



City of Blue Lake

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Blue Lake, CA 95525

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City Council Agenda

Tuesday, February 11, 2025 ~ 6:30 p.m. ~Special Council Meeting
Skinner Store-111 Greenwood Road, Blue Lake California

Unless Otherwise Noted, All Items on the Agenda are Subject to Action.

Public Input can be given to the Council by emailing cityclerk@bluelake.ca.gov until 4:30 p.m.
on the day of the scheduled meeting.

PLEASE NOTE that live meeting logistics will be prioritized. The quality of the Zoom teleconference meeting cannot be guaranteed. Technical challenges experienced by either the participant or the City will not interrupt or halt the progress of the meeting.

Public input may be facilitated by Zoom at the following meeting link:

Join Zoom Meeting:

Meeting ID: 817 5790 9622 **Passcode:** 898231

1. **Call to Order**
2. **Pledge of Allegiance and Establish a Quorum of the Council**
3. **Approval of Agenda**
4. **Public Comment** – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
5. **City Council Roles and Responsibilities Manual Update-Discussion**
 - a. Meeting Efficiency and Optimization
 - b. Interaction with City of Blue Lake Commissions
 - c. Overall Manual Update
6. **Council Correspondence**
7. **Consent Agenda**
8. **Reports of Council and Staff**
9. **Future Agenda Items**
10. **Adjourn**

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting the City Clerk at 707-668-5655, at least 24 hours prior to the commencement of the meeting.

Mandy's Draft

**CITY OF BLUE LAKE
CITY COUNCIL ROLES AND
RESPONSIBILITIES PROTOCOL
MANUAL**



ADOPTED: OCTOBER 30, 2012
REVISED: JULY 23, 2013
AUGUST 13, 2013
SEPTEMBER 10, 2013

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City of Blue Lake

City Council Roles and Responsibilities Protocol Manual

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The Blue Lake City Council Roles and Responsibilities Protocol Manual is to serve as a guide and reference for City Council Members in their role as elected public officials.

City of Blue Lake Mission

We are a small, historic, family friendly town with an enhanced quality of life and engaged community located in a natural setting that provides us with recreational, as well as, economic opportunities. The City serves a diverse community of residents, businesses and visitors with a knowledgeable, dedicated, responsive staff under the leadership and support of the City Council. The Council listens to the citizens, acts responsibly and seeks innovative and creative solutions to best meet the challenges before them. Guided by fairness, honesty, integrity and transparency, the City Council and City Staff are responsive to the needs of the community. In doing so, the City of Blue Lake helps insure that we are a thriving, vibrant, healthy community.

City Council: Powers and Responsibilities

City Council, Generally

Fundamentally, the powers of the City Council are to be utilized for the good of the community and its residents and to provide for the health, safety and general welfare of the citizenry. The City Council is the policy and lawmaking body of the City. State law and local ordinances define the powers and responsibilities of the City Council.

The Council is made up of five members and acts as a single decision-making body. All Council Members have equal powers. Policy is established by at least the majority vote of the Council and does bind the entire Council to a course of action. It is both the individual Council Members and the staff's responsibility to ensure the policy of the majority of the Council is upheld.

If a Council Member intends to be absent from the City for an extended period of time he or she shall notify the City Manager of such absence and its duration. This is intended for the purpose of convening special meetings and acting in an emergency. Council Member contact information, such as cell phone numbers and email addresses shall be made available to the City Manager.

Roles of City Council Members

This is a list of duties that the Council collectively performs. It is not a comprehensive list but rather an effort to summarize primary responsibilities of a Council Member.

Members of the Blue Lake City Council are collectively responsible for establishing policy, adopting an annual budget, and providing vision and goals to the City Manager. The City Council adopts goals and objectives and enacts local ordinances and resolutions.

Council Members appoint a City Manager and City Attorney and evaluate their performances.

Council Members serve on various boards, committees and commissions; when acting in their capacity as a board member, commissioner or liaison, the duty of the Council Member is to give guidance or clarification of the committee's goals and objectives from the Council's perspective.

While serving on the various committees, boards, JPAs and commissions, Council Members act as a representative of the body of the Council. Council Members report back, to the entire Council and citizens, on what has happened at board, committee, commission and liaison meetings at bi-monthly City Council Meeting.

Council Members study problems, review alternatives and determine best course of public policy. They call special elections as necessary.

Boards, Committees, Commissions and Task Forces.

The City Council has several boards, commissions and committees that its members are selected to serve on. These boards provide a great deal of assistance to our City when formulating policy and transforming policy into action.

Council members do not become members of the commissions, or City of Blue Lake committees. The duty of the Council member is to give guidance or clarification of the committee's goals and objectives from the Council's perspective.

*The City Council is the designated appeal board for the City of Blue Lake's Planning Commission; as such, the City Council does not appoint a liaison to this commission. The City Manager attends the Planning Commission meetings and fulfills the role of liaison.

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The current committees, commissions, boards, joint powers authorities (JPAs) and liaison positions on which Council Members serve are as follows:

City of Blue Lake Liaison Positions:

- City of Blue Lake Parks and Recreation Commission Liaison

- City of Blue Lake Public Safety Commission ~~& Sheriff Liaison~~
- ~~City of Blue Lake Economic Development Commission Liaison~~
- ~~City of Blue Lake Arts and Heritage Commission Liaison~~
- Blue Lake Fire District Liaison
- Blue Lake Business and Chamber of Commerce Liaison
- Blue Lake Rancheria Liaison ~~& Indian Gaming Grant Funds Commission~~

Local and Regional Boards and Joint Powers Authorities Positions:

- Humboldt County Association of Governments (HCAOG)
- Humboldt County Waste Management Authority (HWMA)
- Redwood Region Economic Development Commission (RREDG)
- Redwood Coast Energy Authority (RCEA)
- Humboldt Bay Municipal Water District (HBMWD) Water Task Force
- League of California Cities, Redwood Empire Task Force
- ~~Association of California Water Authorities (ACWA JPA)~~

Typically, assignments to committee, commission, JPA, board and liaison positions are made at the beginning of a Council term at the first regularly scheduled meeting after elections are certified. With the approval of the full Council, Council Members decide amongst themselves which boards they will serve on. Council Member appointments on commissions, JPA's, boards, and liaison positions are for a term of two (2) years.

