



City of Crescent City
(Incorporated 1854)

**Policies and Procedures Manual for the City Council
of the City of Crescent City**

Adopted on August 15, 2016 by Resolution No. 2016-18

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VISION

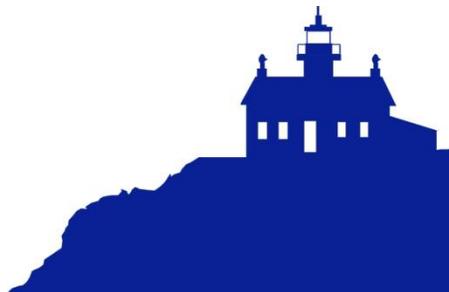
The City of Crescent City will promote health, safety, quality of life and community pride for our residents, businesses, and visitors through leadership, teamwork and values.

MISSION

The purpose of the City of Crescent City is to promote a high quality of leadership, services, and life to our residents, businesses, and visitors by providing the most efficient, innovative and economically sound municipal services, based on our diverse history, culture, and unique natural resources.

VALUES

*Accountability
Honesty & Integrity
Transparency
Excellent Customer Service
Effective & Active Communication
Community Partnerships
Fiscal Responsibility*



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POLICIES AND PROCEDURES MANUAL FOR THE CITY COUNCIL OF THE CITY OF CRESCENT CITY

1.0 Introduction

This Policy and Procedure Manual (the "Manual") has been developed to assist the City Council by documenting currently accepted and adopted practices. Through agreement of the City Council and staff to be bound by these practices, the effective administration of the City is greatly enhanced. The objective of the Manual is to provide guidance to seated Council Members and staff, and to provide insight into the workings of the Council for potential electeds and the general citizenry.

2.0 Overview of Important Documents and Resources

This Manual provides a summary of important aspects of Council activities. However, it cannot incorporate all of the material and information necessary to be successful and knowledgeable in the business of being a Council Member. Many other laws, policies, plans and documents exist which bind the Council to certain courses of action or that should be considered when weighing decisions. A description of several of these important resources is provided below. The City Clerk can either provide you with copies of each of these documents or direction on where to find them, many of which are linked on the City website.

2.1 Municipal Code: The Municipal Code contains local laws and regulations that have been adopted by city ordinances. The Code additionally establishes the offices of the City Council, City Manager, City Attorney, and other City officers.

2.2 California Government Code: Crescent City is a "general law" city, which means that it is organized in accordance with provisions of the state code. Duplication may occur between State and City codes, and generally occurs as a result of the desire to ensure broad awareness of the requirements. The State code additionally describes the Council-Manager form of government. There is more on this topic under section 7.2 of this manual.

2.3 General Plan: The General Plan formalizes the long-term vision for the physical evolution of Crescent City and outlines policies, standards, and programs to guide day-to-day decisions concerning Crescent City's Development. State law requires that every city and county in California adopt a general plan that is comprehensive and long-term. The most recent Plan was adopted in 2001 and is planned for an update in 2020. There are seven *elements* of the General Plan which may be updated more frequently: Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety.

2.4 Strategic Plan: The Strategic Plan is reviewed, updated, and adopted each year to be used as a tool for decision making and resource allocation. It is a living document that

should clearly communicate where an organization's priorities lie as well as outline a strategy for meeting those priorities. Changing internal and external conditions, additional knowledge, and available resources may create a need to update and/or change the content of the Strategic Plan. Periodic review is essential in maintaining its effectiveness.

2.5 Annual Budget: The City's annual budget is largely driven by the policies and decisions that have already been made by the City Council based on recommendations by City staff, input from the community, and their own reflections on the direction in which they wish to steer the City. The budget is essentially an allocation of resources document, and a Budget Workshop is held each year prior to the adoption of the budget to discuss contributing factors. The City operates on a July 1 through June 30 fiscal year.

2.6 Code of Ethics: The residents and businesses of Crescent City are entitled to a fair, ethical, and accountable local government which has earned the public's full confidence for integrity. To this end, the City of Crescent City has adopted a Code of Ethics for members of the City Council and other City commissions to assure and preserve this confidence. You may find the adopted Code of Ethics in the Appendix of this document as section 10.1. (Council Members and some City staff are also required to take ethics training, called AB1234 training, every two years).

2.7 Other Resources: As mentioned above, these are just a few of the resources available to Council Members. Below are several sources where additional information can be found.

2.7.1 League of California Cities: The City of Crescent City is a member of the Redwood Division of the League of California Cities and Council Members, the City Manager, and Department Heads utilize League conferences and publications as a valued resource for training and education. The LoCC website is www.cacities.org.

2.7.2 Institute for Local Government: The Institute for Local Government provides a variety of resources for California local governments including, but not limited to, newly elected officials orientation materials, leadership and governance guidance, and information on a variety of departmental topics. The ILG website is www.ca-ilg.org.

2.7.3 International City and County Management Association: The mission of the ICMA is to "create excellence in local governance by developing and fostering professional management to build better communities". Resources include research, consulting, outreach, staff support, partnerships, performance measurement, and professional and leadership development. The ICMA website is www.icma.org.

2.7.4 Fair Political Practice Commission: The FPPC was created by the Political Reform Act of 1974, a ballot initiative passed by California voters in 1974 as Proposition 9. The FPPC provides education, enforcement, and assistance with compliance of the Act, including

Conflict of Interest Form 700 filing and AB1234 ethics training. The FPPC website is www.fppc.ca.gov.

3.0 City Council of the City of Crescent City: Powers and Responsibilities:

3.1 City Council Generally: The powers of a city council in California to establish policy are quite broad. The Council shall have the power, in the name of the City, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants, which are not specifically prohibited by the Constitution and laws of the State of California. (*California Constitution Article XI, Section 5(a)*)

The Council acts as a body, with no single member possessing any more power than any other member. The Mayor and the Mayor Pro Tempore do have some ceremonial and administrative functions as described below, but in all aspects of policy establishment, voting, and in other significant areas the members are equals (*CA Gov. Code 40601*). Policy is set by a majority vote of the Council, and even if a member disagrees with the decision they are bound to the chosen course of action. In turn, staff are bound to ensure that policy is upheld and actions to pursue policy direction in no way reflect bias against Council Members who hold a minority opinion.

