what can and should be done to alleviate them.
- 8. opportunity to participate in the administration and evaluation of programs that affect their lives and well-being.

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9. opportunity to participate in civic, cultural, and recreational programs that will reduce isolation and loneliness.

SUBJECT:	MAYOR'S BOX AT THE GEM THEATRE	POLICY	EFFECTIVE
		NUMBER	DATE
		100-12	08-02-79
		AMENDED:	11-17-83
		AMENDED:	11-27-18

It is the policy of the City Council that the Mayor will have first right of refusal for use of the Mayor's Box at the Gem Theatre. The Council Members are encouraged to use the box on a first come, first served basis. The Mayor and City Council Members are also encouraged to use the Village Green Amphitheatre.

If the box is not reserved for use by the Garden Grove Mayor or a City Council Member, it may be reserved for use by the Garden Grove City Manager. If an organization reserves the entire theatre, the organization may also use the Mayor's Box.

Reservations for the Mayor's Box are to be made through the Community Services Department with detailed arrangements being made for each performance separately. It is the intent of this policy that the individual reserving the Mayor's Box be in attendance with guests.

SUBJECT:		POLICY	EFFECTIVE
	EVENTS AND FESTIVALS AT THE	NUMBER	DATE
	VILLAGE GREEN PARK	100-13	07-01-80
		AMENDED:	11-27-18

It is the policy of the City Council that the Village Green Park and its cultural facilities are an integral part of the Civic Center. They have become the focal point for cultural arts programs in Garden Grove and the surrounding community. The area has been designed to represent the people, their hopes, enthusiasm and dreams as expressed through the arts, and we expect our programs and cultural events to represent these ideals.

It is the policy of the City Council that events and festivals held at the Village Green Park and surrounding grounds, provide a balanced mixture of entertainment including dramas, comedies, musicals, and children's theatre. All programs should be suitable for viewing by members of the community and the use of vulgarity or deviant behavior within productions should be discouraged.

SUBJECT:	ALCOHOLIC BEVERAGES	POLICY	EFFECTIVE
		NUMBER	DATE
		100-14	06-24-80
		AMENDED:	05-07-84
		AMENDED:	11-27-18

It is the policy of the City Council that no City funds shall be expended directly for the purchase of alcoholic beverages nor shall any City funds be used to reimburse any City employee or elected official for the purchase of alcoholic beverages except under the following circumstances:

- When alcoholic beverages are served as part of a ceremonial occasion such as a dedication, ground breaking, or reception.
- When alcoholic beverages are included as a menu package cost of the meal.
- When alcoholic beverages are served during the course of a meal, and as part of the meal, such costs may be reimbursed on behalf of the City's guests and staff members present where such guests are not employees of the City, or City of Garden Grove elected officials, or do not have any contractual arrangements with the City. No City funds shall be used to reimburse the costs of alcoholic beverages where such alcoholic beverages are consumed by elected City officials, or where dining party consists entirely of City employees, prospective employees, contractual employees or any combination thereof.

It is the legislative intent of this policy to exclude payment for the use of alcoholic beverage for personal consumption or private entertainment expense on the part of elected officials or employees of the City.

SUBJECT:

CITY COUNCIL COMMITTEE
MEETING ATTENDANCE

POLICY
NUMBER

100-15

EFFECTIVE
DATE

08-26-80

It is the policy of the City Council that the Mayor is an ad hoc member of all Council committees, and when a Council committee member cannot attend a committee meeting, the Mayor will attend. If the Mayor cannot attend, he shall designate the Mayor Pro Tem to represent him at committee meetings. In the event that the Mayor Pro Tem cannot attend, another Council Member will be invited to attend, in order of seniority.

SUBJECT:		POLICY	EFFECTIVE
	EXPENSE GUIDELINES AND	NUMBER	DATE
	EXPENSE REIMBURSEMENT	100-16	11-18-80
		AMENDED:	02-28-06
		AMENDED:	04-25-06

A. AUTHORIZED EXPENSES

The following type of occurrences qualify any City Council and other legislative body members, including all City commission members and Council-appointed committee members, to receive reimbursement for expenses incurred in the performance of official duties relating to travel, meals, lodging, and other actual and necessary expenses that constitute authorized expenses, provided the requirements of this policy are met:

1. Communicating with representatives of regional, state, and national government on issues or matters affecting the City or on City adopted policy or political positions;
2. Attending conferences and/or educational seminars designed to improve the member's expertise and information levels, including, but no limited to, ethics training required pursuant to Government Code Section 53234;
3. Participating in regional, state, and national organizations whose activities or interests may affect the City's interests;
4. Attending City sponsored or co-sponsored events or other community events; and
5. Implementing a City-approved strategy for attracting or retaining businesses to the City.

Reimbursement for expenditures incurred in connection with activities and events but not listed above shall be approved by the city Council in a public meeting before the expense is incurred. In addition, the following expenses require prior City Council approval:

1. Out-of-state or international travel;
2. Expenses exceeding any annual budgeted amounts for the above-referenced authorized expenses; and
3. Expenses foreseeably exceeding \$1,500 per trip per member.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

1. The personal portion of any trip taken at City expense;
2. Political contributions or events;

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3. Travel companion expenses, including spouse, friend, or partner expenses when accompanying a member on City-related business, as well as children- or pet-related expenses;
4. Charitable contributions;
5. Social events, unless the event has a direct relationship to City business, is approved by the City Manager and does not exceed \$250.00;
6. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage, and/or golf related expenses), or other cultural events;
7. Non-mileage automobile expenses incurred, including repairs, traffic citations, insurance, or gasoline;
8. Personal losses incurred while on City business (e.g., theft or property destruction); and
9. Under no circumstances shall alcohol be reimbursable for meal or any other expenses.

Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

B. EXPENSE AND REIMBURSEMENT GUIDELINES

To conserve City resources and keep expenses within appropriate standards for public agencies, expenditures, whether paid directly by the City or reimbursed to a member of a City legislative body, should comply with the following guidelines. Unless otherwise specifically provided herein, reimbursement for travel, meals, lodging, and other actual and necessary expenses shall be at the Internal Revenue Service rates presently in effect as established in Publication 463 or any successor publication. All expenses not covered by this policy, or which are in excess of the reimbursable rates set forth in this policy, shall not be reimbursable unless approved by the City Council at a public meeting before the expense is incurred.

Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the City will be limited to the cost of the most economical, direct, efficient, and reasonable transportation form. Government and group rates offered by a provider of transportation services shall be used when available.

Airfare at the best available economy class rate is reimbursable.

Automobile mileage is reimbursable at Internal Revenue Service rates presently in effect, and as such rates may be periodically adjusted. (See www.irs.gov) these rates are designed to compensate the driver for gasoline, insurance, maintenance,

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and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

In conjunction with travel outside of the City, members on City business may have need for public transportation, taxi, limousine, or shuttle service to get from transportation terminals and for commuting in destination cities. Reasonable and necessary charges for public transportation, taxi, limousine, or shuttle service are reimbursable at actual cost with receipts.