Council members may be appointed for a second two (2) year term, or Council may decide to appoint new representatives in order to give maximum exposure to the Council on a variety of issues and subject matter.

League of California Cities

The City of Blue Lake is a member of the League of California Cities ("League"); as such, the City participates in legislative activities for the well-being and safety of Blue Lake. The City Council liaison to the League confers with the League and often with the City Manager to decide which legislation is appropriate to take a position on.

The Council decides on subject areas of legislation that are able to be “fast tracked” if they are time sensitive. These areas are decided on by a majority vote of the Council as a group and are designated for “fast track” status. Once a subject area is designated under this status the subject area bills or positions are supported or opposed by the Council and can be sent out to the appropriate Legislator without going through an additional City Council meeting. The subject areas that are not “fast tracked” are brought before the City Council at the next regularly scheduled meeting. The areas of “fast tracked” legislation can be changed and prioritized by the will of the Council.

City of Blue Lake Commissions & Special Topic Committees

The Council may create boards, commissions, committees and task forces as required or convenient. Boards, commissions and standing committees shall be created by ordinance. Task Force and Ad Hoc Committees may be created by appointment by the Mayor, either motion or resolution of the Council.

The City Council may form Council sub-committees comprised of no more than two (2) Council members. The sub-committee(s) will be assigned specific tasks, will report to the full Council and will cease to exist at a designated point in time.

The Council has established, by ordinance, the following Commissions:

- Public Safety Commission
- Parks and Recreation Commission
- Economic Development Commission
- Arts and Heritage Commission
- Planning Commission

The composition of each commission is determined by the commission's Ordinance. The City Council selects commissioners through an open solicitation process. To fill commission vacancies, a public announcement is posted for a period of 30 days prior to any appointment. Potential commissioners are asked to complete an application. All applications are presented to the City Council for review and consideration. Commissioners are selected by the Council at a duly noticed Council Meeting. For application form see Appendix A.

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~~*The City Council is the designated appeal board for the City of Blue Lake's Planning Commission; as such, the City Council does not appoint a liaison to this commission. The City Manager attends the Planning Commission meetings and fulfills the role of liaison.~~

Ad Hoc Committees and Task Forces

As needed, the City Council may form special topic committees; these committees serve in an advisory role to the Council for specific topic areas or subject matter, and shall cease to exist after a designated time. These committees may take the form of an Ad Hoc Committee or a Task Force depending upon the scope of the subject area and the length of the committee's useful existence.

A task force is a work group typically comprised of subject area experts; task forces are small groups of people, and resources, brought together to accomplish a specific objective, with the expectation that the group will disband when the objective has been completed.

Ad Hoc Committees are appointed with a well-defined charge and deadline, after which the committee will cease to exist. Ad-hoc committees target a specific problem or objective, rather than being part of a broader project. The Mayor, or The City Council, by majority vote, may appoint members to an Ad Hoc Committee or Task Force based upon various qualifying factors; appointments to either may be made outside of the regular appointment process in order to facilitate and address issues of immediacy and/or areas of specific expertise.

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Role of Mayor and Mayor Pro Tempore

Presiding Officer

The Council selects the Mayor and Mayor Pro Tempore at the beginning of each Council term at the first regularly scheduled meeting after elections are certified. This is a two-year term. The Mayor serves as the presiding officer, unless otherwise delegated, and acts as chair at all meetings of the City Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings, unless a conflict of interest occurs. During Council proceedings, the Mayor facilitates discussion, gauges directions, and listens for the majority support to calling for a vote on a motion. The Mayor does not possess any power to veto. State law allows the Mayor to move or second a motion.

Ceremonial Representative and Other Duties of the Mayor

Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. In the Mayor's absence, the Mayor shall appoint a Council Member representative to perform a ceremonial role. However, all Council Members are encouraged to participate in public events. The Mayor may initiate and

execute certificates of appreciation and recognition, and all Council-approved proclamations.

In the absence of the Mayor, the Mayor Pro Tempore shall perform the duties of the Mayor. When both the Mayor and Mayor Pro Tempore are absent, the Mayor will designate from amongst the Council Members a person to serve as Acting Mayor, who shall, for the term of such absence, have the powers of the Mayor.

Resignation of Mayor or Mayor Pro Tempore

If the Mayor or Mayor Pro Tempore resigns from their position, the City Council will select a new Mayor or Mayor Pro Tempore at the next regularly scheduled meeting.

Incompatibility of Office

In general, California law prohibits public officials from simultaneously holding more than one public office when the functions or responsibilities of the two offices have the potential for overlapping. This prohibition arises from the concern over potential clash of two offices held by a single official with potentially overlapping public duties. The Legislature may, however, expressly authorize through legislation the holding of two offices notwithstanding the fact that the dual holding would otherwise be prohibited.

Role in Disaster/Emergency

Emergency Plan (*Ordinance No. 511*)

The City of Blue Lake has an adopted ~~and updated~~ Emergency Operations Plan that is in compliance with the Humboldt County Emergency Plan. **The City's Emergency Operations Plan clearly spells out how the City and various other agencies, individually and collectively, prepare for, respond to, and recover from disasters. This integrated emergency management system is based on an "all-hazards approach" to dealing with incidents which allow the City to manage disasters no matter the size or complexity.**

The City Manager is the Director of Emergency Operations (DOS) for ~~the City, Blue Lake.~~ **The City Manager meets with the Mayor or Designee and Director of Emergency Operations** decides the course of action under the Unified Command System. The Emergency is assessed and ~~a the City Council will declaration of declare an~~ Emergency is declared if warranted. ~~The City Manager, Mayor or Designee confers with the Fire Chief or Sheriff's Department (depending on the nature of the emergency) and necessary and appropriate action is taken under the model of Unified Command System.~~ **The primary role of Councilmembers during a disaster is one of policymaker, communicator, liaison, and oversight.** A copy of the City's Emergency Plan can be viewed at City Hall.