3.2 Role of Mayor and Mayor Pro Tempore: The Mayor and Mayor Pro Tempore are chosen annually by a majority vote of the Council. These offices are taken at the beginning of the following meeting. The Mayor shall preside over all meetings of the City Council, and if he or she cannot be present or is unable to act the Mayor Pro Tempore shall serve as Mayor until such time that the Mayor can be present or is able to act. While the Mayor may make or second any motion, and present and discuss any matter as a member of the Council, he or she traditionally speaks and votes last.

3.2.1 Term: At the first regular Council meeting following a general municipal election, or at the first regular Council meeting in November of odd numbered years, the City Council shall choose one of its members as Mayor and one of its members as Mayor Pro Tempore for a term of one year. (*Resolution No. 2016-15*)

3.2.2 Ceremonial: The Mayor is recognized as the head of the City for all ceremonial purposes and signs all documents for the City that require an official signature, except when the City Manager has been authorized by the Council to sign such documents, or if he or she cannot be present or is unable to act.

3.2.3 Agenda Review: The Mayor and the Mayor Pro Tempore typically meet with the City Manager, City Attorney, and City Clerk once, at an agreed upon time and place, the week prior to a Council meeting to discuss the timing of business items, volume of business which can be conducted at one meeting, and inclusion of non-business items including

acknowledgements, proclamations, and presentations. Should any significant disagreement arise over the scheduling of items, these matters will be resolved by the full City Council.

3.2.4 Signatories: The Mayor and the Mayor Pro Tempore are authorized signers on any bank or financial institution accounts held by the City, along with the City Manager and Finance Director. Said banks and financial institutions are authorized to honor all checks and warrants drawn on any of the City accounts when bearing, or purported to bear, one actual signature of the Finance Director or City Manager, and one facsimile signature of the Mayor or the Mayor Pro Tem. (*Resolution No. 2008-41*)

3.3 Appointment of City Manager, City Attorney: The City Council appoints two positions within the organization - the City Manager and the City Attorney. Both positions serve at the will of the City Council. The City Manager is an employee of the City and has an employment agreement that specifies certain terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City and is the operational head of the City. The City Attorney is contracted by the City and is typically a member of a law firm who specializes in municipal law. The City Manager and City Attorney typically attend all Council meetings. (*Municipal code § 2.08.010, Ord. No. 786*)

3.4 Role in Disaster: The City Council has some specific, extraordinary powers in the case of disaster. Additionally, some meeting restrictions and expenditure controls are eased in these situations. In an emergency the Disaster Council, as defined in the City's Municipal Code, shall be empowered and the City Council may be requested by the City Manager, who is also the Emergency Services Director, or his or her designee, to convene wherever appropriate, to receive information and to provide policy guidance. Should a quorum of the City Council be unavailable State law specifies a hierarchy as to who may serve in their place. (*Municipal code § 2.36.040, Ord. No. 532*)

3.5 Appointment of Advisory Bodies: The City may, at any time, have a number of advisory bodies. In addition, resident committees and task forces are occasionally appointed by the City Council to address issues of interest. A task force or other ad hoc committee is a body created by the Council for a specific task to aid the Council in its duties, and such bodies cease to exist once the task is complete unless otherwise stated.

3.6 Council Relationship with Advisory Bodies: Council Members may attend meetings as residents and request that commissioners consider certain issues during their deliberations or in unusual instances as Council Members to reflect the views of the Council as a body. Council Members are cautioned, however, in attending commission meetings to avoid concerns regarding prohibited "serial meetings" under the Brown Act, especially when a matter may subsequently be appealed from the commission to the City Council. Council Members should also be respectful of the fact that in attending such meetings they have the rights, and

only the rights, of ordinary citizens - including the right to write to and speak to the commission during public comment periods.

3.7 Serving on Other Boards, Commissions, and Committees: State law directs that Council Members are not allowed to serve as a voting member on appointed boards of the City, including a City board, committee, or commission, whether composed of citizen volunteers, City employees, or a combination of both. This is not to be construed as prohibiting members of the Council from serving on committees, boards, or commissions of the Council itself or of agencies representing other levels of government. Quite contrary, Council Members are encouraged to serve in many of these positions and are requested to report back to the Council on matters discussed at these meetings in which they are involved.

There are many boards, commissions, and committees that the City is involved in traditionally or by agreement. Per the Municipal Code, the Mayor makes appointments to the Planning Commission with approval of the City Council (*Ordinance No. 544*). This is traditionally how appointments to the other boards, commissions, and committees are done as well. A list of these groups, including a description, is attached in the appendix as section 10.2.

4.0 City Council Meetings

4.1 Meeting Schedule: Regular meetings of the City Council are held on the first and third Mondays of each month, with closed session beginning at 5:00 p.m. and open session beginning at 6:00 p.m. at the Flynn Center located at 981 H Street, Crescent City, CA 95531 (*Resolution No. 2007-37*). When the Monday on which a Council meeting would normally be held is a federal or state holiday the Council meeting is held on the Tuesday immediately thereafter. The Council generally adopts a meeting schedule for the following year at the second meeting in December, and this adopted schedule may differ slightly than as described above. Additionally, meetings may be cancelled due to lack of items or unforeseen events.

The Council may, on occasion, hold a special meeting at a different time and/or location. Special meetings may be called by the Mayor or by three members of the City Council. Written notice must be given to the City Council and to the media 24 hours prior to a special meeting, and no business other than that officially noticed may be discussed (*CA Gov Code § 54956*).

