

**City of La Palma**

# **City Council Policy Manual**



Adopted: March 3, 2015

# CITY COUNCIL POLICY MANUAL

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## CITY COUNCIL POLICY MANUAL INTRODUCTION

**PURPOSE:** The purpose of this policy manual is to provide general guidance to the City Council and staff on policies, procedures, or other directives that the City Council wishes to implement with consistency over time.

**ADMINISTRATION OF POLICY MANUAL:** Only the City Council may add, change, or delete City Council policies. An individual Council Member, the City Manager, or staff, through the City Manager may suggest a policy or change to a policy, however the change or policy will be adopted only upon a majority vote of the Council.

**ADMINISTRATION OF POLICY:** On matters relating directly to City Council Members' conduct or actions, the City Council itself shall determine when and to what degree a particular policy should be followed. On matters relating to the general administration of the City, the City Manager shall administer these policies.

The City Manager shall consider these policies as guidelines and shall use good professional judgment in their administration. Minor deviations made on a case-by-case basis as the situation warrants will not be considered a violation of the policy. However, it is the Manager's responsibility to notify the City Council of situations where, in his or her opinion, following the policy on a regular basis would not be in the City's or public's best interests. A deviation from Council policy may also occur if the City Manager determines that the matter requires urgent action. However, in such cases, the City Manager will notify the City Council of the matter in a timely manner.

**POLICY FORMAT:** All policies shall be formatted in the following manner:

**NUMBER:** The number shall provide identification for the policy.

**DATE:** The date the policy was adopted or revised.

**SUBJECT:** The title of the policy.

**POLICY:** A succinct statement of policy

**BACKGROUND:** A description of the Council discussion and reasoning leading to the adoption of the policy.

**REVIEW:** Regular review of City Council policies is necessary to assure the policies continue to represent the guidance of the City Council. Policies can be reviewed more frequently than the timeframe stated in the policy where prudent.

**CITY OF LA PALMA**  
**COUNCIL POLICY**

**NUMBER: 1**

**DATE (Adopted/Amended): March 3, 2015**

**SUBJECT: City Council Norms**

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**POLICY:**

General

City Council Norms are intended to guide City Council, City Manager and staff behavior in order to promote positive, productive, and effective public meetings, public business and organization. The Norms are also intended to inspire public trust in the City of La Palma and the services it provides.

Public Meetings and Meeting Agendas

Public meetings shall be for the purpose of conducting City business and/or educating the citizens. They are not “show time” for individual Council Members. Council Members are expected to focus on the business at hand and on giving their full attention to the public.

The City Manager and staff are responsible for formulating agendas for public meetings. The Consent Calendar shall be used for routine City business items and items already approved in the City Budget. The City Manager shall exercise judgment in determining whether an item is appropriate for the Consent Calendar. Council Members may request items be placed on a meeting agenda at any time and should indicate whether or not they wish a written staff report prepared. Such requests are encouraged to be announced under “Council Reports and Comments” in order to alert the full City Council to the request and to determine the estimated staff time required to research the item.

Items may also be “pulled” from an agenda for a public meeting. Any Council Member may pull any agenda item at any time during a public meeting, particularly when something new comes up or more information is needed. Council Members are encouraged to contact the City Manager in advance to ask questions, get clarification, or discuss any agenda item. Council Members planning to pull or ask questions publicly about an agenda item should notify the City Manager in advance to inform her/him of their intent and the reasons for it. To the extent possible, Council Members should indicate the questions they plan to ask to allow staff to prepare, including doing any additional research. Staff recognizes that sometimes questions arise in the course of discussion where such notice is not practical. Corrections to minutes should be shared with the City Manager or City Clerk before the meeting so that they can be corrected before the City Council approves them.

### Speaker Cards and Public Testimony

For clarity and transparency in the official record, and to facilitate follow up with the speaker if needed, members of the public wishing to address the City Council, Planning Commission or Successor Agency, shall be requested to complete a speaker card. Completion of the card is voluntary. The speaker will be encouraged by the Mayor/Chair to complete the card in advance of the item the speaker wishes to discuss before the elected body.

Speaker cards shall be available in the lobby prior to every City Council meeting. Cards shall be delivered by the City Clerk to the Mayor/Chair in chronological order based on when they were received and based upon which item on the agenda the individual wishes to address. The Mayor/Chair will ask speakers to announce their name and city of residence for the record when they come to the microphone. The Mayor/Chair shall return all cards to the City Clerk at the conclusion of the meeting for the official record.

Speakers will be asked to adhere to a five-minute time limit and may not transfer unused portions of that time to another speaker. The Mayor/Chair has discretion to permit additional time to individuals in order to rebut testimony. Large groups are encouraged to designate a spokesperson to speak on their behalf and the Mayor/Chair has discretion in such situations to grant the spokesperson additional time in lieu of multiple speakers.

### Council Discussions Prior to Voting

Council discussions are designed to allow Council Members to express their views and opinions prior to taking a vote. Council Members should state their reasons for their positions. As a general rule, the Mayor should allow other Council Members to speak before giving his or her opinion. Attempts will be made to reach consensus on each large issue prior to voting. When it appears that the City Council lacks consensus or is “stuck” in determining a course of action, the City Manager may offer assistance upon the request of the City Council.