City Safety

The City has a contract with Humboldt County Sheriff's Office for [law enforcement services, policing](#). The City has also established the Public Safety Commission through Ordinance [XXXX](#), which acts in an advisory capacity to the City Council and as a liaison to the citizenry. Ordinance 492 and 505 is a companion to this contract and describes how the Safety Commission works with the City to ensure the quality of the contract and acts as an advisory body to the City and a liaison to the citizenry. The contract with the Humboldt County Sheriff's Office and Ordinances 492 and 505 establishing Public Safety Commission can be found in *Appendices B and C*.

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Strategic Planning/Goal Setting

Goal setting is done on a yearly basis.

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The Council invites the community to become involved with the City's strategic planning process every three to five years through information gathering sessions. Once issues are defined an action plan is developed by Council with [direction to](#) staff for implementation.

[The strategic plan is reviewed annually and regular progress updates are provided by the City Manager.](#)

[Both are reviewed quarterly.](#)

City Council Meetings

General Procedures

To assist the City Council in the orderly discussion of items, rules are followed which represent accepted practices for the management of Council meetings. By resolution, the City Council has adopted Rosenberg's Rules of Order (**copies are available through the City Clerk's office**)., which can be found in *Appendix D*.

Note: Amendment to Rosenberg's Rules of Order – If only 3 Councilmembers are present at a meeting and a vote or a motion is 2-1, the issue shall be placed on the next Council agenda for re-consideration (8/13/13)

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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). The entire City organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code Section 54950. The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in the open and at public meetings. This law

is an important part of local government operations. Specific requirements of the law, and consequences for non-compliance ~~and~~ can be found in **Appendix E**.

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Presiding Officer: The Mayor is the presiding officer and acts as chair at Council meetings. In the absence or incapacity of the Mayor, the Mayor Pro Tempore serves as presiding officer. The Mayor, as the presiding officer, enforces the rules of order with the assistance of the Council.

Seating arrangement of the Council: The Mayor Pro Tempore is seated immediately next to the Mayor.

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

Meeting Schedule: The City Council regularly meets ~~bi-monthly~~ monthly at 7pm. on the ~~second and~~ fourth Tuesday of each month at the Skinner Store, 111 Greenwood Ave., with closed sessions generally being convened earlier, as needed, or at the end of the meeting at the conclusion of public business. The Council reserves the right to hold a Special Council meeting on the second Tuesday of each month as business directs.

It is the desire of City Council that City Council meetings shall last ~~threetwo~~ and one-half (~~23~~ ½) hours. At the ~~threetwo~~ (~~32~~) hour mark, the Mayor shall review the remaining items to be discussed. At the ~~threewe~~ and one-half (~~32~~ ½) mark, the meeting shall adjourn unless Council takes action to extend.

On occasion, the Council meeting will be held in alternative locations such as the Mad River Grange or Prash Hall. All meeting dates, times and locations will be properly noticed as required by the Brown Act.

Council Members should inform the City Manager as soon as possible if they intend to be out of town on a set meeting date. In accordance with the Brown Act, arrangements may be made in order for a Council Member to remotely participate in Council meetings, ~~by telephone conference call.~~

Vacancy for Nonattendance: Under ~~S~~state law, if a Council Member is absent without permission from all regular City Council meetings for 60 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant and shall be filled as any other vacancy [California Government Code § 36513(a)].

At the start of each City Council meeting, the City Clerk, or designee, will call the roll. Any absent Council Member who has called the Mayor or City Manager's Office before 5:00 p.m. on the day of the meeting to advise of such absence may request to be excused by the City Council.

Other Vacancies: Other vacancies, including resignation or death, shall be filled pursuant to the provisions of California Government Code (see section § 36512).

Special Meetings: 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. No business other than that officially noticed may be discussed.

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Public Input: At all regular and special meetings, the public comments must be permitted before or during consideration of any agenda item. Will have an opportunity to give input on any regular agenda item. An overall public input session for members of the public to have the opportunity to comment on items not on the agenda is required of all regular meetings. It is allowed, but not required, of special meetings. Public comment is appropriate on any matter within the jurisdiction of the City Council.

Meeting Notices and Minutes: Noticing requirements of the Brown Act are complied with for all meetings; minutes of the meeting are taken by the City Clerk or designee and made available for public inspection, (see Appendix E).

Meeting Minutes and the Role of the City Clerk:

The City Clerk is appointed by the City Council, but under the direction of the City Manager. The Clerk works with the Council and City Manager to ensure that the decision-making process is transparent to the public; complies with federal, state, and local regulations; and is properly recorded.

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Meeting minutes are recorded by the City Clerk and are a public record. While minutes do not require approval by the Council, it is common practice to do so. Council members who were absent at a meeting need not abstain from approving minutes, as the minutes are of the meetings of the Council as a whole, not individual members. Once official minutes are approved, they are available online at the City website and at City Hall for public inspection.

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Development of Agenda: The City Manager is responsible for preparing the agenda for City Council Meetings. The City Council may establish an agenda committee to assist the City Manager and the City Clerk in the review and recommendation of agenda items.

Placing Items on Agenda:

City Council: A Council Member may request an item be considered on a future agenda and, upon agreement of a majority of Council, staff will prepare a staff report if formal Council action is required. Council Members may make this request verbally during a meeting or may submit written requests.