Rental vehicles may be used during out-of-County travel. Rental vehicles may be used when the efficient conduct of City business precludes the use of other means of transportation or when a car rental is the most economical mode available. Unless the prior approval of the City Manager is obtained, the reimbursable rate shall not exceed the best available rate for an intermediate or mid-sized car. Itemized receipts must be submitted with vehicle rental reimbursement requests.

Lodging

Lodging costs will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay. Government or group rates offered by a provider of lodging services shall be used when available. In the event that government or group rates are not available at the time of booking, lodging rates that do not exceed \$275.00 per night are presumed reasonable and are reimbursable.

If such lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member at the time of booking. If the group rate for lodging in connection with a conference or organized educational activity is not available, the member shall use comparable lodging that is: (a) consistent with the Internal Revenue Service rates for reimbursement of lodging as established by IRS Publication 463, or any successor publication; (b) at a government rate, if offered by a lodging provider; or (c) as is otherwise set forth in this policy.

Lodging charges shall be based on single-occupancy rates. The City will not reimburse members for lodging expenses incurred by family members or guests when a member's family, spouse, or guest accompanies him or her, or for any charges above the single occupancy rate if the lodging establishment charges more for additional guests in the same room.

Receipts must accompany all member requests for lodging reimbursements.

Meals

Meal expenses and associated gratuities should be moderate, taking into account for community standards and the prevailing restaurant costs of the area. Actual

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meal expenses and associated gratuities will be reimbursed or paid when incurred by the member in the performance of official duties.

Reimbursable meal expenses and associated gratuities may not exceed the following rates:

Breakfast:	\$20.00
Lunch:	\$35.00
Dinner:	\$60.00

Such amounts will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Indexes, all urban consumers for the Los Angeles Metropolitan Area. (The annual adjustment will be based on this area whether travel is within the area or not.)

Telephone/Fax/Cellular/Computer

Council Members will be reimbursed for actual telephone, fax, computer and internet expense incurred on City business. Telephone bills should identify which call were made on City business. For cellular calls when the member has a particular number of minutes included in the member's calling plan, the member can identify the percentage of calls made on City business. If other equipment charges are imposed as part of a plan or flat rate charge, the member may identify the percentage of use attributable to City business.

Garage and Parking

Actual parking and/or garage expenses and associated gratuities will be reimbursed or paid when incurred by the member in the performance of official duties. In obtaining the necessary parking or garage space, the member should use facilities which are reasonably convenient and at reasonable rates for the area. Long-term airport parking should be used for travel exceeding 24 hours.

Baggage Charges, Tips and Gratuities

Baggage handling fees of up to \$2 per bag and gratuities of up to 20 percent will be reimbursed or paid when incurred by the member in the performance of official duties.

Other

Miscellaneous expenses for registration, tuition, parking and educational materials provided at conferences are reimbursable for City authorized business. All miscellaneous expenses must be supported with itemized receipts.

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Expenses for which members receive reimbursement from another agency are not reimbursable.

C. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE

Members shall use the standard form provided by the City for documenting their travel and business expenses. This form (A002/8/80, or its successor) is referred to as the Expense Report. Expense Reports must document that the expense in question meets the requirements of this expense reimbursement policy.

Members must submit their Expense Reports within the later of 45 days of an expense being incurred, or from returning from a trip during which an expense was incurred, which shall be accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

D. AUDITS OF EXPENSE REPORTS

All expenses are subject to verification of compliance with this policy.

E. BRIEF REPORTS TO THE CITY COUNCIL

At the next regularly scheduled meeting of the member's legislative body following the event for which expenses are incurred, the member shall briefly report, orally or in writing, on the meeting attended at City's expense. If multiple members attended the meeting at City's expense, a joint report may be made to the legislative body.

F. COMPLIANCE WITH LAWS

Members should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All documents related to reimbursable City expenditures, including, but not limited to, expense reports, receipts, and written evidence of direct City advances or payments for expenses, are public records subject to disclosure under the Public Records Act.

SUBJECT: CONFERENCES, MEETINGS AND TRAINING	POLICY NUMBER	EFFECTIVE DATE
	100-17	11-18-80
	AMENDED:	03-28-85
	AMENDED:	08-18-92
	AMENDED:	01-19-93
	AMENDED:	02-28-06
	AMENDED:	11-27-18

It is the policy of the City Council that City officers and employees attend conferences, meetings and training sessions which are of benefit to the City.

For the purposes of this policy, conferences are defined as meetings organized by professional or technical associations for professional development and training purposes usually characterized by substantial advance notice and a formal program.

Training sessions are conducted for educational purposes and are usually sponsored by colleges or universities, professional associations or independent organizations. They are characterized by substantial advance notice and a formal "classroom/seminar" program.

Meetings may be held for many different purposes and the sponsoring organizations may be another governmental agency or a private organization. Meetings may be called with limited advanced notice and no formal program.

The City Manager shall submit a listing of proposed staff attendance at overnight conferences, meetings, and training opportunities for the Council's approval as part of the annual budget adoption process. Once the City Council has approved this listing, the City Manager is authorized to approve specific attendance at conferences, meetings, and training seminars in conformance with the list. The City Manager also may authorize the substitution of different conferences, meetings, or training seminars for those on the approved listing. Requests for staff conference attendance which are not approved as part of the budget adoption process and are not substitutions for approved conferences must be reviewed as a regular City Council agenda item prior to the conference.

The lodging expense policy defining allowable expenditures is covered in Policy No. 100-16 of this manual. An employee is responsible for all expenses incurred on behalf of family members who accompany him/her on a trip.

Registration fees charged for registration at any conference or training session authorized by the City Manager are allowed for reimbursement. Some verification of such fees must be provided with the Expense Report. These documents often

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substantiate conference package arrangements affecting portions of the lodging, meal, and transportation expenses as well as registration fees.

In times of budgetary constraint, staff may be asked to pay for some portion of the costs to attend conferences, meetings, and training seminars.

SUBJECT:		POLICY	EFFECTIVE
	METHODS AND CLASSES OF	NUMBER	DATE
	TRANSPORTATION	100-18	11-18-80
		AMENDED:	11-27-18

It is the policy of the City Council that:

City cars should be used whenever possible except for long distances or trips requiring several working days. Receipts should be obtained for all City car expenses whenever possible.

Private cars should be used for official business only when a City car is not available or it is not feasible to use one. When the use of a private car is authorized, the reimbursement rate will be at the current City rate per mile.

It is the policy of the City Council that travel arrangements be made in advance for City officers and employees who are authorized to travel outside the City and who must use some mode of transportation other than the automobile, i.e., airplane, bus, train.

Air travel should be used for all out of state trips and some medium range trips within the state when time is a major factor. Bus, train or other methods of travel will be authorized in lieu of air travel for justifiable cause under special circumstances which indicate such modes of travel are most appropriate and economical. If a private vehicle is used, reimbursement shall be made pursuant to the AAA mileage guide at the current City rate per mile or round trip air fare, whichever is less.

It may be necessary for a City officer or employee to rent an automobile at his/her destination point because commercial sources of transportation are impractical. The individual authorized to travel should determine this before the trip.