4.2 Development of the Agenda

4.2.1 Agenda Timeline: Staff typically are considering items for placement on the agenda several meetings out. A staff discussion on items for the upcoming meeting takes place on the morning following Council meetings. Draft agenda reports for staff items are due to the City Clerk for City Manager review the Monday morning a week prior to the Council meeting. The agenda review with the Mayor and Mayor Pro Tempore occurs once, at an agreed upon time and location, the week prior to the Council meeting. Agenda items are typically finalized on the Wednesday prior to the Council meeting.

4.2.2 Placing Items on the Agenda

4.2.2.1 City Council: A Council member may request that an item be considered on a future agenda and, upon agreement by a majority of Council, staff will prepare a staff report on the item. This request is generally made during the City Manager Report and Council Directives portion under the City Council Items portion of a Council meeting. Backup material is required to be provided by the person requesting agenda placement.

4.2.2.2 Members of the Public: A member of the public may request that an item be placed on a future agenda by placing the request with the City Clerk or City Manager who will bring the request to agenda review. The Mayor shall have the discretion to approve or deny the request. If the Mayor denies the request, the requestor may seek appeal from a majority of the Council during public comment at any regular Council meeting. Members of the public may also make the initial request at public comment or by asking a Council Member to make the request on his or her behalf. (*Resolution No. 2016-14*)

4.2.2.3 Emergency Items: Generally, legislative bodies are not allowed to discuss or act on items that have not been agendized. Emergency and non-agendized items may be added to an agenda only in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages and disasters. Adding an emergency item is very rare and requires a majority vote. (*CA Gov Code § 54954*)

4.2.2.4 Non-Agendized Items: More often, an item may arise after the agenda is posted which requires immediate action. In order to discuss and act on the item the Council must first find that two elements exist: 1) that the item arose after agenda posting, and 2) that it requires immediate action. To approve this, if five members are present four must vote in favor, if four are present three must vote in favor, and if only three are present the vote in favor must be unanimous. (*CA Gov Code § 54954*)

4.3 Notification and Advertising: Advanced noticing of some agenda items is required by law; this is generally accomplished by posting notice in the local newspaper of greatest circulation. For items that have significant community interest staff will promote through additional avenues including press releases and social media.

4.4 General Procedures: The City adheres to *Rosenberg's Rules of Order*. You may obtain this document in its entirety from either the City Clerk or the League of California Cities website.

4.4.1 Presiding Officer: The Mayor serves as the presiding officer or, in his or her absence, the Mayor Pro Tempore. As chair, he or she is responsible for announcing agenda items, following the agenda format, asking members of the body if they have technical

questions or need clarification, inviting public comment, inviting a motion, inviting a second, ensuring everyone understands the motion, inviting discussion by the members of the body, taking the vote, and announcing the result of the vote. The chair has several additional duties as outlined in *Rosenberg's*.

4.4.2 Seating Arrangement of the Council: The Mayor Pro Tempore sits immediately to the right of the Mayor. The Mayor, with approval from the Council, shall establish the seating arrangement for regular Council meetings.

4.4.3 Quorum: Three-fifths of the Council Members constitute a quorum for the transaction of business.

4.5 Order of Business: The City Council hereby establishes the order of business for meetings through the adoption of this document. The Mayor or Mayor Pro Tempore may alter the order of items at any given meeting at his or her discretion.

4.5.1 Closed Session (*closed to the public*): The content of closed session meetings is restricted by state law to ensure open proceedings. The usual reason for discussing an item in closed session revolves around either maintaining the negotiating position of the City or to protect the privacy of employees. The topics and circumstances which are allowed to be discussed without public attendance that relate to the City include some aspects of litigation, real estate negotiations, public employment, labor negotiations, grand jury testimony, license applicants with criminal records, and public security.

4.5.1.1 Call to order: The Mayor calls the meeting to order.

4.5.1.2 Roll Call: The City Clerk will take roll call.

4.5.1.3 Announcement of Closed Session Items: The Mayor will read aloud items to be discussed in closed session and appropriate Gov. Code § that gives the legal right to discuss the item in closed session.

4.5.1.4 Public Comment Period: Each member of the public is allowed three minutes in which to speak on any item on the agenda for closed session.

4.5.1.5 Convene: City Council will convene behind closed doors for closed session discussion.

4.5.1.6 Carry-over: If closed session items cannot be completed by 5:55 p.m. they may be continued following the conclusion of the open session upon consensus of the Council.

4.5.2 Open Session (*open to the public*): Open session is where the regular business of the Council takes place. The Mayor may disrupt the order of business in special circumstances to accommodate speakers or timely actions, upon approval of a majority of the Council.

4.5.2.1 Call to order: The Mayor will call the open meeting to order.

4.5.2.2 Roll Call and Pledge of Allegiance: The City Clerk will take roll call in alphabetical order and ending with the Mayor Pro Tem and then the Mayor. The Mayor will then assign a Council member to lead the Pledge of Allegiance.

4.5.2.3 Announcement of Actions from Closed Session: The City Attorney will report out on any reportable actions taken in closed session.

4.5.2.4 Public Comment Period: Each member of the public is allotted three minutes in which to speak on any item within the jurisdiction of the City. Individuals shall address the Council from the podium and it is requested, through not mandatory, that they give their name and place of residence. Written materials shall be handed to the City Clerk and no less than eight copies shall be provided. The Clerk will then distribute one copy each to each Council Member, one to the City Manager, one to the City Attorney, and retain one copy for the public record. A large group may, at the Mayor's discretion, be allowed to pool their time and nominate a speaker on their behalf in the interest of alleviating repetition. The Council is not able to undertake extended discussion or act on non-agendized items. *(The public is additionally allotted three minutes each in which to speak on any item on the agenda prior to any action taken by the Council on that item; the same procedures shall be applied).*

4.5.2.5 Reports and Presentations: Any reports or presentations which do not require action may be heard by the Council at this time. Reports and presentations made by individuals or organizations other than City Staff must adhere to the procedure for agenda placement. Additionally, it is highly recommended that reports and presentations are kept to ten minutes or less, and that the report or presentation be given to the City Clerk for inclusion in the agenda packet no less than 10 days prior to the meeting.