### Support for the Majority

Once a vote has been taken, the Mayor, if required to take action based on the motion, will do as directed by the majority of the City Council. If a Council Member wants a matter to be reconsidered, she or he will inform the City Council. Under Rosenberg’s Rules of Order, only those who voted with the prevailing side may call for a reconsideration and a request for reconsideration must be made during the same meeting at which the original vote occurred.

### City Council Comments and Reports

Time is provided on each agenda for individual Council Members to report on activities relevant to the business of the City, including their service on regional boards and committees.

### Meals

Where City Council meetings begin prior to 6:00 p.m. meals will be provided for Council Members as a courtesy to those who are attending the meeting straight from their normal jobs.

### Reorganization – Seating, Selection of Mayor and Mayor Pro Tem

After reorganization of the City Council, the Mayor shall be seated in the center and other City Council Members shall be seated in alphabetical order (left to right when viewing the public). Council Members other than the Mayor may trade seats if mutually agreed. Council Members wishing to trade seats should make such arrangements in advance of the meeting in order to facilitate the efficiency of the reorganization process.

### Interaction and Communication

Public confidence in the City of La Palma depends upon the behaviors and interactions of its elected leaders. City Council Members shall strive to show courtesy and respect for one another in all public settings. One way to demonstrate this is through flexibility in covering for each other and explaining each other's absences to the public when appropriate.

Public confidence also depends on the interactions of its elected leaders with the City Manager and staff and effective communications are essential to staff effectiveness. In general, Council Members should call the City Manager before going to the Department Director. Council Members should always go through the City Manager to direct staff to do research on items. Council Members can go directly to department directors for answers to simple questions. Answers to individual Council Member inquiries of common interest will be shared with the City Council through the City Manager's weekly report.

When Council Members email Directors or staff for information, they should copy the City Manager as a courtesy. Directors are also responsible for keeping the City Manager informed of any communication with City Council Members. If a Council Member has a concern about, or is unhappy with, a City employee, he or she shall discuss it directly with the City Manager and Council Members shall not criticize staff in public. The City Manager is responsible for informing the City Council whenever an unusual event occurs that the public would be concerned about (ex. significant safety event). The City Council, City Manager and staff shall not blindsides each other in public.

Citizen complaints should be referred to staff with adequate time for response. Staff will report back to the City Council through the City Manager on the resolution of citizen complaints and when a written response has been requested or as appropriate, staff will assist the Mayor or Council Member in drafting an appropriate response.

### Committees

The City Council may create external committees, internal standing committees, or ad hoc subcommittees.

1. Internal Standing Committees – The Mayor has authority to create or suspend internal standing committees when it is determined that a standing committee is required or no longer required.
2. For external committees and internal standing committees, the appointment process will be placed on the agenda, usually at the first meeting following a reorganization of the City Council, and the City Council will confer about each of the committee positions. Council Members are encouraged to openly discuss their desires and availability for each position. Appointments are made by mutual consent of all Council Members. In the event of multiple nominees for a specific position, a roll call vote will be taken using the following process:
  - a. Mayor will entertain nominations for the contested position. No second is required and Council Members may nominate themselves.
  - b. A motion is made to close the nominations and nominees will then be voted on in the order received by the Mayor until someone is selected. Once a nominee receives a majority vote, the election stops.
3. Ad Hoc Committees – The Mayor has authority to create, suspend, and appoint members to ad hoc subcommittees after determining individual Council Member interest.
4. Committee and subcommittee members are responsible for keeping the rest of the Council informed; other Council Members are responsible for letting subcommittee members know if they want more information.
5. Committee and subcommittee members will refrain from giving mixed direction to staff. When there is a disagreement between committee or subcommittee members, staff will be excused from the discussion or from implementing direction until such time as the disagreement has been resolved.

### Selection of the Mayor and Mayor Pro Tem

Council Members wishing to be considered for Mayor or Mayor Pro Tem should express their interest to the other members. Procedures for selection of the Mayor and Mayor Pro Tem shall be per Rosenberg's Rules of Order. Mayor Pro Tem is not a natural ascendancy to Mayor. The Mayor and Mayor Pro Tem are peers of, and serve at the pleasure of, the other Council Members.

### Role of the Mayor

The Mayor serves as the primary elected spokesperson for the City of La Palma. As such, the Mayor presides at public meetings, represents the City Council at events and activities in the community and is available to respond to requests for appearances from community organizations. The Mayor has no more or less official authority than any other Council Member. At public meetings, the Mayor:

1. will do his or her best to keep things moving;

2. will pay attention to the consensus of the entire Council and will assist in building consensus among Council Members when necessary;
3. may use discretion to allow citizens to speak longer than the allotted five minutes and shall ensure that fairness prevails and speaking time is balanced for all speakers;
4. shall encourage large groups coming to a public meeting to designate one spokesperson and has discretion to allow that spokesperson more than five minutes to speak in lieu of multiple speakers; and,
5. shall remind citizens to show respect for the City Council and staff, when necessary.