SUBJECT:	AUTHORIZATION FOR TRAVEL EXPENSES	<u>POLICY NUMBER</u> 100-19	<u>EFFECTIVE DATE</u> 11-18-80
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It is the policy of the City Council that:

Justification for all City paid travel expenses will be evaluated in terms of the benefit to the City of such travel based on the criteria of usefulness of information to be obtained, need for personal representation and contacts by the City, or personnel training.

All anticipated travel expenses should be included in the budget, and no travel should be undertaken unless the anticipated expenses are funded.

All travel by any employees outside of the State of California must receive specific approval by the Department Head, the City Manager and the City Council.

Requests for conference attendance shall be processed through the City Manager as a City Council agenda item if said conference involves an overnight stay.

It is recognized that there may be occasions when due to unusual circumstances or time constraints advance approval for travel cannot be secured. A written statement providing an explanation for the trip and the reason for the exception should be submitted with the Expense Report form.

SUBJECT:	ADVANCES AND PREISSUED CHECKS	<u>POLICY NUMBER</u> 100-20	<u>EFFECTIVE DATE</u> 11-18-80
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It is the policy of the City Council to provide cash advances or preissued checks where necessary to authorized officers and employees of the City.

Advances may not be made by the City in excess of the estimated "out of pocket" expenses for City business which will be reasonably incurred by the individual.

All such advances and preissued checks shall be accounted for on the City's standard Expense Report form by the individual submitting the report.

SUBJECT:		POLICY	EFFECTIVE
	PREPAYMENTS	NUMBER	DATE
		<u>100-21</u>	<u>11-18-80</u>
		AMENDED:	11-27-18

It is the policy of the City Council that:

Air, bus and train transportation, hotel deposits, conference and seminar registration fees and other costs normally payable in advance of a trip or conference shall be made through the City's authorized purchasing process.

All such prepayments shall be accounted for on the City's standard Expense Report form by the individual submitting the report.

SUBJECT:

CREDIT CARDS

POLICY
NUMBER

100-22

EFFECTIVE
DATE

11-18-80

It is the policy of the City Council to issue major charge cards (bank or general use cards) to selected City officials.

It is the individual official's responsibility to see that the charge card(s) are secured and that they are used in accordance with the City's Travel and Business Expense Policies.

All charge card expenses shall be accounted for on the City's standard Expense Report form by the individual authorized to use the card and who is submitting the report.

The City Manager is the City Officer responsible for authorizing the issuance of charge cards to City officials.

Minor credit cards (defined as vendor credit cards, i.e., gasoline credit cards) are restricted to City business use and require Department Head approval before they can be obtained.

SUBJECT:		POLICY	EFFECTIVE
	PETTY CASH	NUMBER	DATE
		<u>100-23</u>	<u>11-18-80</u>
		AMENDED:	03-03-91

It is the policy of the City Council that City officers and employees will not use department petty cash funds for travel or business expense purposes.

City General petty cash funds may be used for travel or business expenses of less than \$100.

Individuals using petty cash shall not make use of this form of reimbursement as a means of avoiding the preparation of a standard Expense Report form.

SUBJECT:

RESTAURANT USE

POLICY
NUMBER

100-24

EFFECTIVE
DATE

11-18-80

It is the policy of the City Council not to maintain open accounts with local restaurants.

Meal expenses for City business shall be paid for by a City-issued credit card or an expense reimbursement.

SUBJECT:

GRANT FUNDS

POLICY
NUMBER

100-25

EFFECTIVE
DATE

11-18-80

It is the policy of the City Council to use grant funds for business and travel expenses when appropriate.

SUBJECT:

EXCEPTIONS

POLICY
NUMBER

100-26

EFFECTIVE
DATE

11-18-80

It is the City Council's basic position to allow no exceptions to these policies. Nevertheless, there may be occasions when City officers and employees are unable to comply with them. It is the responsibility of the City officer or employee to prepare a full written and signed statement as to why exception(s) should be approved. Approval of exceptions to these policies shall be made by the City Manager and/or the City Council as appropriate.

SUBJECT:		POLICY	EFFECTIVE
	TRAVEL AND BUSINESS	NUMBER	DATE
	EXPENSE AUDITS	100-27	11-18-80
		AMENDED:	11-27-18

It is the policy of the City Council that the Finance Director shall be charged with the responsibility to develop and carry out an internal audit program of incoming Expense Reports which assures that expenses claimed by City officials and employees are reimbursed in accordance with City policies and procedures pertaining to such expenses.

SUBJECT:	PURCHASE AND DISPLAY OF GARDEN GROVE CITY FLAG	POLICY	EFFECTIVE
		NUMBER	DATE
		100-28	11-18-80
		AMENDED:	11-27-18

It is the policy of the City Council that the official Garden Grove City Flag shall be made available to any non-profit service, civic, educational, cultural, or church group whose primary purpose is service to the community.

Flag Display: Garden Grove City Flag shall be displayed in the same manner and with the same respect as is shown the Federal, State or any other governmental or organizational flag. The same rules of protocol that govern the placement of other flags also apply to the City Flag in relationship to the Federal Flag.

Flag Purchase: The City Flag may be obtained from the Office of Community Relations. The flags will be sold to organizations as mentioned above, at a price equal to the City's actual costs. The exterior flag will be reserved for use at City facilities.

SUBJECT:

CITY MEMBERSHIPS IN MAJOR
ORGANIZATIONS

POLICY
NUMBER
100-29

EFFECTIVE
DATE
11-18-80

It is the policy of the City Council that City memberships in major organizations be submitted to the City Council prior to payment of dues to the organization.

SUBJECT:		POLICY	EFFECTIVE
	TIME FOR CITY COUNCIL	NUMBER	DATE
	PUBLIC HEARINGS	100-30	11-18-80
		AMENDED:	11-27-18

It is the policy of the City Council that whenever possible no public hearing before the City Council shall begin after the hour of 11:00 p.m.

When it is anticipated that a public hearing will draw a large number of people, the item may be held on a date other than a regular City Council meeting date.

SUBJECT:		POLICY	EFFECTIVE
	EMPLOYEE GROUP USE OF	NUMBER	DATE
	COMMUNITY MEETING CENTER	100-31	06-19-89
	OR COURTYARD CENTER	AMENDED:	11-27-18

It is the policy of the City Council that the City shall allow each of the employee groups to utilize either the Community Meeting Center or the Courtyard Center for one major activity each year at no cost. Due to the high public demand on the weekends, employee groups have been encouraged to schedule these annual activities during non-peak business hours at the Center (non-peak hours are Monday 8:00 a.m. through Thursday and working Fridays at 5:00 p.m.).

SUBJECT:	DISPLAY OF POW/MIA FLAG	POLICY	EFFECTIVE
		NUMBER	DATE
		100-32	08-03-89
		AMENDED:	02-18-92
		AMENDED:	11-27-18

It is the policy of the City Council that a flag pole at the Memorial Plaza be available for displaying of a POW/MIA flag on a daily basis.