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~~This Normally, the~~ process involves two steps: 1.) The initial consideration of the request by the full Council at the soonest possible regularly scheduled meeting; and 2.), if a majority agrees, the matter is then scheduled for further consideration on an upcoming meeting agenda. Agenda items, with a description and supporting documents if needed, are due to City Hall at noon on the Wednesday prior to the regularly scheduled meeting.

Members of the public: A member of the public may request that an item be placed on a future agenda during public comment or through discussion with the City Manager. If needed, the City Manager will inform the Council of the potential impact the request will have on established priorities or staff workload and seek approval by the City Council before authorizing the work or scheduling the item as appropriate.

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Emergency and Non-Agendized Items: Emergency and non-agendized items may be added to an agenda only in accordance with state law and/or, the Brown Act, (see Appendix E). Emergency items are only those matters affecting public health or safety such as work stoppages, disasters and other severe emergencies.

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Adding an emergency item requires a majority vote of the Council. Emergency items are very rare. ~~More likely, after the agenda is posted an item arises that the Council would like to act upon on.~~ Non-agendized items may be added to the agenda only if the Council makes findings that (1) the need to consider the item arose after the posting of the agenda, and; (2) there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a 4/5th vote; if less than five members of Council are present, the findings require a unanimous vote of those present.

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Notification and Advertising: The City attempts to well publicize matters of significant neighborhood or community public interest that appear on a City Council agenda, as well as all matters where advertising is required by law. Advertisements and notifications are intended to inform all interested individuals and placed in three public places within the City of Blue Lake. The City's designated posting sites are the following:

1. The City's Bulletin Board inside the Blue Lake Post Office
2. The Bulletin Board at the Mad River Grange
3. The City Bulletin Board Located at City Hall
4. The City's Official Website at www.bluelake.ca.gov

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Order of Business: The City Council established the order of business for meetings through the adoption of a policy on meeting procedures. Technically, the order of the agenda is as follows: 1. eEstablish a quorum through roll call; 2. Conduct the flag salute; 3. Accept public comment on non-agendized items; 3. public input; Introduce proclamations; 4. Conduct public hearings; 5. Make appointments to boards/commissions/committees; consent calendar; public hearings; 6. Conduct special business; 7. Conduct regular business; 8. Consider consent agenda; 9. Present informational items; 10. Receive Council,

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committee and staff reports; **11. Review** information items; written communications; **12. Meeting adjournment/adjournment**. However, the agenda is subject to change by Council approval. The following section describes the various types of meeting components.

Closed Sessions (closed to the public): The ability of the City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Specific defined circumstances exist wherein a City Council may meet without the public in attendance. Such circumstances include:

Real Property Negotiations: The purchase, sale, exchange or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate must be announced in open session prior to the closed session (Cal Government Code 54956.8).

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Litigation: Pending or a significant exposure to litigation or the decision to initiate litigation; the litigation title must be identified in open session prior to the closed session unless the Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process.

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Compensation: Salaries and benefits of employees; Council meets in closed session to review its position and instruct designated representatives (Cal Government Code §54957.6).

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Personnel: A closed session is held to discuss the appointment, employment, evaluation of performance, or dismissal of a public employee, or to hear a complaint against the employee unless the employee requests a public hearing (Cal Government Code §54957.6).

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It is critical to stress that there shall be no disclosure of closed session confidential information. Members of the Council, employees of the City, or anyone else present shall not disclose to any person, including affected/opposing parties, the press, or anyone else, the content or substance of any discussion which takes place in a closed session. Whenever possible, written reports received for closed session items will be turned in at the end of the meeting.

Typically, closed sessions will be scheduled prior to the public portions of the meeting or at the end of the meeting after public business has been concluded. This is done so public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants. In an attempt to manage the costs of these professionals, it is beneficial to conduct closed sessions at a specified time. On occasion, during the course of a regular meeting, an issue may arise that requires the Council to adjourn to a closed session on the advice of the City Attorney.

Public Input: At all regular Council Meetings The public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of the authority of the City of Blue Lake that is not on the agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time Council takes up each specific agenda item. **For special meetings, an open Public Input session for items not on the agenda is allowed, but not required.**

Members of the public are encouraged to present written comments, preferably in advance of the meeting, as a way to fully communicate their thoughts on agenda or non-agenda items. When written materials are presented, they should be submitted to the City Manager for distribution Wednesday noon prior to the scheduled meeting and for record keeping ahead of time.

Video, PowerPoint or similar presentations may accompany in-person testimony but prior notice and coordination with the City Clerk and City Manager is required.

Public Hearing: In the case of public hearings, once the Council has voted to close the hearing, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the presiding officer (Mayor).

Consent Calendar: Those items on the Council agenda that are considered to be of a routine and non-controversial nature by the City Manager are placed on the "Consent Calendar." These items shall be approved, adopted, accepted, etc., by one motion of the Council.

Council Members may request that any item listed under "Consent Calendar" be removed from the Consent Calendar. Council will then take action separately on this item. A member of the public may request that an item listed under "Consent Calendar" be removed and Council action taken separately on the item; the City Council must concur with such a request. Items that are removed by members of the Council for discussion will typically be heard after other Consent Calendar items are approved unless the majority of Council chooses an earlier or later time.

Agenda items: Regular business items are shown on the agenda and are taken in the order listed. Agenda items normally follow staff's presentation of the staff report, clarifying questions from Council Members and applicant comments as necessary and appropriate. Council will then hear public comment.

Commission Reports: Commission reports provide an opportunity for designated members of appointed boards to address the Council on matters of importance or to update the Council and community on studies that are underway.

Council Member Reports: This part of the meeting provides members of the Council an opportunity to introduce matters not currently before the Council, including brief announcements, brief reports of board, commission, committee, liaison activity, and to pose questions of staff. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from the public, or announcements of interest to the public.

State law provides that Council can take action only on such matters that have been noticed at 72 hours in advance of the regular meeting, or 24 hours in the case of a special meeting, unless special circumstances are found to exist (as mentioned above). Formal action or approval on non-agenda items is not allowed, and such items should be placed on the agenda of the next available regular meeting.