### Travel and Meetings

Attendance at conferences, seminars, or meetings of benefit to the City is encouraged within the limitations of budgeted appropriations. Monies shall be budgeted each fiscal year for City Council Members to attend conferences, monthly meetings, meetings required due to internal or external committee appointments, and for miscellaneous meetings and trainings including such events as attendance at the Americana Awards and City Council goal setting. Miscellaneous meetings and training monies are intended to be allocated somewhat equally to each City Council Member as they see fit, within the limitations of the total travel fund allocation. Council Members can also make requests to the full City Council for additional funds. Travel and registration arrangements are made through the City Manager's Executive Assistant.

Only expenses that have been incurred from authorized travel and meetings will be considered for reimbursement. Expenses incurred include items for the individual City Council Member only such as registration fees, hotel charges, mileage, airfare, car rental, meals and similar expenses. Any charges for a second person, such as an added charge on a hotel room, are the responsibility of the Council Member and are not reimbursable. Rates for reimbursement shall be as established in administrative policy and require completion of the administrative reimbursement form.

For extensive travel expenses, an advance may be authorized with the filing of an estimate of expenses with supporting documentation. Meals reimbursement may be for actual cost (receipts required) or via a per diem rate (no receipts required) and any meals covered in conference registration shall be deducted.

### Use of Stationary

Use of City stationary by the City Council shall be limited to the following:

1. Used by the Mayor at the direction of the full City Council, such as for communicating legislative positions taken by the Council.
2. Used by the Mayor or any Council Member for the purpose of thanking citizens or groups, extending invitations to City-sponsored events, extending congratulations to persons or groups to note achievements, or to answer correspondence sent by constituents.

Accountability

The City Manager is responsible for holding staff accountable for adherence to the City Council norms. The City Council members are responsible for holding each other accountable for adherence to the City Council norms.

**BACKGROUND:**

This policy consolidates and amends several prior policies relating to the conduct of City Council business including Travel and Meetings, Seating Arrangement of Council Members After Reorganization, Use of City Stationary by Council Members, Public Meetings and Meeting Agendas, Selection of Mayor and Mayor Pro Tem; Role of the Mayor, Council Norms, Speaker Cards, and Meals.

This policy guides the smooth operations of the City Council and City organization and promotes a positive, productive, effective organization which inspires public trust in the City and in its services and activities. It represents a shared set of expectations on a variety of logistical issues. The prior policies were originally adopted on December 15, 1987, January 17, 1989, August 7, 1990, August 16, 2005, August 16, 2005, August 16, 2005, December 19, 1995, and May 3, 2005 respectively.

**REVIEW:**

This policy is to be regularly reviewed every two years or more frequently as required.

**CITY OF LA PALMA**  
**COUNCIL POLICY**

**NUMBER: 2**

**DATE (Adopted/Amended): March 3, 2015**

**SUBJECT: Legislative Advocacy and Official City Positions**

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**POLICY:**

This Policy includes City Council Guiding Principles and procedures for adopting and communicating official City positions on legislation, regulations, or grant applications by or to other government bodies and for maintaining positive intergovernmental relations. The City Council recognizes the need to protect La Palma's interests and local legislative authority and to identify various avenues to implement its strategic goals. The purpose of the policy is to guide City officials and staff in considering legislative or regulatory proposals and to allow for a timely response to legislative issues important to the City, including letters from the Mayor to the Legislature and/or Congress consistent with this policy.

GUIDING PRINCIPLES

**Preserve Local Control**

Preserve and protect the City's powers, duties and prerogatives to enact legislation and policy direction concerning local affairs, and oppose legislation that preempts local authority. Local agencies should preserve and enhance authority and accountability for revenues raised and services provided.

**Promote Fiscal Stability**

Support measures that promote fiscal stability, predictability, and financial independence. Support measures that preserve the City's revenue base and local control over local government budgeting, recognizing that economic cost is a determinate in considering the merits and/or impacts of any proposed legislation or regulation. Oppose measures that make cities more dependent on the County, State or Federal Governments for financial stability, such as mandated costs with no guarantee of local reimbursement or offsetting benefits. Oppose measures that shift local funds to the County, State or Federal Governments, without offsetting benefits.

**Support Funding Opportunities**

Support opportunities that allow the City to compete for its fair share of regional, state and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities could also include dedicated funding streams at the regional, state and federal levels that allow the City to maximize local revenues, offset and leverage capital expenditures, and maintain City goals and standards.

### ADVOCACY PROCESS AND PROCEDURES

It is the policy of the City of La Palma to proactively monitor and advocate for legislation as directed by the Guiding Principles and by the specific direction of the City Council. This process involves interaction with federal, state and local government entities both in regards to specific items of legislation and to promote positive ongoing intergovernmental relationships. Such ongoing positive relationships are fostered by ongoing participation and involvement by the City Council and City staff in national, state, and regional organizations and through ongoing communications and cooperation with local legislators. Therefore, to the extent practical, involvement in such organizations or efforts is encouraged and supported by the City.

Monitoring legislation is also a shared function of the City Council and City staff. City Council Members can request consideration of legislative positions through the Council Request process set forth in Council Policy 1, Council Norms. City staff is responsible to provide periodic updates on legislative proposals and recommendations for official City positions. In providing the necessary information to the City Council, staff shall include the following:

- A basic summary of the legislation;
- How the legislation may impact the City of La Palma, including potential fiscal impacts;
- Positions taken by other bodies including the League of California Cities (LOCC), Association of California Cities – Orange County (ACC-OC), other cities or local agencies, and/or other relevant professional or non-profit organizations; and,
- Current status of the legislation.