4.5.2.6 Consent Calendar: Items that are considered routine and non-controversial by the City Manager are placed on the consent calendar. These can be approved, adopted, etc. by one motion of the Council. Any item listed on the consent calendar may be "pulled" by any Council Member for separate action and discussion. These items will be heard following the motion to adopt the remaining items.

Council Members are encouraged to contact the City Manager's office prior to the Council meeting if they expect to pull an item from the consent calendar. This allows the City Manager to notify appropriate staff that they will be expected to present and respond to questions on the item in question.

4.5.2.6 Ceremonial Items: Proclamations, acknowledgements, and oaths may be presented at this time. The City Clerk typically attempts to gather the name(s) of individuals that will be accepting recognitions from the Council prior to the meeting and will deliver this information to the Mayor.

4.5.2.7 Public Hearings: Some items are required by law to have a public hearing. Examples include enactment of some ordinances, consideration of some land use applications, adoption of the City budget, and adoption of municipal fees. Staff or Council may also wish to hold a public hearing on items of great community interest and request that they are placed under this heading. Public hearings are noticed by law, and are sometimes advertised through additional means such as social or traditional media.

4.5.2.8 Adjourn to the Housing Authority Council adjourns as the City Council and convenes as the Housing Authority Board; this board oversees the legislative action of the Housing Authority.

4.5.2.9 Adjourn to the Successor Agency: Council adjourns as the City Council and convenes as the Successor Agency to the Redevelopment Agency to the City of Crescent City; this board oversees the legislative action of the Successor Agency.

4.5.2.10 Continuing Business: Business items are heard which are a continuation of an item heard previously.

4.5.2.11 New Business: Business items are heard which are new to the City Council and/or the public.

4.5.2.12 City Council Items

4.5.2.12.1 Legislative Matters: Consideration of miscellaneous legislative matters pertinent to the City of Crescent City. Action may include authorizing the Mayor to sign the appropriate letters and/or positions with respect to such matters.

4.5.2.12.2 City Manager Report and Council Directives: The City Manager may report out on items of interest to the Council that do not require action. The City Council may instruct the City Manager on matters of importance to the administrative services of the city, and provide direction with respect to subordinates of the City Manager (directives from individual Council Members that are not objected to by any member present shall be considered an order of the City Council).

4.5.2.12.3 Reports, Concerns, Referrals, Travel / Training: City Council Member may make brief announcements and/or reports on their own activities.

Council Members may also ask questions for clarification, make a referral to staff, or take action to have staff place a matter of business on a future agenda.

4.5.2.13 Adjournment: Adjournment is announced along with the time and place of the next scheduled Council meeting.

4.6 Discussion Rules: The City adheres to *Rosenberg's Rules of Order* of which supersedes anything in this document. The League offers a pocket-sized edition of *Rosenberg's Rules* for a small fee. (*Resolution No. 2008-34*)

4.7 Conducting Business at a Late Hour: If business is to be conducted at a late hour (generally after 10:00 p.m.) the Council may wish to motion to fix the time to adjourn. This requires a simple majority vote.

4.8 Enforcement of Order: Any Council Member may request the Mayor to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

5.0 Open Meeting Laws ("The Brown Act"): Operations and procedures of the City and City Council incorporate requirements of the state's open meeting law (commonly referred to as "The Brown Act"). This law is an important piece of local government operations, and as such some specific requirements are highlighted below.

5.1 Overview: The entire city organization conducts its business in compliance with the Ralph M. Brown Act, Gov. Code §54950. The intent of the act is to ensure that deliberation and actions of local public agencies are conducted in open and public meetings.

5.2 Applicability: The Act applies to Council and all commissions, boards, and committees and other legislative bodies described in Gov. Code §54952. Staff cannot promote actions that would violate the Act.

5.3 Meetings: All meetings shall be open and public. A City Council meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received or discussion about such business takes place. Social functions (e.g., receptions, dinners) do not fall under the Act unless City business is discussed.

5.4 Agendas: Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.

5.5 Actions: No action can be taken on any item not appearing on the posted agenda unless (1) an emergency situation exists (must be determined by a majority vote of the Council); (2) the need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by 2/3 vote of the Council or if less than 2/3 are

present, a unanimous vote); or (3) the item was continued to another meeting that was scheduled and posted within 5 days of the original agenda.

5.6 Public Input: The public, by law, has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council during a section of the meeting established for such input. Additionally, the public is allowed to address the Council on each item being addressed at the time the matter is heard. Three minutes per speaker is the standard for our City, but in unusual cases either shorter or longer time periods may be established by consensus of the Council. The Council may request that the speaker identify him or herself, but the speaker may speak anonymously if he or she so chooses.

5.7 Public Disruptions: A portion or all of the public may be removed if willful disruption makes conducting the meeting "unfeasible"; in such circumstances the press may remain unless they participate in the disruption.

5.8 Correspondence: All writings distributed for discussion or consideration at a public meeting are public records.

5.9 Special Meetings: Special meetings may be called by the Mayor or a majority of the Council with strict notification requirements for delivery to the media and Council 24 hours prior to the time of the meeting.

5.10 Emergency Meetings: Emergency meetings may be called without notification due to the disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

5.11 Closed Sessions: Some items may be taken by the Council in closed session but these are very limited by the law. More discussion on closed session items may be found in section 4.5.1.

5.12 Other Provisions: The Act provides many additional restrictions and requirements; this description is intended merely as a summary and overview of the Act, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for additional information.

6.0 Council Communications

6.1 Overview: Perhaps the most fundamental role of a Council Member is communication - communication with the public to assess community opinions and needs, and communication with staff to understand the implications of various policy alternatives and to provide policy direction. Since the City Council acts as a body (meaning that they act on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking to these groups.