Future Agenda Items: This portion of the meeting provides Council Members, staff and the public an opportunity to make requests for items to be placed on the agenda at a future meeting.

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Written Communications / Correspondence: The City Council has established a practice of placing written communication between Members requesting items to be agendaized and select letters sent by agencies to Council Members on the meeting agenda so that this correspondence receives wide distribution. If letters or emails from the public are received on the day of or just before a meeting, copies will be placed at the Council Members' positions on the dais.

Study Session: From time to time, the Council may hold study sessions. These are regular, agendaized meetings and subject the Brown Act, (*see Appendix E*). The purpose of study sessions is to give the Council a less formal and more interactive forum to discuss issues in advance of any official action to be taken.

Staff often presents policy alternatives and is more directly engaged in the dialogue. Official minutes are not generally kept. While general direction may be given to staff or the proponent behind the topic of discussion, no formal action by the Council is taken in a study session.

Council Communications

Overview

Perhaps the most fundamental role of a Council Member is communication—communication with constituents to share the vision and goals of the City, with the public to assess community opinions and needs, and with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives.

Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking as a Council Member for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

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Pledge of Civility

At the first meeting of each new Council term, after newly elected Councilmembers are seated, the Pledge of Civility will be recited by all Councilmembers. The pledge is as follows:

The manner in which we govern ourselves is often as important as the positions we take. The Council's collective decisions will be better—and truer to our mission—when differing views have the opportunity to be fully vetted and considered. All those who appear before the Council have the right to be treated with respect, courtesy, and openness. We value input.

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Accordingly, we commit to conduct ourselves with civility and courtesy, to both those with whom the Council interacts and to each other. We also pledge to endeavor to correct ourselves, should our conduct fall below this standard.

Correspondence from Council Members

Members of the City Council may be called upon to write letters to citizens, businesses or other public agencies. Typically, the Mayor, or appropriate Council Member as an appointed committee liaison, will be charged with transmitting the City's approved position on policy matters or to provide requested information to outside inquiries on behalf of the City Council. All official correspondence sent on behalf of the Council is placed on City letterhead and is signed by the Mayor, City Manager or the full City Council. Council Members are required to place on file and to provide copies upon request of any correspondence sent on City letterhead.

On occasion, members may wish to transmit correspondence on an issue upon which the Council has yet to take a position or about an issue for which the Council has no position. In

these circumstances, members should use their own stationary and clearly indicate within the correspondence that they are not speaking for the City Council as a whole, but for themselves as one member of Council. After the City Council has taken a position on an issue, official correspondence should reflect this position.

Council Members may be approached by community members to prepare letters of recommendation. It is inappropriate for Council Members to make a recommendation or utilize City letterhead or their Council titles for such letters without approval of the majority of Council.

City letterhead, logo, insignia and brand, as well as, staff support cannot be utilized for personal or political purposes.

Speaking for "the City"

Similar to written correspondence, when members are requested to speak to groups or when individuals ask the Council's position, the response should reflect the position of the Council as a whole. When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member.

Of course, a member may clarify their vote on a matter by stating, for example; "While I voted against "X", the City Council voted in support of it." In responding to an individual or group's stated issue, concern or question of policy, Council Members shall refer them to consult with the City Manager or to bring the matter before the full City Council if deemed appropriate.

City Ballot Measures

At times measures that affect City Council policy may be placed on the ballot. There are restrictions regarding what actions the City, a City Council or individual Members may take on ballot measures. Specifically, state statutes prohibit the City from using its personnel, equipment, materials, buildings, or other resources to influence the outcome of elections.

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What the City can do is distribute informational reports or pamphlets for the purpose of informing the public of the facts of an issue.

Additional guidelines as to what is permissible are available from the City Attorney upon request.

State Legislation, Propositions

The City is a member of the League of California Cities. This group actively tracks legislation at the state level. Either through the advisories received from this organization

or as a result of City staff or individual Council Members following key legislative bills of importance to the City, the Council is at times requested to take a position or an action on pending state legislation.

These are legislative items, which typically deal with issues that will directly affect the City's financial stability or effective operation. An item for discussion and approval by the Council will be placed on the agenda and supporting documents will be provided if appropriate.

Proclamations

Ceremonial proclamations are often requested of the City in recognition of an event or issue (e.g., National Night Out). Proclamations are not statements of policy but a manner in which the Council can make special recognition of an individual, event, or issue. As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations. Individual Council Members do not issue proclamations. Proclamations can be sent to the requestor or presented at a City Council meeting as arranged with the requesting body and at the Mayor's discretion.

State Public Records Disclosure Act

To ensure that business communications submitted to and by elected and appointed officials comply with the California Public Records Act and the Ralph M. Brown Act (Appendix E), the following is required for written and electronic communications:

A. Communications, Generally

All letters, memoranda, and interactive computer email and/or social media communications involving City Council Members and members of boards, commissions, committees and task forces, the subject of which relate to the conduct of government or the performance of any governmental function, with a few exceptions as outlined in the Public Records Act, are public records.

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Copies of such letters, communication, memoranda, and email communications may not be provided to the public or news media without the filing of a public information disclosure request with the City Clerk. The City Clerk has a system for processing such requests.

B. Written Communications

Written letters and memoranda received by the City on a specific agenda item, addressed to a Council Member or the Council as a body, will be photocopied and provided to all City Council Members at the next scheduled meeting and a copy kept according to the City's Records Retention Schedule.

C. Electronic Communications

Email communications shall not be shared with more than one other Council Member and must be considered in light of the Ralph M. Brown Act. If the intended purpose of the email is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. The email items or web addresses should be placed in the agenda packet.

Email should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other "confidential" City business. In general, email is discoverable in litigation, and even deleted email is not necessarily removed from the system.