SUBJECT:	CITY COUNCIL CLOSED SESSIONS	<u>POLICY NUMBER</u> 100-33 AMENDED:	<u>EFFECTIVE DATE</u> 08-06-89 4-26-16
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It is the policy of the City Council that Closed Sessions at City Council meetings be held no later than 9:00 p.m. if possible when an outside paid professional is needed in the Closed Session.

SUBJECT:	ORAL COMMUNICATIONS - PUBLIC	POLICY	EFFECTIVE
		NUMBER	DATE
		100-34	11-19-90
		AMENDED:	10-25-16
		AMENDED:	11-27-18

It is the policy of the City Council that all public meetings, other than social functions, of the City of Garden Grove as Successor Agency to the Garden Grove Agency for Community Development, the Sanitary District, the Housing Authority, the Industrial Development Authority, the Public Finance Authority and any combination thereof, shall have an agenda item of Oral Communications for public comment without the use of electronic media such as PowerPoint presentations.

SUBJECT:

CODE OF ETHICS

POLICY
NUMBER

100-35

EFFECTIVE
DATE

06-27-95

It is the policy of the City Council that public officials be independent and impartial in their judgment and actions; that public office not be used for personal gain; that the public have confidence in the integrity of its government and public officials; and that public deliberations and actions be conducted in an atmosphere free from personal animosity and hostility.

The City Council finds and determines that the adoption of a Code of Ethics for members of the City Council and members of its boards and commissions would further the goals set forth above.

It is the policy of the City Council that the following Code of Ethics be adopted for each member of the City Council and each member of any board or commission.

Each member of the City Council and each member of any City board or commission has a duty to:

1. Respect and adhere to the American ideals of government, the rule of law, the principles of public administration, and high ethical conduct in the performance of public duties.
2. Represent and work for the common good of the City and not for any private interest.
3. Refrain from accepting gifts or favors or promises of future benefits which might compromise or tend to impair independence of judgment or action.
4. Provide fair and equal treatment for all persons and matters coming before the Council (board or commission).
5. Learn and study the background and purposes of important items of business before voting.
6. Faithfully perform all duties of office.
7. Refrain from disclosing any information received confidentially concerning the business of the City or received during any closed session of the Council (board or commission) held pursuant to state law.
8. Decline any employment incompatible with public duty.

COUNCIL POLICY NO. 100-35

9. Refrain from abusive conduct, personal charges, or verbal attacks upon the character, motives, ethics, or morals of other members of the Council (board or commission) or the public, or other personal comments not germane to the issues before the Council (board or commission).
10. Listen courteously and attentively to all public discussions at Council (board or commission) meetings and avoid interrupting other speakers, including other Council (board or commission) members, except as may be permitted by established Rules of Order.
11. Faithfully attend all sessions of the Council (board or commission) unless unable to do so for some compelling reason or disability.
12. Maintain the highest standard of public conduct by refusing to condone breaches of public trust or improper attempts to influence legislation.

SUBJECT:	REIMBURSEMENT TO COUNCIL MEMBERS FOR TIME SPENT ON COURT AND RELATED MATTERS CONNECTED TO CITY BUSINESS	POLICY NUMBER <hr/> 100-36 AMENDED:	EFFECTIVE DATE <hr/> 02-11-97 11-27-18
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It is the policy of the City Council that a Council Member shall be entitled to reimbursement from the City for time expended and direct expenses incurred in attending court proceedings, administrative matters, or attendance at meetings required by City's legal counsel arising out of litigation involving the City.

Documentation shall be completed by the Council Member stating the nature of the legal matter, the time expended, direct expenses incurred, and any other information required by the Finance Department.

The amount of reimbursement shall be sufficient to cover the dollar value of time expended by the member based upon that person's compensation (prorated) at his/her regular employment. Reimbursement for out-of-pocket expenses shall be based upon submitted receipts.

SUBJECT:

LEGAL COUNSEL DUAL
REPRESENTATION

POLICY
NUMBER

100-37

EFFECTIVE
DATE

10-08-02

It is the policy of the City Council that legal counsel employed by the City may approve as "to form" legal agreements involving the City and other public agencies also represented by the City's legal counsel where: a) the agreements are ministerial in character (e.g., the award of grant funds by a regional agency to City), and b) there is no substantial involvement in the formation of the agreement by counsel other than to approve as "to form".

In those cases, where a dispute or potential dispute arises or could arise between the two public agencies, city's legal counsel shall give notice to City of such situation as soon as possible.

SUBJECT:

PROCESS ON QUESTIONS
FROM COUNCIL MEMBERS

POLICY
NUMBER

100-38

EFFECTIVE
DATE

7-14-09

It is the policy of the City Council that Council Members do not need to obtain approval by the City Council before making information requests of staff or legal counsel. All Council Members will receive copies of written responses, if any, from staff and/or legal counsel, along with the question generating the written response. Should requests become excessive and cause a strain on resources, the City Manager is to bring the matter to the City Council at a City Council meeting.

SUBJECT:	AUTHORIZING RELEASE OF LAW ENFORCEMENT RECORDS EXEMPT FROM DISCLOSURE IN CERTAIN CIRCUMSTANCES INVOLVING ELECTED PUBLIC OFFICIALS	POLICY NUMBER <hr/> 100-39	EFFECTIVE DATE <hr/> 10-27-2015
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It is the policy of the City Council that notwithstanding the exemption in Government Code Section 6254(f), the City Clerk and Police Department records staff shall release law enforcement complaints and investigatory records, including code enforcement records, involving elected public officials whenever no other exemption applies and disclosure would not interfere with an active law enforcement or code enforcement investigation. Adopted by Resolution No. 9325-15.

SUBJECT:	FIVE YEAR PLAN	POLICY NUMBER	EFFECTIVE DATE
		200-01	04-13-71
		AMENDED:	12-23-75
		AMENDED:	11-27-18

In accordance with the Garden Grove Municipal Code Section 2.08.160, it is the policy of the City Council that the City Manager prepare and submit a proposed five-year plan for the City. The plan is to include the five-year forecasts and their allocation with regard to resources, i.e., financial, physical, managerial, and technical. The five-year plan is to be updated and modified concurrently with adoption of the biennial budget.

SUBJECT:		POLICY	EFFECTIVE
	REVENUE FROM TRANSIENT	NUMBER	DATE
	OCCUPANCY TAX	200-02	06-09-78
		AMENDED:	11-27-18

It is the policy of the City Council that revenues received from the Transient Occupancy Tax be placed in the General Fund and be utilized for funding of the City Council Budget.

SUBJECT:		POLICY	EFFECTIVE
		NUMBER	DATE
	PAYROLL DEDUCTIONS FOR	<u>200-03</u>	<u>05-19-59</u>
	CHARITABLE CONTRIBUTIONS	AMENDED:	01-22-80
		AMENDED:	11-27-18

It is the policy of the City Council that the Finance Director make payroll deductions for City employees who desire to contribute to United Way and/or the Community Health Charities Drive in that manner.

