



# City of Laguna Woods

## Application Form for Appointment Dog Park Advisory Group

Thank you for your interest in serving on the Dog Park Advisory Group!

The Dog Park Advisory Group provides citizen advice and oversight on matters pertaining to the operation and maintenance of “A Place for Paws” Dog Park including, but not limited to, rules, regulations, physical conditions, and capital improvement projects. The Dog Park Advisory Group is also consulted for assistance in identifying desired dog park-related programs, projects, and services as a part of each of the City’s two-year budget and work plan development processes. The Dog Park Advisory Group meets regularly on the second Tuesdays of February, April, June, August, October, and December at 3 p.m.

**This application form and all of the information hereon or attached hereto is considered to be a public record and is subject to unrestricted public disclosure.** Application forms are considered to be public records regardless of whether or not an applicant is ultimately appointed to the Dog Park Advisory Group or whether or not an application form is withdrawn by an applicant or deemed ineligible by the City Clerk’s Office.

Please attach additional pages, if necessary.

For more information on the Dog Park Advisory Group, please contact the City Clerk’s Office at (949) 639-0500. Applications must be mailed or hand delivered to City of Laguna Woods, Attn: City Clerk’s Office, 24264 El Toro Road, Laguna Woods, CA 92637.

### **CONTACT INFORMATION**

First and Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Cellular Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

[CONTINUED ON NEXT PAGE]

**ELIGIBILITY SCREENING**

*A. Are you a resident of Laguna Woods?*

Yes\_\_\_\_\_ No (ineligible)\_\_\_\_\_

*B. Are you interested and able to serve on the Dog Park Advisory Group after having been provided with, read, and understood Administrative Policy 1.5 (Dog Park Advisory Group)?*

Yes\_\_\_\_\_ No (ineligible)\_\_\_\_\_

**RESPONSES TO QUESTIONS**

*1. Do you currently have any dogs licensed by Laguna Woods Animal Services?*

Yes\_\_\_\_\_ No\_\_\_\_\_

*2. How often and for how long have you used “A Place for Paws” Dog Park?*

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*3. Why do you use “A Place for Paws” Dog Park?*

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*4. Why are you interested in serving on the Dog Park Advisory Group?*

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***5. How long have you lived in Laguna Woods and are you a full-time resident?***

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***6. Please describe your educational background, including schools attended and degrees held.***

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***7. Please describe any relevant experience (paid or volunteer), qualifications, and training that you feel you would bring to the Dog Park Advisory Group.***

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***8. "A Place for Paws" Dog Park is regularly used by a diverse group of individuals and their dogs for a variety of reasons. If appointed to serve on the Dog Park Advisory Group, how would you work to effectively understand the needs and desires of dog park users?***

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**ACKNOWLEDGEMENTS**

I, the undersigned, do hereby certify that the information submitted on this application form is true and correct and that I am a resident of Laguna Woods.

I further understand and agree that if I am appointed to the Dog Park Advisory Group, I would serve at the pleasure of either the City Councilmember who appointed me and the City Council as a whole, or the Laguna Woods Village Dog Club Board of Directors and the City Council as a whole, as the case may be, and subject to the Ralph M. Brown Act, Administrative Policy 1.5, and any other applicable laws and policies, as may change from time-to-time.

I further understand and agree that this application form and all of the information hereon or attached hereto is considered to be a public record and is subject to unrestricted public disclosure. This application form will be considered to be a public record regardless of whether or not I am ultimately appointed to the Dog Park Advisory Group or whether or not I withdraw this application form or this application form is deemed ineligible by the City Clerk's Office.

First and Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF LAGUNA WOODS  
ADMINISTRATIVE POLICY 1.5**

**DOG PARK ADVISORY GROUP**

**1.5.01. Statement of Purpose.**

The City of Laguna Woods recognizes that the collective knowledge and experience of its residents and other stakeholders can benefit the local decision-making process. To facilitate constructive opportunities for public input and engagement, and to promote transparency through an open exchange of information and ideas, the City Council has established a Dog Park Advisory Group.

The Dog Park Advisory Group is responsible for providing citizen advice and oversight on matters pertaining to the operation and maintenance of “A Place for Paws” Dog Park including, but not limited to, rules, regulations, physical conditions, and capital improvement projects. The Dog Park Advisory Group shall be consulted for assistance in identifying desired dog park-related programs, projects, and services as a part of each of the City’s two-year budget and work plan development processes.

**1.5.02. Eligibility Requirements.**

Any resident of Laguna Woods is eligible to serve on the Dog Park Advisory Group. Eligibility requirements shall also include interest, willingness, and ability to contribute to the purpose of the Dog Park Advisory Group.