Confidential email communications should not be shared with individuals other than the intended recipients or the attorney-client privilege protecting the document from disclosure may be waived.

Email between Council Members and emails between Council Members and staff shall not be transmitted to the public or news media without the filing of a public disclosure request with the City Clerk.

~~Informal messages with no retention value and that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, do not constitute a public record. Users should delete these messages once their administrative purpose is served.~~

All ~~other~~ messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying.

D. Social Media

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The California Public Records Act requires that government agencies preserve public records regardless of physical form, and specifies "any form of communication or representation." Therefore, social media records in California qualify as public records under the law.

Ralph M. Brown act and Open Meeting laws must be considered with Social Media as well. If more than two Councilmembers comment, like, and/or share posts from social media, this may constitute a serial meeting and should be avoided.

Interaction with City Staff / Officials

Overview

City Council policy is implemented through dedicated and professional staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully. To support effective relationships, it is important that roles are clearly recognized.

Council-Manager Form of Government

Blue Lake has a Council-Manager form of government. ~~Basically, W~~with this structure, the City Council's role is to establish City policies and priorities. The Council appoints a City Manager to implement those policies and undertake the administration of the organization.

The City Manager is appointed by the City Council to enforce its laws, to direct the daily operations of city government, to prepare and monitor the principal budget, and to implement the policies and programs initiated by the City Council. The City Manager is responsible to the City Council, rather than to individual Council Members, and directs and coordinates the various departments.

The City Manager is responsible for appointing all department directors and authorizing all other personnel positions. The City Council authorizes positions through the budget process; based upon that authorization, the City Manager makes the appointments.

The Council-Manager form of government is outlined in the California Government Code and City Ordinance No. 439 and Ordinance No. 486.

The powers and duties of the City Manager include:

- ~~Generally supervise~~**General supervision** over the administrative affairs of the City;
- Appoint and remove at any time any employees,
- Attend all meetings of the Council at which the Manager's attendance may be required by that body,
- See that all laws and ordinances are faithfully executed, subject to the authority which the Council may grant the Mayor to maintain law and order in times of emergency,
- Recommend for adoption by the Council such measures as the Manager may deem necessary or expedient for the operations of the City,
- Prepare and submit to the Council such reports as may be required by that body, or as deemed advisable to be submitted,
- Keep the Council fully advised of the financial condition of the City and its future needs,

- Prepare and submit to the Council a proposed budget for the fiscal year, due no later than June 30, and be responsible for its administration upon adoption,
- Perform such other duties as the Council may determine by direction, ordinance or resolution. Implement and administer City Council policy.

Non-interference by City Council

The City Council is to work through the City Manager when dealing with administrative services of the City including contracted consultants.

In no manner, either directly or indirectly, shall a Council Member become involved in, or attempt to influence, personnel matters that are under the direction of the City Manager. No member of the Council shall, by suggestion or otherwise, attempt to influence or coerce the City Manager concerning appointments to City offices or employment. Nor shall the City Council be involved in, or influence, the purchase of any supplies beyond the requirements of the City's procurement code/procedures.

Except for the purpose of inquiry, the Council and its members will deal with the administrative service solely through the City Manager or designee, and neither the Council nor any commission, committee or member of a board shall give an order to, try to influence, coerce or direct, either formally or informally, any subordinate of the City Manager.

Violations of the provisions of this section by any individual Council Members or group of Council Members, if reported to the City Manager, will be brought forth to the entire City Council for review. The Council, on a case-by-case basis, will establish what, if any, corrections and/or sanctions are appropriate. After an initial public warning, if inference continues to occur, the City Council will seek counsel with the City Attorney for further direction.

City Council/City Manager Relationship

The employment relationship between the City Council and City Manager honors the fact that the City Manager is the chief executive of the City. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question the satisfaction with or support of the City Manager.

The City Manager respects and is sensitive to the policy responsibilities of the City and the City Council. The City manager.

Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council.

The City Council evaluates the City Manager on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based upon mutual trust and common objectives. The City Manager's performance is evaluated in the following areas: availability, professional and managerial skills, developing and implementing the budget, management of City finances and preparation of and for City Council meetings.

City Council/City Clerk Relationship

Where the City Council ~~is~~ dictates the policy of the City, and the City Manager delivers the product of Council policies, the City Clerk ensures the procedure of the Council. The City Clerk is the local official for elections, local legislation, the Public Records Act, the Political Reform Act and the Brown Act.

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The City Clerk ensures that all actions by the City Council are in compliance with federal, state and local statutes and that all actions are properly executed, recorded, and archived.

The City Clerk is appointed by the City Council and is under the direction of the City Manager ~~and, however~~ equally contributes to the overall process of Council Meetings.

City Council/City Staff Relationship

City Council Member contact with City staff members for City business, including the City Manager, will be during regular business hours, except in the case of an emergency.

City Council/City Attorney Relationship

Pursuant to recommendation of the City Manager, the City Council shall make provision for obtaining legal counsel for the City, either by appointment of a City Attorney on a full-time or part-time basis, or by any reasonable contractual arrangement for such professional services.

The City Attorney is a contract employee appointed by the City Council. The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

- Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;

- Prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
- Keep City Council and staff apprised of court rulings and legislation affecting the legal interests of the City.

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It is important to note that the City Attorney does not represent individual members of the Council, but rather the City Council as a whole. Accordingly, with the exception of conflict of interest inquiries, in questions involving pending or upcoming matters, or protocol and procedure, the City Attorney's services are engaged and directed through the majority of the Council. Individual Council Members may seek advice or assistance from the City Attorney on other matters while exercising their best judgment on the most efficient and appropriate use of his/her resources. The City Attorney's performance is reviewed as provided by the contract.

Roles and Information Flow

Council Roles

The full City Council retains the authority to accept, reject, or amend the staff recommendation on policy matters.