6.2 Correspondence from Council Members: Council Members are sometimes requested to provide letters to citizens, businesses, or other public agencies that convey the position of the City Council on policy matters. These letters are usually drafted by City staff or Council, placed on City letterhead, and signed by either the Mayor or City Manager. Individual members of the Council may prepare letters to respond to constituents in response to inquiries or to provide requested information. Staff may also aid in the preparation of such correspondence. Council Members must place on file with the City Clerk copies of any such correspondence sent.

There may be occasion on which Council Members may wish to transmit correspondence on issues which have not yet been decided by the Council as a whole. Under these circumstances Council Members must use their own letterhead and clearly indicate that they are not speaking for the Council as a whole.

Once the Council has taken a position on an issue, all official correspondence should reflect this position. Individual Council Members may disagree with a position and are free to prepare correspondence as private citizens. City letterhead, official Council title, and staff support should not be used in these correspondences to avoid any confusion. It is also inappropriate to utilize City letterhead or staff for personal or political purposes.

If Council Members are asked to prepare letters of recommendation for students and others seeking appointments it is appropriate for Council to use City letterhead and their Council titles. No review by the entire Council is needed, but copies of these letters must also be placed on file with the City Clerk.

6.3 Speaking for "the City": Similar to written correspondence, when requested to speak to groups or asked for Council's position on an issue, Council Members' response should reflect the position of the Council as a whole. A Member may state "while I voted against 'X', the City Council voted in support of it." Again, if a position has not yet been taken by the entire Council the Member should clearly state that any position expressed is theirs personally and does not necessarily reflect that of the Council as a whole.

6.4 Speaking to the Press: As elected all Council Members are free to speak to the press. However, the City does employ a staff member to work as a Public Information Officer to deal with the press, including writing and distributing press releases, fielding press requests to meet with City Council or City Staff, and scheduling time to tour City facilities. When dealing with members of the media it is usually the Mayor who represents the position and interest of the City Council, although in matters of operation a Department Director, the City Manager, or the Public Information Officer may respond to the inquiry.

6.5 Local Legislation, Propositions: On occasion there may be key legislative bills of importance to the City brought to the attention of Council by staff, the League of California

Cities, or other means, and Council may be requested to take a position or an action on this pending legislation. Unless the Council has recently taken action on similar legislation in the past, and the City's position is clear, there must be analysis and discussion of the bill before taking an official position. Generally this analysis will include a summary of the legislation's purpose, interpretation, and listing of entities in support and against. The City may choose to enter into an alliance with other entities to promote common goals.

6.6 Acknowledgments and Proclamations: Ceremonial acknowledgements and proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the City can make special recognition. As part of his or her ceremonial duties, the Mayor is charged with the administration of proclamations. Individual Council Members do not issue proclamations, but they may bring items of interest to the Mayor and may request the Mayor to let him or her read a proclamation in which he or she has an interest.

7.0 Interaction with City Staff

7.1 Overview: City Council policy is implemented on a daily basis through staff operations. It is therefore critical that the relationship between Council and staff be well understood by all parties so that policies and programs may be implemented successfully. To maintain these effective relationships it is important that roles are clearly recognized.

7.2 Council-Manager Form of Government: The City of Crescent City operates on a City Council-City Manager form of government. The Council appoints a City Manager to implement policy, enforce its laws, direct the daily operations of city government, and to prepare and monitor the municipal budget. The Council should work through the City Manager in dealing with City staff unless simply requesting information from department heads and other staff members. The City Manager is responsible to the City Council as a body rather than to individual Council Members.

7.3 Council-Manager Relationship: The employment agreement with the City Manager places him or her as the chief executive officer of the City. This employment agreement is between the City Manager and the City Council. All dealings with the City Manager should be consistent with his or her authority in administrative and personnel matters. Council Members should avoid situations that result in City staff being directed, intentionally or unintentionally, by one or more members of the City Council. Furthermore, Council Members should avoid involving themselves in matters regarding individual City employees or related affairs.

It is important that the City Manager keep the City Council informed. The City Manager respects that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager may communicate with the City Council in various ways; in addition to formal Council meetings the City Manager may hold periodic briefing meetings with

individual Council Members as well as communicate through written correspondence including email. Communication must be undertaken in such a way that all Council Members are treated similarly and kept equally informed. Conversely, it is important that the Council provide ongoing feedback, information, and perceptions to the City Manager.

The City Council evaluates the City Manager's performance on a regular basis to ensure that both the City Council and the City Manager are in agreement about organizational performance and priority goals that are based on mutual trust and common objectives. This evaluation should be written and placed in the personnel file record.

7.4 City Manager Code of Ethics: The City Manager is bound to the International City/County Management Association (ICMA) professional Code of Ethics which binds the City Manager to certain practices that are designed to ensure his or her actions are in support of the City's best interest. The City Manager is required to maintain membership with ICMA during his or her course of employment with the City, and violations of such standards can result in censure from the organization. The ICMA Code of Ethics can be found in the Appendix in section 10.2. (*Resolution No. 2016-16*)

7.5 Council-Attorney Relationship: The City Attorney is the legal advisor for the City Council, City Manager, and departments in relation to City business. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's best interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual members of the Council, but the City Council as a whole.

7.6 Roles and Information Flow

7.6.1 Objectives: It is the intent of staff to ensure that Council Members have free and easy access to information from the City and to ensure that such information is communicated completely, with candor and without bias. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, or executing department priorities. This is necessary to protect staff from undue influence and pressure from individual Council Members, and to allow staff to execute the priorities given by management and by the Council as a whole without fear of reprisal.

7.6.2 Council Roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, service levels, workloads and schedules, departmental priorities, and the performance of City business. If a Council Member wishes to influence any of the above that member must prevail

upon the Council to do so as a matter of Council policy. Should a Council Member become dissatisfied about a department, he or she should speak with the City Manager, not the department head. Likewise, concerns with a department head should also be taken to the City Manager only.