SUBJECT:		POLICY	EFFECTIVE
	CITY PURCHASES FROM LOCAL	NUMBER	DATE
	BIDDERS/SUPPLIERS	200-04	12-05-72
		AMENDED:	11-27-18

It is the policy of the City Council that where the price and/or services to be provided by a bidder or supplier are equal, preference shall be given to local merchants.

SUBJECT:

RECYCLED PRODUCTS -
PROCUREMENT

POLICY
NUMBER

200-05

EFFECTIVE
DATE

03-02-93

It is the policy of the City Council that the City of Garden Grove purchase and use recycled products whenever possible except when such use significantly increases costs or negatively impacts health, safety or operational efficiency. Also, the purchase of products that cannot be recycled or reused is strongly discouraged.

SUBJECT:

IDENTIFICATION CARDS

POLICY
NUMBER

300-01

EFFECTIVE
DATE

02-26-57

It is the policy of the City Council that identification cards be provided for City employees.

SUBJECT:

TEMPORARY JOBS FOR
RESIDENT STUDENTS

POLICY
NUMBER
300-02

EFFECTIVE
DATE
06-29-65

It is the policy of the City Council to encourage the use of resident school students for temporary jobs within the budget allocations.

SUBJECT:		POLICY NUMBER	EFFECTIVE DATE
	CITY EMPLOYEES	<u>300-03</u>	<u>01-23-84</u>
	PARTICIPATION		
	IN HOUSING AND URBAN	AMENDED:	01-15-90
	DEVELOPMENT/COMMUNITY	AMENDED:	11-27-18
	DEVELOPMENT BLOCK GRANT		
	PROGRAMS		

It is the policy of the City Council to encourage residents to participate in the Housing and Neighborhood Improvement programs. In conjunction with this, residents of the City who are either employees or Commissioners shall also be given the opportunity to participate in these programs, subject to those individuals meeting all Federal/State/Local requirements, as prescribed by law. With respect to City employees, the following shall apply:

1. All mid-managers and department directors shall be prohibited from participation in any Housing and Neighborhood Improvement programs.
2. All City employees shall be prohibited from participating in programs to assist owners to rehabilitate rental property.
3. Participation in all other Housing and Neighborhood Improvement programs shall be open to all City employees who meet program guidelines.
4. The Community and Economic Development Director shall review each application and make a recommendation to the City Manager or his designee.

SUBJECT:		POLICY	EFFECTIVE
	SALARY INCREASES	NUMBER	DATE
	NON-REPRESENTED EMPLOYEES	300-04	10-01-90
		AMENDED:	01-28-03
		AMENDED:	11-27-18

It is the policy of the City Council that the City Manager present recommendations regarding salary and benefit changes for the employees in full time classifications not represented by a recognized bargaining unit to the City Council prior to the first of July of each year, as needed. Those recommendations adopted by the City Council will be effective at the beginning of the first full pay period in July.

In setting the salary of non-represented employees who serve in a supervisory capacity, it is the policy of the City Council that such employees be paid at a salary range that is greater than the salary range of the highest paid employee whom they supervise. In line with this policy, the salary of the City Manager shall at all times exceed the salary of the highest paid department director by at least eight percent (8%).

SUBJECT:	OFF-DUTY USE BY FIREFIGHTERS OF UNIFORMS AND RESERVE EQUIPMENT	<u>POLICY NUMBER</u> 300-05	<u>EFFECTIVE DATE</u> 05-28-91
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It is the policy of the City Council that off-duty Garden Grove firefighters be authorized to wear their uniforms and utilize reserve fire apparatus for a once-a-year one-day Muscular Dystrophy Association "Fill the Boot" fund raising campaign.

This event is subject to all required permits and approvals. The fees for any required permit shall be waived.

SUBJECT:		POLICY	EFFECTIVE
	TEMPORARY SEASONAL HOLIDAY	NUMBER	DATE
	SALES	400-01	11-17-64
		AMENDED:	11-27-18

It is the policy of the City Council that permission be granted for staff approval of routine Business Tax License applications for Temporary Seasonable Holiday sales where no zoning problems or other complications exist.

SUBJECT:

ABANDONED BUILDINGS

POLICY
NUMBER

400-02

EFFECTIVE
DATE

10-06-77

It is the policy of the City Council that the Building Official take necessary steps to insure security of abandoned buildings and abate hazards by boarding up or ordering the building demolished in cases of extreme hazard.

SUBJECT:

PUBLIC ALLEYS

POLICY
NUMBER

400-03

EFFECTIVE
DATE

09-10-84

It is the policy of the City Council to discourage the establishment of additional new public alleys. It is also the policy of the City Council to vacate or abandon existing public alleys when all the adjacent property owners concur and agree to establish Covenants, Conditions and Restrictions providing for joint access or appropriate disposition, and maintenance of the alley.

SUBJECT:

MOBILEHOME PARK TENANT
NOTIFICATION OF PUBLIC
HEARINGS

POLICY
NUMBER
400-04

EFFECTIVE
DATE
03-14-88

It is the policy of the City Council that every effort possible be made to notify those residents who reside in a mobilehome park of pending public hearing cases and similar items that may affect their respective park, whether it be direct or indirect. Said notification shall apply to those mobilehome parks that lie within 300 feet of the subject property for which the public hearing case item is being held.

SUBJECT:

POLICY FOR DRIVEWAY
OPENINGS INTO SEPARATE
PARCEL ON GARDEN GROVE
CITY STREETS

POLICY
NUMBER
400-05

EFFECTIVE
DATE
08-15-90

I. DEFINITION OF SEPARATE PARCEL

- A. A parcel of land under one ownership.
- B. A parcel of land under 15 years lease or longer, operated under separate management.
- C. A group of separately owned parcels operated under group management.

II. ALLOWABLE WIDTH (IN FEET) OF ALL DRIVEWAYS ON EACH STREET INTO EACH SEPARATE PARCEL AS DEFINED ABOVE

(Driveway widths shall be measured at bottom of fully depressed area and shall not include any portion of the tapered curb.)

A. Chart

		Maximum Total		
		Total Frontage of Parcel	Allowable Width of all Driveways*	Maximum Number of Driveways
0	-	40	24	1
41	-	80	30	1
81	-	90	50	2
91	-	150	60	2
151	-	200	70	3
201	-	300	80	3
301	-	400	105	4
401	-	1000	120	4
Over	-	1000	150	5

* Total driveway widths shall not exceed 60% of the parcel frontage.
(Measured at the curb line, not including the curb return.)

COUNCIL POLICY NO. 400-05

- B. Driveways or tapered curbs will not be permitted to encroach into curb return.
- C. No separate driveway shall exceed 30 feet in width unless as determined by the City Engineer when conditions warrant a greater width.
- D. Unless some unusual condition exists, 2 feet (minimum) of full height curb will be required between driveway and property line extended.
- E. Full height curb length between driveways serving the same parcel shall be 22 feet (minimum).
- F. Joint use driveways for adjacent properties may be required at specific arterial highway locations determined by the Traffic Engineer.
- G. Residential properties shall have vehicle access from a local street only, unless as determined by the Traffic Engineer some unusual condition requires the vehicle access to be from an arterial street.
- H. No unused driveway will be permitted to remain.