Whenever possible the City Council should be given the opportunity to consider and adopt official positions formally before communication through letters or other means are prepared. The Mayor is authorized to sign letters on behalf of the City Council once an official position is taken. Such communication should be in the form of letters unless other forms have been requested by a legislator or a body to which the City is a member such as the LOCC. For legislation, positions will generally be communicated initially to the author, the representative of the City to the legislative body, and advocacy organizations to which the City belongs, such as the LOCC. As legislation progresses, further correspondence may be sent to pertinent legislative committee members, other legislators or to the Governor or President without additional action by the City Council. Staff is responsible to provide periodic updates relating to the item once a position has been adopted by the City Council.

In cases where urgent action is required, or when a City Council meeting will not be held in time for the communication to be effective, communication on behalf of the City may still be sent if the following criteria is met:

- Timing does not allow for full City Council consideration.
- The position is consistent with the Guiding Principles adopted as a part of this Policy.
- The position is consistent with that of organizations to which the City is a member, such as the LOCC.
- The position and correspondence sent are communicated to the City Council as soon as possible with the supporting information normally included in a request to the City Council.

In addition to official City positions on legislation, regulations or grant applications, individual City Council Members, the City Manager, and members of the City's Management Team (Police Chief, Department Directors, Police Captains) may take a position on such items and communicate regarding those positions so long as they clearly indicate that the letter reflects their individual position and is not the position of the City of La Palma. In no case shall a member of City staff take or communicate a position which is contrary to an official position of the City. Copies of any communication from an individual City Council Member or City staff member shall be provided to the full City Council for information.

**BACKGROUND:** This policy replaces prior City Council Policy 33, Communication of Official City Positions adopted on April 18, 2008.

**REVIEW:**

This policy is to be regularly reviewed every two years or more frequently as required.

**CITY OF LA PALMA**  
**COUNCIL POLICY**

**NUMBER: 3**

**DATE (Adopted/Amended): March 3, 2015**

**SUBJECT: City Committees**

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**POLICY:**

The City Council appoints three citizen committees to advise them on various City policies and actions and to provide enhanced public engagement relative to the affairs of the City. As of the adoption of this Policy, these three committees are Community Activities and Beautification Committee, Development Committee, and Traffic Safety Committee.

Mission and Expectations

Each Council appointed Committee has a purpose or mission as defined in the Municipal Code or other formative document which guides their scope of responsibilities as an advisory body. Due to the important public participation process function served by each of the committees, individual Committee members also have common expectations placed upon them including:

- a. Attend all meetings and notify City staff in advance if they are unable to attend a meeting so that it can be determined whether a quorum for the meeting will exist;
- b. Adequately prepare for meetings;
- c. Show respect for staff and the community; and,
- d. Maintain residency within the City of La Palma.

Through the City Manager, staff shall notify the City Council when a Committee member is not meeting established expectations as defined above, where lack of attendance is having a negative impact on the Committee, or when a conflict of interest appears to exist. The City Council has the authority in such cases to remove and replace such Committee members.

Terms of Office

Committee members may be appointed for up to two, four-year terms.

- a. No person may hold a committee seat for more than two consecutive terms per committee.
- b. Any person may hold a committee seat for more than two terms if he or she does not hold the committee seat for two or more consecutive years following the conclusion of each two-consecutive terms as a committee member (i.e. a member may serve a total of eight consecutive years and there must then be a lapse of time of at least two years before that person can rejoin the committee).
- c. No person may serve on more than one of the three citizen committees concurrently.

- d. Term limits refer only to service on a specific committee. There is no restriction on serving on different committees without a lapse of time in between.
- e. Committee members may resign or be removed by a majority vote of the Council at any time. When a vacancy exists in an unexpired term, the Council may make an appointment to fill the unexpired term.
- f. Youth members of the Community Activities and Beautification Committee are appointed for up to four one-year terms and up to three of the Community Activities and Beautification Committee's eleven seats may be designated for youth representatives. Eligible youth must be 15 to 18 years of age and in the 9<sup>th</sup> through 12<sup>th</sup> grades in addition to being La Palma residents. Terms for youth members begin in conjunction with the start of the school year.

#### Selection and Appointment Process

All vacancies for appointed positions on City Committees shall be advertised, including those associated with expiring terms of office. Vacancies may be advertised prior to the actual expiration of the Committee member's term in an effort to fill vacancies as close as possible to the expiration date. All vacancies on any citizen committee will be filled using the process described below, except that if a vacancy occurs because of a resignation, the Council may either re-advertise using the process described below or appoint an applicant from an existing list to fill the unexpired term, as described above.