Council Members have a responsibility to make use of staff reports and other information provided to them; they should come to meetings well-prepared, having read staff reports and attachments, and requesting in advance any necessary and available information from staff. If a Council Member has questions on an agenda item, when possible, that Council Member should contact staff prior to the meeting in order to allow staff time to research a response.

7.6.3 Access to Information: Individual Council Members as well as the Council body shall receive the full cooperation and candor of staff in being provided with any requested information. However, please be mindful of staff time and consolidate requests when possible. The City Manager or appropriate staff will inform Council when a critical or unusual event occurs about which the public may be concerned.

There are some limited circumstances under which information cannot be provided. Draft documents (e.g., staff reports in progress, administrative draft EIRs) under review are not available for release until complete and after review by the City Manager. In addition, there are certain legal restrictions on the City's ability to release certain personnel information even to members of the City Council. Certain aspects of Police Department affairs (access to restricted or confidential information related to crimes) may not be available to members of the Council.

7.6.4 Staff Roles: The Council recognizes the primary functions of staff as serving the community, executing Council policy and actions, and keeping the Council informed. Staff is obligated only to take guidance and direction from the Council as a whole, or from the appropriate supervisor(s). Staff is directed to report to the City Manager directly any attempts by individual members of the Council to unduly direct or pressure them into making, changing, or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Council Members for information or assistance; provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council.

7.7 Dissemination of Information: In cases where a staff response to an individual Council Member request involves written materials that may be of interest to other Council Members, the City Manager or appropriate department head may provide copies of the material to all other Council Members. In making this judgment, the City Manager will consider whether the information is significant, new, or otherwise of interest to the Council body.

7.8 Magnitude of Information Request: Any information, service-related request, or revised policy position perceived as necessary by individual Council Members, and that cannot be fulfilled based on the above guidelines, should be submitted by the individual Council Member in writing to the Council as a whole. When raised at a Council meeting the full Council can decide whether and when to agendaize the request for further consideration. The City Manager will seek necessary clarification as to priority that should be given to such a request in light of other priorities and workload impacts.

7.9 Staff Relationship with Advisory Bodies: While staff may support advisory bodies, staff remain responsible to their immediate supervisors and ultimately the City Manager and City Council. Staff support may include preparation of an agenda and its posting in compliance with the Brown Act. Staff may also prepare reports providing additional background on the issue, alternatives, recommendation, and appropriate backup materials, if necessary. An assigned staff person should aid the advisory body in obtaining sufficient information to reach decisions based upon a clear explanation of the issues. This staff person may serve as secretary, taking minutes as needed.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through approved Council agenda procedures. In addition, if a commission wishes to correspond with an outside agency, that correspondence should be prepared by staff for review by the City Manager and possible approval by the City Council.

7.10 Restrictions on Political Involvement by Staff: Local governments are non-partisan entities. Professional staff, as reflected within the principles of the Council-Manager form of government, formulates recommendations in compliance with Council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fundraisers, or other means.

In working for the City, staff members do not surrender any rights to be involved in local elections; there are laws in place that preserve those rights. However, there are limitations in such involvement.

Employees have no restrictions while off the job, but while on the job participation in campaigns or other political activities is disallowed. City resources are not to be used by staff in support of any campaign. This includes, but is not limited to, the use of City email accounts to participate in political activity or the printing of political materials. Off the job, employee uniforms cannot be worn while participating in such activities. City Council are requested to consider these guidelines as well; for example, a Council Member asking a staff member to sign petitions or similar items creates a potentially awkward situation and should be avoided.

8.0 Support Provided to the City Council

8.1 Staff Support: Sensitivity to the workload of support staff members in the City Manager's office is appreciated. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested.

8.2 Technology: Email and other technologies facilitate efficient communication by Council Members to the City Manager, staff, constituents, and others. Council Members are provided with iPads and may be issued other equipment from time to time as well. The City's email is intended for the conduct of official business and not for political reasons. Use of technology additionally raises important legal considerations which Council Members should pay special attention to.

8.2.1 Brown Act Considerations: The Brown Act prohibits members from using "technological devices" to develop a concurrence by a majority regarding an action to be taken to the City Council. These devices include phones, faxes, computer email, public access cable TV, and video. Particular caution is advised in use of devices not to participate in a serial meetings. More information on serial meetings can be found in the League of California Cities document "Guide to the Ralph M. Brown Act".

8.2.2 Public Records Act Considerations: Council Members should be advised that most emails sent or received by Council will fall under the definition of public records under the Public Records Act. Information sent in an email is stored on the computer network until deleted, and continue to exist on the network's backup systems even after being deleted. As a result, emails can become records of the City maintained in the course of business, and thus are available for public disclosure under the Public Records Act.

8.3 Mail, Deliveries: Members of the City Council receive a large volume of mail and other materials from the public, private interests, and staff. The City Clerk's Office maintains a mailbox for each Member. The City Clerk may destroy mail sent to the Council Members deemed as promotional unless requested to do otherwise. Generally, out of courtesy, the City Clerk will deliver mail to Council Members at each Council meeting that has not yet been retrieved. Members are encouraged to return unwanted mail and other documents to staff for shredding and/or recycling.

8.4 Financial Matters

8.4.1 Council Compensation: State law and Municipal Code provide for modest compensation to members of the City Council. State law limits an increase to City Council salaries to 5% per year, effective only following the next election after adoption. Currently, Council Members receive a stipend of \$610.92 per month and are allowed benefits equal to those provided to the CCMEA bargaining unit (*Ordinance No. 734*)(*Resolution No. 2008-16*).