Members of the City Council must avoid intrusion into those areas that are the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the City Council as a whole and of the City Manager. This is necessary to protect staff from undue influence and pressure from individual Council Members, and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal. If a Council Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Access to Information

The City Manager is the information liaison between the Council and City staff. Requests from Council Members for information regarding City business are to be directed to the City Manager and will be responded to promptly. The information requested will be copied to all members of the Council so that each member may be equally informed. The sharing of information with the City Council is one of the City Manager's highest priorities.

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Information requested as a resident of the City may be done through the City Clerk as a Public Records request.

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There are limited restrictions controlling when information cannot be provided. The City is legally bound not to release certain confidential personnel information. Likewise, certain aspects of public safety affairs (e.g., access to restrict or confidential information related to crimes) may not be available to members of the City Council.

Staff Roles

The Council recognizes the primary functions of staff as executing Council policy and actions taken by the Council, and keeping the Council informed. Staff is obligated to take guidance and direction only from the City Manager or Department Director. This direction follows the policy guidance of the City Council as a whole. Staff is directed to reject any attempts by individual Council Members to unduly direct or otherwise 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 for information or assistance made by individual Council Members provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, that it would be more appropriately assigned to staff through the direction of the full City Council.

Dissemination of Information

In addition to regular, comprehensive memoranda written by the City Manager directly to City Council concerning all aspects of City operations (exclusive of confidential personnel issues), all Council Members receive copies of all correspondence received by the City Manager that will assist them in their policy-making role. The City Manager also provides other documents to the Council on a regular basis, such as status reports, executive summaries, contracted services reports and agendas of all City commission and committee meetings.

A variety of methods are used to share information with the Council. Workshops and study sessions are held to provide detailed presentations of matters. The City Manager's open-door policy allows individual Council Members to meet with the Manager on an impromptu or one-on-one basis.

Magnitude of Information Request

Any information, service-related needs, or policy positions perceived as necessary by individual Council Members that cannot be fulfilled based upon the above guidelines should be considered as an item for the agenda of a City Council meeting. If so directed by

an action of the Council, staff will proceed to complete the work within a Council-established timeline.

Staff Relationship to Advisory Bodies

Staff support and assistance may be provided to the City's boards, commissions, committees and task forces. These bodies, however, do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and, ultimately, the City Manager.

The members of the commissions, boards, or committees are responsible for the functions of the advisory body. The chairperson is responsible for committee compliance with the municipal code and/or committee bylaws. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

Staff support includes:

- Preparation of a summary agenda and appropriate notice after approval by the chairperson;
- Preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and
- [Assistance with the preparation of meeting minutes if requested by the Commissions](#)
- Preparation of minutes of advisory body meetings. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

Advisory bodies wishing to communicate recommendations to the City Council shall do so through adopted Council agenda procedures as outlined in this manual. In addition, when an advisory body wishes to correspond with an outside agency, correspondence shall be reviewed and approved by the City Council upon recommendation of the City Manager.

Restrictions on Political Involvement by Staff

Blue Lake is a nonpartisan local government. Professional staff formulates recommendations in compliance with Council policy 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 political involvement of staff.

By working for the City, staff members do not surrender their right to be involved in political activities. Employees may privately express their personal opinions. They may register to vote, sign nominating or recall petitions, and they may vote in any election.

City Manager Code of Ethics

The City Manager shall subscribe to the International City/County Management Association's (ICMA) Code of Ethics. ICMA maintains a strict professional code of conduct for public managers, and those members found violating the code of ethics are subject to private or public censure or even expulsion from membership in ICMA. The ICMA's Code of Ethics can be found in **Appendix F**.

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Support Provided to City Council

Staff Support:

Staff and administrative support to members of the City Council is provided through the City Manager's Office. ~~Council members may~~ contact the City Manager directly to discuss matters, schedule appointments and relay messages. ~~The Council should be aware that the City Manager receives supporting materials for Council meetings and other official purposes. This includes Council Members submitting as email attachments (word files, pdf's, etc.) that are agenda material, event announcements, or other city related documents for the purpose of printing, copying, and inclusion in meeting packets or for posting for the public as well as for other City needs as may arise.~~

~~Council should send all supporting materials for Council meetings to the City Clerk and the City Manager for inclusion into agenda packets. These materials should be received no later than the Wednesday prior to each Council meeting. All other materials for official city purpose, including postings for the public as well as for other City needs as they arise, should be received by the City Manager for dissemination. All other Council requests for staff services are made by request to the City Manager who may determine necessity based on the current staff workload.~~

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Office Equipment and Supplies:

All office equipment is primarily there for the use of the manager and staff. It is not for the use of Council Members. Some exceptions may occur when Council Members need copies, or other office supplies for official City business. Office equipment is never to be used for personal matters. Postage is available for Council approved or official City business.

Meeting Rooms:

If scheduled in advance, Council Members may use the office space provided in City Hall or the Skinner Store Building for transacting City business if the space is available.

Mail, Deliveries:

Members of the City Council may receive mail and other materials through City Hall if they are so addressed or ~~dropped off there~~ delivered there. The office staff disseminates these materials to individual Council Members. Staff ~~does not~~ opens mail addressed to individual Council Members **unless “confidential” is expressly written on the document.**

General correspondence addressed to Council Members as a whole may be opened and delivered to all Council Members if appropriate. ~~City Staff will make attempts to home deliver Council packets by the Friday afternoon prior to regularly scheduled Tuesday meetings.~~ Council meeting agenda and packets are available ~~no later than 4 p.m.~~ on the Friday prior to the regularly scheduled Tuesday meetings. Councilmembers may choose to pick up these packets in person, download the digital version ~~from~~ the City Website, or ask to have their packet home delivered.

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City Records:

When needed, Council Members have access to all City records normally available to the public, ~~through the City Manager.~~ These materials are for reference only and are not to be removed from City Hall although copies may be requested if necessary.