- a. City Clerk prepares a *Citizen Committee Availability Notice*. The Notice will detail the current or anticipated vacancy status and identify the committees affected. The Notice will describe the committee's mission and meeting location/time information. The Notice will also specify a specific application deadline and have a minimum filing period of at least thirty (30) days.
- b. Notice will be advertised in the regular pages of a newspaper of general circulation in the City of La Palma, posted at the three designated official posting locations, publicized in various City publications (as timing permits), and highlighted on the City's website. For youth committee members, the Notice will be distributed to high schools serving La Palma youth.
- c. All interested applicants, including incumbents seeking reappointment, will be required to fill out an application. The application forms will be specific for each of the citizen committees and will be available from the City Clerk. Interested members of the community may apply for more than one committee vacancy. Applications for vacant and/or expiring committee positions may be filed with the City Clerk at any time and will be retained until a vacancy occurs.
- d. Applications received prior to the filing deadline will be reviewed by the City Clerk to ensure eligibility of the applicants.
- e. All eligible applicants will be invited to an interview conducted by the Mayor and Mayor Pro Tem. Where practicable, such interviews should be conducted within 45 days from receipt of an application or close of an application period. At the conclusion of interviews, deliberations will be conducted and recommendations are brought back to the full City Council. Appointment requires a majority vote of the City Council.
- f. Appointments will be announced/approved in a regular City Council meeting.
- g. If after the appointment process, a vacancy still exists on a committee, staff will, at a minimum, continue to publicize the vacancy through the City website until the vacancy is filled.

#### Posting of Agendas and Packets

Regular Agendas for members of City Committees shall be available for distribution at least 72 hours prior to the meeting in accordance with the Ralph M. Brown Act. Distribution is via electronic packets. All agendas and packet materials for Regular Meetings, shall be posted to the City's website at least 72 hours prior to the meeting.

#### Preparation of Committee Correspondence

Any correspondence deemed necessary by a City committee shall be prepared by the department assigned as staff to that committee and shall be reviewed by the City Manager or his/her designee prior to transmittal. Regular City letterhead shall be used for such correspondence.

#### Speaker cards

Members of the public speaking at a committee meeting are requested to complete a speaker card before addressing the committee. Completion of the speaker card is voluntary; but the Chair will encourage speakers to complete the card. Cards shall be available at the meeting. Cards are delivered to the Chair in chronological order and are kept as part of the official record of the meeting. Speakers will be asked to adhere to a five-minute time limit and are not permitted to transfer their time to another speaker. Large groups are encouraged to appoint a spokesperson to speak on their behalf.

#### **BACKGROUND:**

This policy consolidates and amends prior City Council policies on Posting and Distribution of Development, Traffic Safety and Community Activities and Beautification Committee Agendas and Packets, Preparation of Advisory Committee Correspondence, and City Council Appointed Citizen Committees. This policy seeks to clarify, simplify and consolidate all prior Council policies regarding City Committees into one City Council policy. These prior policies were originally adopted on November 3, 1987, August 16, 1971, and December 18, 1972 respectively.

#### **REVIEW:**

This policy is to be regularly reviewed every three years or more frequently as required.

**CITY OF LA PALMA**  
**COUNCIL POLICY**

**NUMBER: 4**  
**DATE (Adopted/Amended): March 3, 2015**  
**SUBJECT: Recognition**

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**POLICY:**

City Council Proclamations

The Mayor may issue Proclamations in recognition of various worthy causes, achievements, and for other appropriate reasons at his or her discretion, without consulting with the rest of the City Council. The Mayor shall sign Proclamations on behalf of the City Council, except for those recognizing a particularly special event or achievement, in which case the Proclamation shall be signed by the entire Council.

The Mayor further has discretion to direct proclamations to be framed for particularly special recognitions or events on a case-by-case basis. Proclamations shall also be framed for the following:

- a. Employee retirements and retirements from governmental agencies closely affiliated with La Palma;
- b. City of La Palma Employee of the Year;
- c. Citizens who have performed a heroic deed within the City;
- d. Eagle Scout and Girl Scout Gold Awards; and,
- e. Cypress College Americana Citizen of the Year for La Palma.

Recognition for Gifts

Acceptance of any gift donations made to the City shall first be approved by the City Council at a regularly scheduled City Council meeting. Gifts that are not made in conjunction with any City-sponsored event or as a result of City solicitations for support shall be recognized by the City Council generally within two weeks after approval of the donation or as soon as possible based upon the availability of the donor. This policy does not apply to the Corporate Connection Sponsorship Program.

The Mayor shall make presentation of all awards at a regularly scheduled City Council meeting unless the donor wishes to remain anonymous. The type of recognition given shall be based upon the monetary amount or value of the gift received as follows:

***Donation Amount***  
\$100 to \$499

***Type of Award/Recognition***  
Letter of appreciation signed by the Mayor

Mention in the "City News" section of the "Mosaic" or other appropriate publication/outlet if requested

\$500 to \$999

Certificate of Appreciation  
Mention in the "City News" section of the "Mosaic" or other appropriate publication/outlet if requested

\$1,000 and above

City Tile plaque recognizing the contribution  
Mention in the "City News" section of the "Mosaic" or other appropriate publication/outlet if requested

For gifts of equipment or donations of a similar nature, the name of the donor shall be adhered to the donated item in the most appropriate manner possible.

#### Recognition through Memorial Plaques

The City Council desires to: (1) commemorate citizens and employees who have lost their lives while engaged in acts of bravery or while performing official duties as employees of the City; and (2) to honor those who have made outstanding and significant contributions to the City of La Palma. The Community Commemorative Area is to recognize individuals who have made tangible contributions to La Palma which transcend time and benefit the community as a whole.