8.4.2 Expenditure Allowance: The annual City Budget may include limited funding for Council Members to undertake official City business. Eligible expenses include travel for attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. Council Members may take a per diem rate when travel requires an overnight stay. *(The City of Crescent City Travel Policy)*

8.4.3 Expenditure Guidelines: All reimbursable expenses must be related to City affairs. Public property and public funds may not be used for any private or personal purpose; this includes personal political purposes. For example, reimbursement should not be sought to pay for meals at a meeting designed to discuss political or campaign strategies. It is also inappropriate to use City funds to pay for the meal or other expense of a private citizen. Expenditure records are public records and questions arising as to the proper application or interpretation of the adopted policy should be directed to the City Manager. *(City of Crescent City Use of Public Funds Policy)*

9.0 Conflicts and Liability

9.1 Conflict of Interest: State laws are in place to prevent an action by a Council Member that would or may constitute a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. If, at any time, a Member believes a potential for conflict of interest exists, he or she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws that regulate conflicts are very complicated and violations can result in significant penalties including, but not limited to, criminal prosecution.

There are two primary laws that govern conflicts of interest for public officials in California - the Political Reform Act and Gov. Code § 1090. In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; Gov. Code § 1090 prohibits a public official from having an interest in government contracts.

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the City. Once a year Council Members and certain staff are required to a statement of economic interest, explained below in section 9.3.

Gov. Code § 1090 is similar to the Political Reform Act, but applies only to City contracts in which a public official has a financial interest. The financial interests covered by § 1090 are different from those in the Political Reform Act. A Member having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating § 1090 are severe. If a Council Member believes that he or she may have any financial interest in

a contract that will be before the Council, the Member should immediately seek advice from the City Attorney or from the Member's personal attorney.

9.2 City Attorney Advice: The City Attorney has an affirmative duty to protect the City and City Council from conflicts of interest whenever possible. It is critical to note that while the City Attorney can render advice on the interpretation of State laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide binding interpretations on such matters is the State Fair Political Practices Commission (FPPC). Members or the Council body may solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters.

9.3 Conflict of Interest Forms (Form 700): Disclosure statements are required of all Council Members, designated commissioners, and senior staff which indicate potential conflicts of interest including sources of income, ownership of property, and receipt of loans and gifts. These are required when assuming office, annually, and when leaving office. Council Members and the City Manager often serve on the governing boards of other agencies as a result of their positions. These agencies may also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property, among other items. Who must file this statement and what information must be included on it is laid out in the City's Conflict of Interest Code, adopted by resolution and reviewed at least every two years. The City Clerk sends out a reminder to file these statements annually. (Resolution No. 2016-01)

9.4 Liability: The City is a large institution offering a variety of services and may occasionally find itself subject to legal actions through lawsuits. The City must always approach its responsibilities in a manner that reduces risk to all involved; however, with such a wide variety of high-profile services all risk cannot be eliminated. The City belongs to Golden State Risk Management Authority (GSRMA) which is an agency that manages insurance and risk activities.

It should be noted that violations of certain laws and regulations by individual Council Members may result in that member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

10.0 Appendix

10.1 City Council Code of Ethics

10.2 City Manager Code of Ethics (adopted by the ICMA Executive Board)

10.3 City Council Member Committees, Commissions, and Boards

**CITY OF CRESCENT CITY
CODE OF ETHICS AND CONDUCT**

Attitudes, words and actions should demonstrate, support and reflect the following qualities and characteristics for the well being of our city. The five core values and expressions that reflect these core values are as follows:

1. Integrity/Honesty

- I am honest with my fellow elected officials, the public and others.
- I do not promise what I believe to be unrealistic.
- I am prepared to make decisions in the public's best interests even if unpopular.
- I credit others' contributions to moving our city's interests forward.
- I do not knowingly use false or inaccurate information to support my position or views.
- I safeguard the ability to make independent, objective, fair and impartial judgments by scrupulously avoiding financial and social relationships and transactions that may compromise – or give the appearance of compromising – objectivity, independence and honesty.

2. Responsibility/Protecting the Public's Interests

- I do not accept gifts, services or other special considerations because of my public position.
- I excuse myself from participating in decisions when my or my immediate family's financial interests may be affected by my city's actions.
- I do not give special treatment or consideration to any individual or group beyond that available to any other individual.
- I refrain from disclosing confidential information concerning litigation, personnel, property or other affairs of the city without proper legal authority, and from using such

information to advance my financial or other personal interests.

3. Fairness/Accountability

- I promote meaningful public involvement in the city's decision-making processes.
- I treat all persons, claims and transactions in a fair and equitable manner; I make decisions based on the merits of the issue.
- If I receive substantive information that is relevant to a matter under consideration from sources outside the public decision-making process, I publicly share it with my fellow governing board members and staff.
- I work to contribute to a strong organization that exemplifies transparency and open communication.

4. Respect for Fellow Elected or Appointed Officials, Staff and the Public

- I treat my fellow officials, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community.
- I work toward consensus building and gain value from diverse opinions.
- I respect the distinction between the role of office-holder and staff; I involve staff in meetings with individuals, those with business before the agency, officials from other agencies and legislators to ensure proper staff support and to keep staff informed.
- I conduct myself in a courteous and respectful manner at all times during the performance of my official city duties.
- I encourage full participation of all persons and groups; I am aware of and observe important celebrations and events that reflect the values of our diverse population.

5. Proper and Efficient Use of Public Resources

- I do not use public resources, such as agency staff time, equipment, supplies or facilities, for private gain or personal purposes.
- I make decisions after prudent consideration of their moral, emotional and financial impact, taking into account the long-term financial needs of the city, especially its financial stability.
- I demonstrate concern for the proper use of city assets (such as personnel, time, property, equipment and funds) and follow established procedures.
- I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its residents.

Adopted @ regular meeting on
March 2, 2009

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in April 2015.