Reference: Municipal Code Section 11.04.060

SUBJECT:		POLICY	EFFECTIVE
	ELEMENTARY	NUMBER	DATE
	SCHOOL ADULT CROSSING GUARDS	500-01 AMENDED:	02-06-76 11-27-18

The purpose of a policy for the use of elementary school crossing guards is to establish its justification. The criteria to be used are in accordance with the California MUTCD, Section 7E.02, "Adult Crossing Guards."

1. REQUEST FOR INVESTIGATION:

Any person or agency wishing to have an elementary crossing guard at a route to school crosswalk shall first contact the Traffic Engineering Section of the City's Public Works Department to request an investigation. The request shall be in written form.

An investigation will then be conducted.

2. INVESTIGATION:

The investigation shall consist of field observations, school pedestrian volume counts, and vehicular volume counts in the area. The field observations and school pedestrian volume counts shall correspond with the arrival and departure times of students attending the school and shall be conducted by the Traffic Engineering staff and the Police Department. The vehicular volume counts shall be taken for a period of 24 hours and shall survey all vehicular traffic approaching the school crosswalk. The vehicular volume counts shall be conducted under the authority of the Traffic Engineer.

3. CRITERIA:

The criteria for the use of adult crossing guards involve establishing need in the form of numerical requirements such as volume of vehicular and school pedestrian traffic. The school crosswalks which satisfy such warrants will be evaluated separately with emphasis on vehicular and school pedestrian traffic, location with respect to the school, type of street, speed of vehicles, and accidents.

A priority list will be established from these evaluations which will include current locations as well as new locations for adult crossing guards.

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4. STUDY:

The California MUTCD, Section 7E.02, "Adult Crossing Guards," shall be used to determine if the school crosswalk in question meets the criteria for the use of an elementary school crossing guard. This section states that crossing guards may be used under the following conditions:

- a. "At uncontrolled crossings where there is no alternate controlled crossing within 600 feet; and
 - i. In urban areas where the vehicular traffic volume exceeds 350 during each of any two hours (not necessarily consecutive) in which 40 or more school pedestrians cross daily while going to or from school; or
 - ii. In rural areas where the vehicular traffic volume exceeds 300 during each of any two hours (not necessarily consecutive) in which 30 or more school pedestrians cross daily while going to or from school.

Whenever the critical (85 percentile) approach speed exceeds 40 mph, the guidelines for rural areas should be applied.

- b. At stop sign-controlled crossings:

Where the vehicular traffic volume on undivided highways of four or more lanes exceeds 500 per hour during any period when the school pedestrians are going to or from school.

- c. At traffic signal-controlled crossings:

- i. Where the number of vehicular turning movements through the school crosswalk exceeds 300 per hour while school pedestrians are going to or from school; or
- ii. Where justified through analysis of the operations of the intersection.

Uncontrolled crossings are crosswalks that are in areas where there are no signs and/or traffic signals to regulate the flow of traffic.

Controlled crossings are crosswalks that are in areas where there are signs and/or traffic signals to regulate the flow of traffic.

5. ACTION:

If the study shows that the criteria is satisfied for the use of an elementary school crossing guard, then the Traffic Engineering staff shall notify the school district and the Police Department and present the study before the Traffic

COUNCIL POLICY NO. 500-01

Commission. If a favorable recommendation is made it will then be submitted to the City Council for approval.

Upon approval by the City Council, the City will initiate negotiations with the school district to establish funding for the implementation of a crossing guard.

In the event that funding sources are not available and the school district wishes to pursue the matter further, one option that can be implemented is for the school district to train and use volunteers from the school as elementary school crossing guards.

If the study does not satisfy the criteria for the use of an elementary school crossing guard, then the Traffic Engineering staff shall notify the school district and the school and explain the reasons why the request was denied based on the study. Should the school district and/or the school wish to pursue the matter further, then staff will set up a meeting to discuss other options that can be implemented.

SUBJECT:

POLICE CALLS OUTSIDE
THE CITY LIMITS

POLICY
NUMBER
500-02

EFFECTIVE
DATE
04-13-71

It is the policy of the City Council that Police Officers shall not be dispatched to calls located outside the City limits unless the call is either in response to a mutual aid request from another law enforcement agency, or the call concerns a matter within the jurisdiction of the Police Department and it is in the best interest of the City that a Police car be dispatched. Should a violation be observed by an on-duty officer, the proper action is to be taken regardless of location.

SUBJECT:	CONDITIONAL USE PERMIT AND ALCOHOLIC BEVERAGE SALE APPLICATION REVIEW BY POLICE CHIEF	<u>POLICY NUMBER</u> 500-03	<u>EFFECTIVE DATE</u> 12-12-78 Rev. 03-7-83 Rev. 4-16-90
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It is the policy of the City Council that whenever deemed necessary, the Police Chief may file a protest on the application for and/or transfer of licenses of establishments whose service is either "on-sale" or "off-sale," as such terms are defined by the State Department of Alcoholic Beverage Control, and which location of that license falls within the criteria set forth in Rule 61.3 or 61.4 of the State Department of Alcoholic Beverage Control. The Police Chief also has the ability, with the review of the City Manager, to file a protest based on his analysis that the application would have a negative impact on the general health, safety or welfare of the community.

In addition, the Police Chief may protest the issuance of a Conditional Use Permit Application for a proposed "on-sale" or off-sale" establishment based upon the high crime and/or undue concentration standards set forth in Rule 61.3 of the State Department of Alcoholic Beverage Control.

SUBJECT:	OVERHIRE POLICY FOR FIRE DEPARTMENT	POLICY NUMBER <u>500-04</u> AMENDED:	EFFECTIVE DATE <u>01-09-79</u> 11-27-18
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It is the policy of the City Council that the Fire Department Constant Manning concept include an over-hire provision based on Fire Department needs.

SUBJECT:		POLICY	EFFECTIVE
	BLOCK PARTY/STREET CLOSURE	NUMBER	DATE
	PERMITS	600-01	07-15-69
		AMENDED:	11-27-18

It is the policy of the City Council that, upon receipt of application, the City Manager or his designee is authorized to issue block party permits for a street closure to those adult individuals who have obtained signatures from 100 percent of the properties affected, stating they have no objection to the street closure. When the special street closure is issued, copies of the permit are sent to all City departments involved. Only City of Garden Grove barricades can be used to block off the street and are to be picked up by the permitted applicant at the City Yard located at 13802 Newhope Street. The applicant is responsible for permit and barricade fees and for placement and removal of barricades. The applicant is also responsible for returning the barricades to the City Yard and will be provided with a due date as provided on the permit.

SUBJECT:	BUMPER STICKERS ON MUNICIPALLY OWNED VEHICLES	<u>POLICY NUMBER</u> 600-02	<u>EFFECTIVE DATE</u> 4-13-71
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It is the policy of the City Council that bumper stickers not be permitted on municipally owned vehicles unless authorized by the City Manager.