Criteria for memorial plaque selection shall include:

1. Nominee must be deceased.
2. Nominee shall be an individual who resided in or was employed by the City of La Palma.
3. Nominee shall have been missing in action or killed in the line of duty in defense of our country.
4. Nominee shall have been killed as a victim of declared enemies of the United States.
5. Or, nominee shall have been an employee who died while serving in his/her official capacity.

Criteria for Community Commemorative Area selection shall include:

1. Nominee must be deceased.
2. Nominee shall be an individual who resided in or was employed by the City of La Palma.
3. Nominee shall have devoted time and effort to the betterment of the community and its residents.
4. Nominee's contributions may have been in any of the following categories:
  - a. Cultural arts
  - b. Humanitarian or social concerns
  - c. Economic well being
  - d. Leisure and recreation
  - e. Improving quality of life
  - f. History and development of the City of La Palma
5. Nominee's contributions should be well known throughout the community.

Procedures for memorial plaques and for the Community Commemorative Area differ. For both recognitions, a request for nominations must be made in writing on an approved Nominee Submittal form to the City Clerk. All submittals must include the name and address of the submitter, no anonymous submittals will be accepted. The City Clerk shall notify the City Council of all submittals and a vote by the full Council at a regular meeting shall be conducted. A majority vote shall be required. For memorial plaques, the Council must be advised of any eligible individuals by March and plaque presentations shall be presented by the Mayor and City Council during Memorial Day ceremonies. The names of honorees shall be engraved on a bronze plaque along with a brief description of the qualifying event/service and date of demise. Unveiling of the plaque or addition of names shall be at the Memorial Day ceremonies. Nominees who meet criteria 1, 2, and 3 shall have their names placed on the Eternal Flame monument. Those who meet criteria 1, 2, and either 4 or 5 shall be commemorated on a plaque on the Memorial Wall.

For the Community Commemorative Area, applications will be considered at any time of the year. Upon Council approval, a paver will be engraved noting the individual's name, qualifying information and dates of birth and death. The paver shall be installed under the flag pole. Once the paver is installed, a letter from the Mayor will be sent to the family.

#### Eagle Scout and Girl Scout Gold Award

The City wishes to recognize those achieving the rank of Eagle Scout or the Girl Scout Gold Award. The Mayor or his/her designee is authorized to present these recognition documents at any ceremony honoring the recipient. Guidelines for this recognition include:

1. Recipients residing in La Palma or who are members of a troop based in La Palma, shall be given a framed Proclamation. The scout's name will be placed on the City's Honor Plaque.
2. Recipients not residing in La Palma but who contact the City regarding their recent achievement, and who are located in a surrounding jurisdiction, shall be given an unframed Letter of Commendation and Certificate of Appreciation.
3. Eagle Scouts not residing in La Palma, but who nonetheless completed their Eagle Scout Project to the benefit of the City of La Palma shall receive a framed Proclamation.

#### Employees of the Year

The City shall award a cash bonus of \$250 to an employee selected as the Employee of the Year in recognition of exemplary service to the City. The employee's name shall also be added to a perpetual plaque which hangs in City Hall. The Employee of the Year Program may be changed from time to time by the City Manager. Current awards are for Employee of the Year and Professional Employee of the Year.

#### Members on City Boards and Committees

The City desires to recognize citizens who serve on committee and boards by appointment of the City Council. These include the Community Activities and Beautification Committee, Development

Committee and Traffic Safety Committee. Recognition shall be made at the conclusion of the member's service on the board or committee. All awards shall be made by the Mayor at a City Council meeting as close to the end of the member's term of service as possible. Type of award is determined by the length of time on the board or committee as follows:

Three years or less

Certificate of Appreciation

Completion of more than 3 years

City Tile

All awards shall include the individual's name, City of La Palma, Committee, and Years of Service.

#### High School and Community College Scholarship Award Recipients

While the program was suspended in 2013 due to lack of funding, the City Council has a policy to recognize four graduating high school seniors and one community college student (enrolled in the following school year) who are La Palma residents each year. A student must have demonstrated outstanding conduct in activities that serve the La Palma community and/or the City of La Palma and must be a La Palma resident. The \$500 scholarship granted must be used towards college or technical school expenses.

A subcommittee of the City Council will review all completed applications and select the recipients. The subcommittee shall place a higher priority on the level of community service than on academic achievement. Winners are selected regardless of gender or school they attend.

The Mayor or his/her designee will attend each school's annual awards assembly to announce the winner and make the appropriate presentations. The award will be given at a City Council meeting if the school does not have such an award ceremony or if conflicting schedules do not allow the Mayor or designee to attend the school ceremony.

#### **BACKGROUND:**

This policy consolidates and revises prior City Council policies entitled Recognition of Eagle Scouts and Girl Scout Gold Award Recipients by City Council, Proclamations of the City Council, Annual High School and Community College Scholarship Awards, City Contribution to Employee of the Year, Recognition of Members on City Boards and Committees, Guidelines for the Award of Memorial Plaques, and Recognition of Gifts Received from the Community. The policy provides the forms and criteria for City Council recognition. The prior policies were originally adopted on February 17, 1976, April 6, 1981, October 3, 1989, October 3, 1989, October 6, 1992, February 19, 1991, and July 5, 1994 respectively.

#### **REVIEW:**

This policy is to be regularly reviewed every three years or more frequently as required.