**1.5.03. Applications.**

Individuals who are interested and eligible to serve on the Dog Park Advisory Group shall file a completed application form with the City Clerk’s Office (Exhibit A to this administrative policy). Application forms filed with the City Clerk’s Office shall be made available to City Councilmembers for purposes of each City Councilmember’s deliberation and independent selection of appointees. Application forms filed with the City Clerk’s Office and all of the information contained thereon, are considered to be public records and are subject to unrestricted public disclosure. Application forms are considered to be public records regardless of whether or not the applicant is ultimately appointed to the Dog Park Advisory Group or whether or not an application form is withdrawn by the applicant or deemed ineligible by the City Clerk’s Office.

#### **1.5.04. Appointment and Terms.**

Appointments to the Dog Park Advisory Group shall be made as follows:

- A. Each City Councilmember is able to appoint one individual to the Dog Park Advisory Group. Appointments shall be made by City Councilmembers filing original signed and dated notices with the City Clerk's Office. Appointments shall be considered effective five calendar days following the date of receipt by the City Clerk's Office and shall continue until one or more of the following occurs:
1. The member resigns. Members of the Dog Park Advisory Group may resign at any time. Resignations shall be made by the member filing an original signed and dated notice, or email notice from the email address on file, with the City Clerk's Office. Resignations shall be considered effective immediately upon receipt by the City Clerk's Office and are not revokable. For the purpose of this administrative policy, "resignation" shall also include vacancies due to a member's passing, being declared mentally incompetent by a court of law, or any of the circumstances listed in Government Code Section 1770.
  2. The regular two-year term of the Dog Park Advisory Group ends. Regardless of the date that a member of the Dog Park Advisory Group was appointed, all Dog Park Advisory Group appointments expire on December 31 of even numbered years. There is no limit to the number of terms for members of the Dog Park Advisory Group.
  3. The City Councilmember who appointed the member to the Dog Park Advisory Group ceases to be a member of the City Council. Members of the Dog Park Advisory Group appointed by a City Councilmember who ceases to be a member of the City Council shall cease to be members of the Dog Park Advisory Group upon the end of the appointing City Councilmember's term of office.
  4. The member is removed by the City Councilmember who appointed him/her to the Dog Park Advisory Group. Members of the Dog Park Advisory Group serve at the pleasure of the City Councilmember who appointed them and may be removed by the same, with or without cause or notice. Removals shall be made by a City Councilmember filing an original signed and dated notice with the City Clerk's Office. Removals shall be considered effective

immediately upon receipt by the City Clerk's Office.

5. The member is removed by the City Council. The City Council reserves the right to remove any member of the Dog Park Advisory Group, with or without cause, following a publically noticed vote with no more than one dissention of the quorum of the City Councilmembers present at the time. Removals shall be considered effective immediately upon the vote. In this case, the name of the member contemplated for removal must be printed on the meeting agenda.
- B. Two members of the Dog Park Advisory Group shall be appointed by a majority vote of the Laguna Woods Village Dog Club Board of Directors ("Board of Directors"). The Board of Directors shall submit an appointment letter to the City Clerk's Office identifying the name of each appointee, the date of the vote, the names and titles of each member of the Board of Directors, and the vote of each member of the Board of Directors for each appointment. The appointment letter shall be accompanied by a completed application form for each appointee in the format required by this administrative policy. Appointments shall be considered effective five calendar days following the date of receipt of all required materials from the Board of Directors by the City Clerk's Office and shall continue until one or more of the following occurs:
1. The member resigns. Members of the Dog Park Advisory Group may resign at any time. Resignations shall be made by the member filing an original signed and dated notice, or email notice from the email address on file, with the City Clerk's Office. Resignations may also be submitted to the Board of Directors to be forwarded to the City Clerk's Office. Resignations shall be considered effective immediately upon receipt by the City Clerk's Office and are not revokable. For the purpose of this administrative policy, "resignation" shall also include vacancies due to a member's passing, being declared mentally incompetent by a court of law, or any of the circumstances listed in Government Code Section 1770.
  2. The member is removed or replaced by the Laguna Woods Village Dog Club Board of Directors. The Board of Directors may remove or replace any member of the Dog Park Advisory Group, with or without cause, following a majority vote. Removals or replacements shall be considered effective five calendar days following the date of receipt of a notification letter from the Board of Directors by the City Clerk's Office. The Board of Directors is

encouraged to exercise sound judgement and discretion prior to removing or replacing any member of the Dog Park Advisory Group. The Board of Directors is further encouraged to establish an internal process providing for an orderly nomination and appointment process, including the establishment of terms and desired qualifications.

3. The member is removed by the City Council. The City Council reserves the right to remove any member of the Dog Park Advisory Group, with or without cause, following a publically noticed vote with no more than one dissention of the quorum of the City Councilmembers present at the time. Removals shall be considered effective immediately upon the vote. In this case, the name of the member contemplated for removal must be printed on the meeting agenda.