SUBJECT:		POLICY NUMBER	EFFECTIVE DATE
	SIDEWALKS ALONG SCHOOL ACCESS STREETS	<u>600-03</u>	<u>01-14-75</u>
		AMENDED:	11-27-18

It is the policy of the City Council that as resources become available, sidewalks be constructed along local streets where said street is the principal access to a school and requires sidewalks for the safety and welfare of the children.

SUBJECT:

COMPLETION OF STREET
IMPROVEMENTS

POLICY
NUMBER

600-04

EFFECTIVE
DATE

12-23-75

It is the policy of the City Council, whenever possible, to complete street improvements including sidewalks, curbs, gutters, storm drains and landscaping simultaneously.

SUBJECT:

SHOWMOBILE

POLICY
NUMBER

600-05

EFFECTIVE
DATE

10-21-85

It is the policy of the City Council to encourage the use of the City-owned Showmobile for the benefit of the citizens of Garden Grove. The Council shall establish a fee schedule for the use of the Showmobile and reserves the right to establish exemptions for any charge in connection therewith at the Council's sole discretion, if it is in the best interests of the City to do so.

SUBJECT:	USE OF LIGHT STANDARDS BY NON-PROFIT GROUPS	POLICY NUMBER <u>600-06</u>	EFFECTIVE DATE <u>01-09-96</u>
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It is the policy of the City Council to allow the display by non-profit organizations of appropriate flags, banners, decorations or other devices on light standards in public rights-of-way.

In order to protect the public health, safety and convenience, no such placement shall be allowed without the following:

Express written permission from the City Manager and the owner of the light standard, if other than the City.

Proof of appropriate liability insurance, listing both the City and the light standard owner as additional insured.

An agreement of express indemnification of both the City and the light standard owner by the organization for any liability arising from damage to persons or property caused by the flag, banner, decoration or other device.

If any decoration utilizes electrical power, the organization must also make arrangements for an appropriate deposit to cover the cost of such electricity.

SUBJECT:

MONUMENT POLICY

POLICY
NUMBER

700-01

EFFECTIVE
DATE

06/13/17

SECTION I. PURPOSE AND INTRODUCTION

The City may, from time to time, decide to install permanent outdoor monuments on City property to provide the City's commemoration of persons or events of note, or to otherwise convey the City's position on various topics (referred to as "Government Speech").

By placing monuments on City property, the City intends only to engage in government speech and does not intend to open a public forum for free speech activity.

The purpose of this Policy is to establish criteria and guidelines for the consideration and installation of monuments outdoors in parks or plazas deemed by the City to be appropriate to serve as the site for a monument. In doing so, the City recognizes the following considerations:

- Monuments can convey a powerful connection between Garden Grove and its history, and in some instances its future.
- It is therefore important that the placement of monuments be limited to circumstances of the highest community-wide importance, both to maintain the significance of such monuments and to minimize conflicts with the active and variable use of public spaces.

Notwithstanding the foregoing, the City may decide, in its sole discretion, to reject a proposal for a monument and/or may determine the appropriate site for any and all City monuments.

Additional Review Process if a Monument is Primarily an Original "Work of Art"

The Community Services Director shall recommend and advise the City Manager, whether a proposed monument is primarily an original "work of art". A "work of art" is defined as a monument that is designed by and crafted by or under the supervision of a professional artist. A monument that is deemed primarily a "work of art" shall be considered "public art" and shall become part of the City's Art in Public Places inventory.

For monuments determined to be primarily "public art," the Community Services Department shall:

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- Coordinate the review of monuments that are “public art” with the Parks, Recreation and Arts Commission. The Commission shall review and make recommendations regarding the monument as to proposed site, artistic merit, durability, maintainability, and consistency with this Policy. Further, the Community Services Department shall coordinate the findings and recommendations of the Parks, Recreation and Arts Commission to the City Council.
- Coordinate with the Department of Public Works, the inspection, design, location, and other logistical components of monuments that are “public art.”
- Prepare and monitor all necessary records and documentation of monuments that are “public art.”
- Oversee the maintenance of “public art” monuments.

SECTION VII. PUBLIC RIGHT-OF-WAY

The public right-of-way shall not be considered as a site for monuments, except that the City may honor City employees who die or have died in the line of duty while serving the City, by placing a memorial plaque at or near the location of the City employee’s death. The City’s Public Work’s Director is authorized to install memorial plaques in the public right-of-way to commemorate City employees who have died in the line of duty while serving the City if each of the following conditions exist:

- A. The property owner adjacent to the location of the proposed memorial plaque has been consulted on the placement of the memorial. In the event the property owner does not agree to the proposed location, the City will attempt to locate a nearby alternative location.
- B. The memorial plaque must be flat and level with the sidewalk, and placed behind the curb.
- C. The memorial plaque must not interfere with the public use of the sidewalk or right-of-way area.

SECTION VIII. OTHER POLICIES

Nothing in this Policy is intended to supersede or limit any other City Council Policy including without limitation, the City’s Naming of Parks Policy (City Council Policy 700-03).

This Policy does not cover temporary installations on City property, nor does this Policy limit the City’s ability to place signage or plaques on City property to provide

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donor or sponsor recognition, public information regarding a City project, or to place historical markers, or to provide other information to the public. City departments may enact administrative guidelines regarding plaques or signage for donor or sponsor recognition in a manner consistent with Policy 700-03.

SUBJECT:		POLICY NUMBER	EFFECTIVE DATE
	USE OF RECREATION AND PARKS FACILITIES	<u>700-02</u>	<u>09-22-59</u>
		AMENDED:	11-27-18

It is the policy of the City Council that the citizens of Garden Grove be encouraged to properly utilize recreation and parks facilities; that inquiries pertaining thereto be made to the Community Services Department; and that fees and charges, as adopted by Ordinance or Resolution, may be made for the use of said facilities.

SUBJECT:

GUIDELINES FOR
NAMING OF PARKS

POLICY
NUMBER

700-03

EFFECTIVE
DATE

07-18-72

It is the policy of the City Council that the guidelines below be followed in the naming of parks:

II. PARKS TO BE NAMED AFTER PLACES AND FEATURE NAMES - (Priority #1)

- A. The name should reflect a recognizable area, neighborhood, street, or school in the community.
 - 1. The name should aid a person finding the park and should relate to the location name.
 - 2. When parks are adjacent to schools, or are a part of the school property, the park does not necessarily take on the school name. In some cases, however, it may be to an advantage to continue with the same name in order to aid in its location.
- B. Avoid the use of assumed names.
 - 1. A park should be named previous to acquisition or immediately thereafter in order to avoid being named after an assumed name, which may not meet the criteria for the permanent park name.
 - 2. Continuing with assumed names often leads to difficulty in changing the name which more properly meets the criteria for the permanent name.
- C. Naming parks with horticultural type names.
 - 1. Horticultural type names or features should be encouraged for park naming. Names such as Ferndale, Woodland, Forest, etc., often provide good names for park areas.
 - 2. This type of name should be consistent with the horticultural appearance of the park so as to have some logical relationship to the name.