Financial Matters

Council Compensation

State law sets the overall level of compensation for City Council Members (California Government Code § 36516). The City provides for payment of a modest stipend to members of the City Council for attendance at City Council and City-Related meetings. The City's level of compensation is well below those allowed by the government code and is set by ordinance which may be amended from time to time. In lieu of a stipend, Council Members may request mileage reimbursement at the then current IRS business rate for any official meeting out of town by filing a mileage reimbursement report for review and approval by the City Manager.

Budget

The annual City budget includes appropriations for City Council expenses. The amount set aside should at least be sufficient to cover Council stipends although there may be additional limited funding to cover approved attendance at conferences or educational seminars when deemed appropriate.

Financial Disclosure

Candidates for the office of Council Member shall file a financial disclosure statement **online** with the City Clerk who will retain a copy and forward the original to the Fair Political Practices Commission (FPPC) (California Government Code §§ 87201 and 87202). Financial disclosure shall be filed with nomination papers, not earlier than 113 days before the election with the deadline being no later than 88 days before the election (California Elections Code, § 10220-10227; California Government Code § 87200). When Council Members assume or leave office, whether by election, appointment, end of term, or resignation, Statements of Economic Interests (FPPC Form 700) covering the previous 12 months, or the period since the previous statement was filed under Government Code § 87202 or 87203, must be filed within thirty days (California Government Code § 87204). In addition, Council Members are required to file financial disclosure statements (FPPC Form 700) on an annual basis after January 1 and before April 1 of each year covering the previous calendar year (California Government Code § 87203). Statements filed in any of the above circumstances are considered public documents and available for inspection.

Councilmember must also file financial disclosure statements with each of the commissions, JPA's, or committee assignments that they hold. Councilmembers should consult staff involved with the various commissions, committees and JPA's to find out filing practices. The same financial disclosure statement cannot be used for all appointments. Each Councilmember must submit an original, wet signature, copy of the form to each commission, committee or JPA that they serve on as primary or as alternate members. The FPPC Form 700 can be found in **Appendix G**.

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Travel Policy and Procedures

All City Council travel must be approved by the Council on a case-by-case basis. Valid requests could be for travel to training seminars, or to meetings or conferences related to City business. Approved travel expenses will be covered through reimbursement after submission of a travel expense report along with receipts to the City Manager for review and approval. If meals and/or rooms are not included in the price of attendance, the daily limit for reimbursement will be set by limits defined as applicable by the IRS for that particular location or locations.

A City Council Member must show adequate vehicle insurance to be able to use their personal vehicle on official city business. The reimbursement cost for the use of personal vehicles on approved city business will be determined by the then **applicable Federal IRS standard business mileage rate** only. The expense of tolls and parking may be claimed separately. Copies of insurance verification must be placed on file with the City on an annual basis.

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City Credit Card Policy

City credit cards are not usually available for use by Council Members. A Council Member will only have access to a City credit card by approval of the City Council. The card will be signed out through the City Manager with the approved use of the card strictly defined in advance. Any other use may be subject to fine and/or penalty. A lost or stolen credit card must be reported as soon as discovered to the City Manager's office. All cards must be returned to the City Manager as soon as possible after the approved use is over.

Conflicts and Liability

Ethics and Ethics Training (AB 1234)

State law (California Government Code § 53235, et seq.) requires public officials to complete two hours of training in ethics principles and laws every two years. This requirement can be satisfied by a free on-line course offered by the California Fair Political Practices Commission website. There may also be local ethics workshops offered from time to time. Certificates of course completion must be turned in to the City Clerk for recording and filing. In addition to trainings offered in the community, training can be accessed online at <http://fppc.ca.gov>.

Conflicts of Interest

There are two primary laws that govern conflicts of interest for public officials in California. The Political Reform Act (PRA) controls financial conflicts of interest. This law is implemented and enforced by the Fair Political Practices Commission (FPPC), which has issued comprehensive implementing regulations. To understand the PRA's impact on a Council Member's actions, it is suggested that members discuss the law and potential conflicts with the City Attorney or a private attorney. In general, under the PRA, public officials are prohibited from making, participating in, or in any way attempting to use their official position to influence a government decision in which they know or have reason to know they have a financial interest (California Government Code §87100; 2 California Code of Regulations §§ 18700, 18702-18702.4).

The other applicable law is Government Code §1090. It 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 the Member's personal attorney.

The purpose of these laws and regulations is to ensure that all actions are taken in the public interest. At any time a Council 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 may result in significant penalties including criminal prosecution.

~~For further explanation and details concerning conflicts of interest, see **Appendix H**.~~

Anti-revolving door policy

For a period of one year after leaving office, state law prohibits Council Members from accepting employment with the City, or from acting as agent or attorney for any other person by appearing formally or informally, orally or in writing, before the Council or any of its commissions, or committees if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance of, amendment to, award of, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property (California Government Code § 87406.3).

Liability

Even though the City must always approach its responsibilities and actions in a manner that reduces risk to all involved, the City may occasionally find itself subject to legal actions through lawsuits. Blue Lake belongs to Public Agency Risk Sharing Authority of California (PARSAC) with other city governments to manage insurance and risk activities. PARSAC will usually step in to help at those times. Still it is important to note that certain violations of laws and regulations by individual members of the City Council may not be covered and may result in that member being personally liable for damages. Examples might include acts of discrimination, harassment, or fraud. Personal liability may also occur when Council Members breach a prohibition on secrecy or spend public moneys for non-city or personal purposes.

LIST OF APPENDICES

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A. Commission and Committees Application Form

B. ~~Humboldt County Sheriff's Office Contract~~

C. ~~Ordinance establishing the Public Safety Commission~~

D. ~~Rosenberg's Rules of Order~~

E. Ralph M. Brown Act

F. International City/County Management Association's (ICMA) Code of Ethics

G. Fair Political Practices Commission, 700 Form

H. Conflicts of Interest

I. Helpful Resources for City Council Members – website addresses, books, pamphlets, articles, etc.

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