**CITY OF LA PALMA**  
**COUNCIL POLICY**

**NUMBER: 5**

**DATE (Adopted/Amended): March 3, 2015**

**SUBJECT: Contributions and Donations**

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**POLICY:**

It shall be the policy of the City Council to consider the following when an organization or individual makes a request for a contribution or donation from the City of La Palma:

1. The City Council shall strongly consider the funding of projects that protect and/or improve the health and safety of individuals and facilities located in the City of La Palma's jurisdiction.
2. The project or activity for which funds are requested shall promote the City of La Palma and/or contribute to the quality of life for La Palma's residents.
3. The organization shall demonstrate that it has already secured substantial funding from other sources, including personal finances, fundraising, etc. The City of La Palma shall not be the first entity from which funds are requested.
4. The organization must be based in the City of La Palma and/or the project must directly benefit La Palma or its residents.
5. All requests for funding shall be submitted in written form, directed to the City Council, and delivered to the City Clerk. The application shall include the following criteria:
  - a. The name, address, and contact information of the organization;
  - b. The non-profit status of the organization;
  - c. A description of the program or project for which funding is being requested;
  - d. The amount of funding being requested and a description of how these funds will be used;
  - e. A description of the overall project or program budget;
  - f. A description of the number of citizens in the community that will benefit directly by the expenditure as well as the ratio of La Palma residents served to the total number of individuals served;
  - g. A statement of adherence to the stated policies of the City of La Palma;
  - h. A description of whether or not a public need will go unmet without the contribution and whether the program or project is a duplication of another service provided locally;
  - i. A description of how the goodwill of the City of La Palma will be promoted through the expenditure;

- j. A description of how the project or program will be recognized as a contribution to the health, safety, or welfare of the community;
  - k. A description of how the program or project will further the City Council's adopted goals for the year;
  - l. A statement of whether or not the contribution could expose the City to civil liability;
  - m. A presentation of the percentage of administrative costs of total program costs. Administrative costs should not exceed 15% of total program costs;
  - n. A description of the degree to which the members of the organization have engaged in other fund-raising activities;
  - o. A description of whether the organization has applied for funding from other public agencies; and
  - p. A statement that the organization will not discriminate in employment or in clients served because of race, religion, national origin, sex, age, disability, sexual orientation, or marital, familial or veteran's status.
6. City staff will evaluate the request for funding according to the criteria in this policy. If the funding request meets the criteria of the policy, a recommended action will be made to the City Council. A subcommittee of the City Council may be formed on an ad hoc basis to evaluate funding requests should the request's applicability to the criteria be unclear.
7. Priority shall be given to capital projects and those that have a long-term effect on the community versus one-day, one time activities.
8. Funding should be used to benefit the community at large and not simply the members of the organization requesting funding.
9. Funds will not be allocated to:
  - a. political action committees, political candidates, or political campaigns;
  - b. any organization conducting a religious activity (religious organizations that are seeking funding for wholly secular programs or projects will be considered); or,
  - c. organizations conducting a fund-raising activity or event (City sponsored activities or events are not covered by this policy).
10. A written follow-up report shall be provided to the City Council after the event or project for which funding is provided by the City of La Palma has concluded. The report should include a summary of the event and how the funds were expended and should be presented within 45 days of the completion of the event or project. The organization shall keep receipts and other proof of expenditures on file for City inspection for a period of two years.
11. Organizations requesting funding shall be informed that the receipt of money from the City of La Palma is not guaranteed by virtue of a request.
12. Funding of a program or activity will not constitute a precedent for contributions in subsequent years. On the contrary, funding priority will be given to organizations that have not previously received funding from the City.

**BACKGROUND:**

This policy was originally adopted on November 2, 1999 and was amended previously on August 16, 2005 and December 16, 2008. The policy was created to allow the City Council and staff to respond to a variety of requests from organizations and individuals for financial assistance.

**REVIEW:**

This policy is to be regularly reviewed every three years or more frequently as required.

**CITY OF LA PALMA**  
**COUNCIL POLICY**

**NUMBER: 6**

**DATE (Adopted/Amended): March 3, 2015**

**SUBJECT: Representation at Events**

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**POLICY:**

When the City of La Palma is invited to be represented at an event, it shall be the policy to authorize one or more members to represent the City at such events at City expense without prior approval of the Council, so long as the cost of attending the event does not exceed \$**150** per person. If the cost is more, attendance shall be placed on a City Council agenda and authorization given for one or more to attend on a case-by-case basis.

This policy is for social and charitable events. At no time shall City funds be used to attend an event which is associated with a political party, or to further the candidacy of a candidate for municipal, state or federal office.

In accordance with current statutes, the payment for authorized attendance will be for the Council Member only.

Ticket Distribution Policy

Distribution of tickets that have been received from public or private entities or individuals, purchased by the City, or for City events, to members of the City Council, City staff, or to City volunteers shall be subject to all California Fair Political Practices Commission (FPPC) regulations as may be set from time to time. **The terms "City Official", "FPPC", "Policy", and "Ticket" shall have the meanings set forth in law including Government Code Section 82048, FPPC Regulation 18701 and FPPC Regulation 18944.1.**

The purpose of this Policy is to ensure that all tickets the City receives from public and private entities and individuals, which the City purchases, or which the City owns because of its control of the event or facility, are distributed in furtherance of one or more public purposes of the City. The distribution of any ticket by the City to, or at the behest of, a City official shall accomplish one or more public purposes of the City. The following list is illustrative rather than exhaustive, of the public purposes of the City that may be served by City Officials attending events using tickets distributed to them by the City:

- a. Promotion of business activity and residential occupancy within, and business relocation to, the city.
- b. Promotion of the quality of life in the city.