Leaders at the Core of Better Communities

CITY COUNCIL MEMBER COMMITTEE, COMMISSION & BOARDS

ORGANIZATION	PURPOSE	MTG. SCHEDULE	CONTACT
Border Coast Regional Airport Authority (BCRAA)	A Joint Powers Authority (JPA) with a Board of Commissioners comprised of representatives from Del Norte County, the City of Crescent City, the Elk Valley Rancheria, Smith River Rancheria, City of Brookings, and Curry County (needs resolution)	Monthly on the first Thursday at 1:30@ Flynn Center	Matt Leitner, Airport Director, 707.464.7288
Chamber of Commerce Board of Directors	The Chamber develops, supports, and advocates for an environment that fosters sustainable community, health, and economic development	Monthly on the third Friday at 12:00pm @ Cultural Center	Jeff Parmer, Executive Director of the Chamber, 707.464.3174
Coastal Cities Issues Group (CCIG)	A LoCC Special Task Force working group whose purpose is to build a productive, working relationship with the CA Coastal Commission and provide a forum for coastal cities to collaborate on coastal issues of concern.	Quarterly phone calls and an annual meeting as called by the chair	Sara Rounds, Associate Regional Public Affairs Manager, 916.658.8243
Crescent City Port Search and Rescue	Includes the City, County, Harbor, Sheriff, Coast Guard, and Coast Guard Auxiliary regarding communications and emergency response	As needed	Charlie Helms, Harbormaster, 707.464.6174
Del Norte Solid Waste Management Authority (DNSWMA)	A Joint Powers Authority (JPA) consisting of two County Supervisors, two Council Members, and one Public Member; is responsible for solid waste management in Del Norte County including the Transfer Station and the closed landfill.	Monthly on the third Tuesday @ 3:30 p.m. location TBD	Tedd Ward, Exec. Director, 707.465.1100
Humboldt/Del Norte Hazardous Materials Response Authority (HazMat JPA)	Establishing and maintaining hazardous materials response capabilities as an area wide Hazard Materials Response Team	Quarterly; Eureka via phone	Humboldt Co. Health Dept. (Steve Wakefield, Fire Chief/Local Contact, 707.218.4132)
Inter Governmental Relations Committee (IGRC)	Opportunity to share agency and organizational information between a wide range of community organizations and agencies	Quarterly on the second Wednesday of the month @ WWTP	Shared Leadership
Last Chance Grade Stakeholder Group	Facilitator-led stakeholder discussion on the future of Last Chance Grade	8-10 meetings, TBD	John Driscoll, 707.407.3585
League of Cities Legislative Delegate	Tracks legislation and represents the City Council's position(s) when voting at League meetings	Annual mtg. in NorCal or SoCal and regional mtgs. as needed	Sara Rounds, Associate Regional Public Affairs Manager, 916.658.8243
Local Agency Formation Commission (LAFCO)	Consists of 2 County Comm.'s ,2 City Council, and 1Public Member. Oversees special districts through periodic service reviews and determinations of spheres of influence; assists in the formation of new Districts.	Monthly on the fourth Monday at 4:00pm @ Flynn Center	George Williamson, Executive Officer, 707.825.8260
Local Transportation Commission (LTCO)	Consists of three City Council members, two County Supervisors, one Public Member, and one CalTrans Rep. Provides oversight and advocacy on transportation related	Monthly on the second Thursday at 11:00am @ Flynn Center	Tamera Leighton, Director, 707.465.3878

	issues in Crescent City and Del Norte County.		
Oversight Board to the Successor Agency to the Crescent City Redevelopment Agency	Oversight of the winding down of the Redevelopment Agency	Monthly on the second Wednesday at 1:00pm @ Flynn Center	David VanDermark, City Manager, 707.464.7483
Pelican Bay State Prison (PBSP) Citizens Advisory Committee	Warden and staff leaders advise group of current events and/or situations at the prison.	Every other month on the second Wednesday at 3:00pm @PBSP, Warden's Office	Clark Ducart, Warden, 707.465.1000
Redwood Empire Division of the League of Cities	Gather information and advocate on City issues and promote local control; provide regional input to the League of CA Cities	Quarterly, in member cities	Sara Rounds, Associate Regional Public Affairs Manager, 916.658.8243
Redwood Coast Transit Authority (RCTA)	Oversees and advocates for the local transit system and related local transportation needs	Monthly on 3rd Weds. at 3:30pm @ Flynn Center	Mark Wall, GM Mark Wall Associates, 707.465.6830
Tri-Agency Economic Development Authority	JPA of three entities - Del Norte County (two members), Crescent City (two members), Harbor District (two members). Designed to encourage and enhance economic development in Del Norte County	As needed	David VanDermark, City Manager, 707.464.7483 ext. 232
Visitors Bureau	To encourage and enhance tourism in Del Norte County	Monthly on the second Thursday at 3:30 pm @ Cultural Center	Jeff Parmer, Executive Director, 707.464.8511

Ad Hoc Committees that convene occasionally and are appointed as needed

ORGANIZATION	PURPOSE	CONTACT
Auditor Ad-Hoc	The Auditor is selected by, and works for, the City Council. This committee develops the request for proposal (RFP) and makes recommendations to the City Council regarding the approval of the Auditor contract.	David VanDermark, City Manager, 707.464.7483 ext. 232
County of Del Norte Ad Hoc Committee	Meets to discuss matters of mutual interest	Jay Sarina, County Administrative Officer, 707.464.7214
Crescent City Fire Protection District Ad Hoc Committee	Meets to discuss matters of mutual interest	Steve Wakefield, Fire Chief, 707.218.4132
Harbor Ad Hoc	Collaborative efforts with the Harbor District	Charlie Helms, Harbormaster, 707.464.6174
Healthcare District Ad Hoc Committee	Temporary committee to review health care changes related to Sutter Coast Hospital	David VanDermark, City Manager, 707.464.7483 ext. 232
National Park Service Ad Hoc Committee	Meets as needed to discuss matters of mutual importance	
Homelessness Ad Hoc Committee (HELP)	Meets to discuss homeless issue in Del Norte County	David Finigan, Supervisor, 707.464.7204
Mental Health Board	Meets to discuss issues of mental health	