In order to maintain its eligibility to make appointments to the Dog Park Advisory Group, all members of the Laguna Woods Village Dog Club Board of Directors shall execute and file with the City Clerk's Office an acknowledgement of this Administrative Policy and a non-discrimination agreement in form sufficient to the City Manager and City Attorney, within 10 calendar days of their appointment to such position.

#### **1.5.05. Meetings and Conduct.**

- A. Scheduling. The Dog Park Advisory Group shall hold regular meetings at a date, time, and place set by resolution of the City Council. Meetings may be called or cancelled for any lawful reason and by any lawful means consistent with this administrative policy, other City Council direction, and applicable laws.
- B. Noticing and Rules of Conduct. All Dog Park Advisory Group meetings shall be publically noticed and conducted in accordance with the Ralph M. Brown Act and applicable laws. The Dog Park Advisory Group may establish their own rules for conducting meetings, subject to the Ralph M. Brown Act, this administrative policy, other City Council direction, and applicable laws.
- B. Quorum. A majority of the members currently appointed to the Dog Park Advisory Group shall constitute a quorum of the Dog Park Advisory Group's membership. A quorum shall be required for the Dog Park Advisory Group to conduct any business and a majority of a quorum present at any meeting shall be required to carry a motion.



- D. Chair and Vice Chair. The Dog Park Advisory Group shall appoint a chair and vice chair from amongst its membership. The chair, or vice chair in the absence of the chair, shall conduct meetings and attest to meeting minutes. When neither the chair nor the vice chair are present at a meeting, a quorum of members may call the meeting to order and appoint an acting chair for the same purposes.
- E. Agenda Content. Items may be placed on the Dog Park Advisory Group agendas by a majority vote of the City Council or by the City Manager, consistent with this administrative policy and other City Council direction.
- F. Nature of Action. The Dog Park Advisory Group is advisory in nature to both the City Council and City staff. The Dog Park Advisory Group is able to provide input and make recommendations, but may not provide direction to City staff and possess no authority to bind the City to any particular course of action.
- G. Dissent. When the Dog Park Advisory Group submits a recommendation to the City Council or City staff, dissenting members are entitled to have the reason for their dissent fully, fairly, and accurately presented.
- H. Meeting Minutes. City staff shall prepare minutes for Dog Park Advisory Group meetings consisting of a record of the actions taken, presentation of the dissent thereto (if applicable), and public comments received, subject to approval by the Dog Park Advisory Group. The chair, or vice chair or acting chair in his or her absence, shall attest, in writing, to the approval of the meeting minutes and a copy shall be filed with the City Clerk's Office.

#### **1.5.06. Subcommittees.**

The establishment and appointment of a subcommittee or other subsidiary body to the Dog Park Advisory Group shall require prior approval of the City Council and shall comply with any conditions as the City Council may require. In general, the Dog Park Advisory Group are encouraged to carry out its advisory duties at meetings of the Dog Park Advisory Group as a whole, including at special meetings when necessary. All actions or deliberations related to the allocation or award of City grant monies shall be undertaken by the Dog Park Advisory Group as a whole. The City Council will only consider the establishment and appointment of ad hoc subcommittees to act in advisory capacities on discrete, short-term circumstances and matters.

Any subcommittee to the Dog Park Advisory Group may be disbanded or terminated at any time and for any reason by the City Council. The City Council may also impose additional conditions or limitations on any subcommittee.

#### **1.5.07. Public Statements.**

Neither the Dog Park Advisory Group nor any member thereof shall make a political or other endorsement; statement of position on legislation; financial commitment; or commit or speak in anyway, including but not limited to the issuance of statements, on behalf of the Dog Park Advisory Group or the City, without first obtaining the express consent of the City Council. Nothing in his administrative policy shall be construed, however, to inhibit or forbid political or other speech or activity, in a purely individual capacity, by any member of the Dog Park Advisory Group, so long as such member does not purport to speak for, or as a member of, the Dog Park Advisory Group.

Unless so authorized, Dog Park Advisory Group members who wish to speak on a subject within the purview of the Dog Park Advisory Group may identify themselves as a Dog Park Advisory Group member, but shall state that they do not speak on behalf of the City or the Dog Park Advisory Group, and that the opinion they offer is their own personal opinion.

#### **1.5.08. Routine City Council Reporting.**

- A. Provision of Meeting Agendas and Minutes (regular). The City Clerk's Office shall provide City Councilmembers with the agendas and minutes for the Dog Park Advisory Group on a regular basis.
- B. Provision of Meeting Agendas and Minutes (annual). The City Clerk's Office shall compile and provide City Councilmembers with the minutes for the Dog Park Advisory Group that occurred during the preceding calendar year no later than January 31 of each year.

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City Council Approval: February 21, 2018