- c. Promotion of community resources and programs available to city residents, including charitable and non-profit organization resources.
- d. Promotion of City resources available to city residents.
- e. Promotion of community programs available to city residents, including charitable and non-profit organization resources.
- f. Promotion of City-run, sponsored, or supported community programs.
- g. Promotion of City facilities available for City resident use.
- h. Promotion of City recognition, visibility, and/or profile on a local, state, national, or international scale.
- i. Recognition of City-sponsored community service organizations and programs that provide benefit to the City, its residents or businesses, including but not limited to Volunteers in Policing, SCORE, and Neighborhood Watch.
- j. Recognition of community service organizations and programs not sponsored by the City but which provide benefit to the City, its residents or businesses, including but not limited to American Cancer Society, Chamber of Commerce, and Kiwanis.
- k. Recognition of local governmental agencies and programs providing services within the city, or providing benefits to the City, its residents or businesses, including but not limited to local water and wastewater agencies, local school districts, Cypress College, the Orange County Library, Southeast Area Animal Control Authority, and the Orange County Fire Authority.
- l. Recognition of residents or businesses in La Palma honored for providing services to the City or benefits to the City, its residents or businesses.
- m. Promotion of City issues and interests at events sponsored by other governmental entities and government-related industry groups, and non-profit organizations, including but not limited to state of the city events sponsored by adjacent cities, League of California Cities events, Orange County Division of League of California City events, and Association of California Cities-Orange County events.
- n. Information-gathering and education regarding matters of local, regional and state-wide concern that affect the City.
- o. Attendance at events sponsored by other local governmental agencies, government-related industry groups, and non-profit organizations, for the purpose of meeting and conferring with other governmental officials or business representatives regarding issues of interest to or affecting the City.

#### Transfer Prohibition

The transfer by any City Official of any ticket distributed to such City Official pursuant to this policy to any other person, except to members of the City Official's immediate family for their personal use, is prohibited.

#### Website Posting

For the purpose of implementing this Policy, and completing and posting any required notice, including the FPPC California Form 802, the City Manager or her/his designee shall be the "Agency Head". The

Ticket Distribution Policy set forth above shall be posted on the City website in a prominent fashion and the distribution of a ticket or tickets pursuant to said policy shall be posted on the City website in a prominent fashion within thirty (30) days after the ticket distribution. Such posting shall use FPPC California form 802 or such alternative form as from time to time the FPPC may designate.

**BACKGROUND:**

Council Members representing the City of La Palma are occasionally invited to events that are social or charitable in nature. In order to exercise fiscal responsibility, Council Members requested guidance on deciding which events are beneficial to the City and should be attended by one or more members. The policy was later expanded to incorporate a ticket distribution policy in response to FPPC regulations. This policy was adopted on February 16, 1988 and was previously amended on September 15, 1988, August 16, 2005, and March 17, 2009.

**REVIEW:**

This policy is to be regularly reviewed every three years or more frequently as required.

**CITY OF LA PALMA**

**COUNCIL POLICY**

**NUMBER: 7**

**DATE (Adopted/Amended): Adopted June 20, 2010; Reaffirmed March 3, 2015**

**SUBJECT: Diversity**

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**POLICY:**

The City Council recognizes that La Palma is a culturally diverse community and, as such, diversity issues need to be considered as part of the City's ongoing services and core activities. The City seeks to provide all of its citizens with a social, cultural, economic, and political environment that offers them opportunities for maximum personal fulfillment. Programs and policies of the City of La Palma should provide residents and businesses outlets for expression of individual cultural origins while developing a sense of belonging and contribution to a strong collective La Palma identity.

It shall be the policy of the City Council to:

1. Maintain the City's strong sense of community by encouraging wide-spread participation in social, cultural, leisure, and lifelong learning activities, while recognizing and respecting the uniqueness and cultural diversity of its citizens.
2. Promote awareness, respect, tolerance, and understanding among La Palma community members and employees.
3. Provide access to the community by including language options in the City's publications and website when feasible; utilizing alternative communication networks to provide information and promote City events where appropriate; and providing translations and interpreters, when feasible.
4. Focus on achieving access and inclusion outcomes for community members from culturally and linguistically diverse backgrounds in the delivery of its services and functions by ensuring: that services are relevant and accessible to all members of the community; and, that the City is able to respond to the needs of its diverse community members.
5. Foster an inclusive and welcoming municipality that celebrates and respects cultural diversity through its services and programs.

6. Provide regular cultural awareness training to City staff and consider the community's cultural diversity throughout the employment process.

**BACKGROUND:**

This policy was created to recognize the increasing cultural diversity of the City's residents and to ensure that the needs of that diverse population are considered in the delivery of the City's ongoing services and core functions. The policy was first adopted on July 20, 2010.

**REVIEW:**

This policy is to be regularly reviewed every three years or more frequently as required.