III. NAMING PARKS AFTER MYTHOLOGICAL NAMES - (Priority #2)

- A. The mythological name must fit the general design and concept for the total park.
 - 1. Oftentimes, elements within a park will receive a mythological name to identify that particular segment, such as Atlantis Play Center.
 - 2. The mythological names should have a wholesome connotation and one which can be acceptable by the general community.
 - 3. The name should describe the total area involved.
- B. Parks can be named after a general theme.

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1. The theme adopted for the park should logically describe the entire park area.
2. Oftentimes, theme names are utilized only for certain elements or play areas in the park, rather than the total park.
3. A theme name should be used only when the total park is constructed commensurate with the theme name.

IV. NAMING PARKS AFTER HISTORICAL EVENTS - (Priority #3)

- A. The historic event must be of a major local or national significance.
 1. Such events as space missions, early settlement sites, discoveries, etc., would be satisfactory.
 2. The name should definitely tie in the park site with the event, if of local significance only.

V. PARKS TO BE NAMED AFTER PERSONS, UTILIZING PERSONAL NAMES
(Priority #4)

- A. Park areas donated by persons.
 1. The park could be named after the person if the major area of the park is donated by the person, or family.
- B. Naming parks for persons not donating park areas.
 1. The park could be named after persons living or dead, providing the following criteria are met:
 - (a) The person should be a Garden Grove resident who has gained national significance resulting from his public service.
 - (b) He should be as non-controversial as possible and held in high regard by the community.
 - (c) If not a local resident, the person should be recognized nationally for his significant contribution to the national public.
 - (d) The person should not be a contemporary local official. Naming parks after contemporary local officials should be avoided.
 - (e) If deceased, memorials could be named after persons of local significance and/or national significance.
- C. Parks should not be named after commercial businesses, even if land is donated by the business for park purposes. Personal names of businesses should be avoided.
- D. Total park areas would not be named after civic organizations; however, individual units within a park can be named as donated by civic organizations.
 1. The civic organizations often participate in the construction of units or elements in the park. These elements could be named after the organization, or in some way designate the organization as the donor.

COUNCIL POLICY NO. 700-03

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2. The park names should avoid giving the impression that the park is for use by a particular group or organization, such as Rotaryland, Girls' Park, Scout Haven, etc.

SUBJECT:		POLICY	EFFECTIVE
	RESIDENT PETITION FOR	NUMBER	DATE
	STREET TREE REMOVAL AND	700-04	11-07-72
REPLACEMENT	AMENDED:	11-27-18	

It is the policy of the City Council with reference to street tree removal and replacement resultant from citizen-initiated petitions, that:

Petitions presented by citizen action in a given area for the removal and replacement of present City trees, on the premise that, in the opinion of the petitioners, the trees are undesirable; and when the reasons given do not meet the existing criteria for removal, may be granted only if the following conditions are met:

1. The petition must be signed by the adjacent property owners in accordance with the following percentage schedule based upon the number of trees involved:

0 to 15 Trees	75%
16 to 25 Trees	80%
26 trees and over	85%
2. All costs for the removal and replacement with an approved species will be borne by the adjacent property owners.
3. The work is to be performed by contract, under City specifications and administered by the City. The contract cost will be the cost to be borne by the adjacent property owners and would be placed on deposit with the City prior to removal being initiated.
4. It will be the responsibility of the petitioners to collect and deposit the necessary funds with the City to cover the cost of the project.
5. In order to assure uniformity and provide for better appearance, as well as reduce long term maintenance in the area, all trees in the particular area petitioned would be removed and replaced.
6. In that granting requests initiated by petitions is a discretionary matter, each petition request will be considered individually and will be determined on the merits of the individual request.

SUBJECT:

TREE TRIMMING

POLICY
NUMBER

700-05
AMENDED:

EFFECTIVE
DATE

07-19-78
11-27-18

It is the policy of the City Council that City will provide the basic minimum frequency of tree trimming consistent with traffic and pedestrian safety.

SUBJECT:		POLICY	EFFECTIVE
	WATER UTILITY	NUMBER	DATE
	REVENUES AND FUNDS	<u>800-01</u>	<u>04-13-72</u>
		AMENDED:	11-05-90

It is the policy of the City Council that City staff shall use its utmost diligence to ensure that water funds are used solely for the benefit of those supplying the water funds.

SUBJECT:		POLICY	EFFECTIVE
	FUNDING OF ALL NEW	NUMBER	DATE
	WATER SYSTEM FACILITIES	800-02	04-13-72
		AMENDED:	11-27-18

It is the policy of the City Council to defray the costs of all new water system facilities from a combination of funds derived from water revenues and bonded indebtedness. The proportion of funds to be derived from bonded indebtedness shall be determined prior to the preparation of water rate studies.

SUBJECT:

RESERVE FOR CONTINGENCY

POLICY
NUMBER

800-03

EFFECTIVE
DATE

04-13-71

It is the policy of the City Council that at least \$500,000 shall be set aside in the Water Fund as a reserve for contingencies. The reserve is intended for emergency appropriation for the water operation or any city operation.

SUBJECT:	DELINQUENT WATER ACCOUNTS	<u>POLICY NUMBER</u>	<u>EFFECTIVE DATE</u>
		800-04	05-17-60
		AMENDED:	11-27-18

It is the policy of the City Council, upon recommendation of the Finance Director, to grant authorization to process delinquent bills for water system services, charges or other obligations in arrears through collection agencies.

SUBJECT:

METERING OF WATER
ACCOUNTS

POLICY
NUMBER

800-05

EFFECTIVE
DATE

09-26-67

It is the policy of the City Council that all water service connections served by the City of Garden Grove be equipped with a metering device, except by special provisions to municipal facilities, whether said accounts are located inside or outside of the City of Garden Grove.

SUBJECT:	UNDERGROUND UTILITIES	<u>POLICY NUMBER</u>	<u>EFFECTIVE DATE</u>
		800-06	12-16-69
		AMENDED:	04-01-75

It is the policy of the City Council to underground utilities wherever possible in connection with major street improvement projects.

SUBJECT:

FACILITY REPLACEMENT
PROGRAM FUNDED FROM
DEPRECIATION

POLICY
NUMBER
800-07

EFFECTIVE
DATE
08-12-75

It is the policy of the City Council that the Water Supply Program have a FUNDED DEPRECIATION - REPLACEMENT PROGRAM, and that this program be a part of the operating budget.

SUBJECT:

FEEES AND CHARGES
TO COVER EXPENSE

POLICY
NUMBER

800-08

EFFECTIVE
DATE

08-12-75

It is the policy of the City Council that all water fees and charges established in the Municipal Code be set at a rate to recover the City's expense.

SUBJECT:		POLICY	EFFECTIVE
	LIGHTING DISTRICT	NUMBER	DATE
	REVENUES AND FUNDS	800-09	05-23-77
		AMENDED:	11-19-90

Garden Grove lighting districts are operated and administered pursuant to government code regulations governing such districts.

It is the policy of the City Council that street lighting funds shall not be used for median construction or median maintenance.