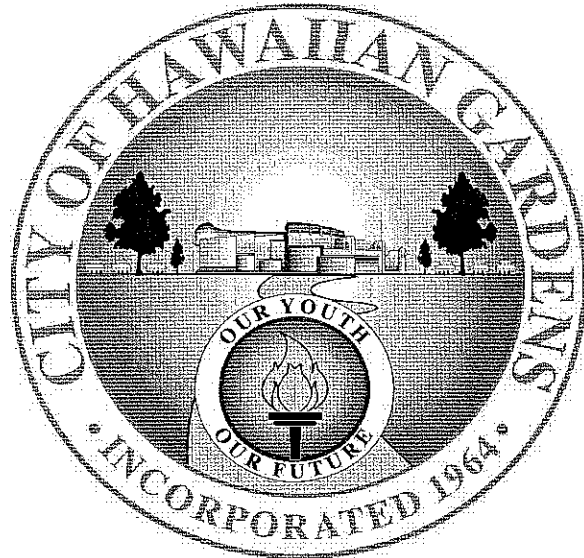


CITY OF HAWAIIAN GARDENS



CITY COUNCIL INFORMATIONAL HANDBOOK

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March 2010

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SECTION I **INTRODUCTION AND GENERAL CITY INFORMATION**

CONGRATULATIONS AND WELCOME!

Congratulations on being elected to serve as members of the City Council and represent the City of Hawaiian Gardens. Welcome to your new role in the community and serving our City as a public official.

INTRODUCTION

This handbook has been prepared to help orient you concerning the functions, duties and activities of the City Council to which you have been elected. The handbook is designed to contribute to your general knowledge and understanding of public affairs, and to aid in the fulfillment of your responsibilities as a City Councilmember.

We hope that you will enjoy your tenure as a vital part of the City's team and sincerely thank you for your willingness to devote your time, energy and efforts to serve our community.

We look forward to working with you and continuing to improve the quality of life, safety and the level of services provided to the community of the City of Hawaiian Gardens and continue to make a positive difference.

MISSION STATEMENT

Residents and the businesses are the most important people to enter the office; in person, by mail or by telephone. Residents and the businesses are not dependent upon us; on the contrary, we are dependent upon them. Residents and the businesses are not an interruption to our work; they are the purpose of it.

Our work begins and ends with the residents and the businesses of Hawaiian Gardens, California and is measured by how well we serve them.

The City's Mission Statement was amended and adopted on May 14, 2002.

HISTORY OF THE CITY OF HAWAIIAN GARDENS

The City of Hawaiian Gardens was incorporated on April 9, 1964, as a General Law City. Consequently, the municipal government is organized and operated in accordance with California state laws rather than a local charter.

The City operates in the Council/Administrator form of government. The five (5) member City Council, who are elected at large at two-year intervals with a City Administrator to handle the administrative functions of the City and be responsible for an effective and economical municipal operation.

Once a local rest stop in the 1920's, Hawaiian Gardens owes its name to a local fruit stand owner who built a bamboo frame shack covered with palm leaves. Since its Incorporation in 1964, the City of Hawaiian Gardens has matured into a viable commercial and residential base, with over 600 businesses and over 16,400 residents within just one square mile. Hawaiian Gardens is at the core of the vital Gateway Region within only 20 miles from the Los Angeles and Long Beach Harbors. Such great access to freeways, airports and harbors makes Hawaiian Gardens an ideal location as the gateway to Southern California.

Hawaiian Gardens has a steady and stable population growth. The number of residents is estimated to grow by 6% in the next ten years. This population base offers a skilled, diverse workforce. Over half of Hawaiian Gardens 16,400 residents are 18 to 64 years old, 24% of which have attended college. Hawaiian Gardens is a full-service, general-law city, providing police and fire services as well as street maintenance and repair, building and engineering, planning, and parks and recreational activities.

Since its incorporation, the City of Hawaiian Gardens has been focused on improving services and quality of life for its residents and businesses. With the dedication of organizations, clubs, citizens and business owners, Hawaiian Gardens has taken proactive steps towards refurbishing local schools, funding underfunded afterschool programs, improved and expanded its recreation facility, dedicated funds to the Housing and Commercial Rehabilitation Programs, law enforcement, and beautifying the City with road and park improvements. Above all competing interests, the City of Hawaiian Gardens places high regard for its residents, both young and elderly. Providing adequate facilities and services for this growing population is one primary responsibility of elected and appointed officials to assure that our City remains a viable and desirable community in which to live and prosper both now and in the future.

SECTION II **BASIC LEGISLATIVE BODY INFORMATION**

CITY COUNCIL

The City Council is the legislative governing board of the City of Hawaiian Gardens and is composed of five (5) members. The Mayor and Mayor Pro Tem are selected from among the members and serve for a one (1) year term. The City Councilmembers are elected at large to serve four (4) year terms, which overlap every two (2) years. The Mayor serves as the presiding officer, although his/her authority does not exceed that of the other members. The Mayor Pro Tem presides in the Mayor's absence.

The City Council is the legislative body that governs the City by setting policies, enacting laws and setting priorities. The City Council adopts ordinances, resolutions and provides directives to the City Administrator and staff, in accordance with State and local laws. They are responsible and generally monitor the City's annual budget, prioritize capital improvement projects, establish and monitor City services and programs, establish and make appointments to committees and Commissions.

In accordance with the Hawaiian Gardens Municipal Code, the City Council holds its regular meetings on the second and fourth Tuesday of every month. The City Council also serves as the Community Redevelopment Agency ("RDA") and the Public Housing Authority ("PHA"). The City Council serves on various boards, committees and ad-hoc committees as required or as necessary. The City Council and the legislative boards must attend its regular meetings, as well as, special meetings and adjourned meetings. These also include town hall meetings and budget sessions, for example.

In addition to the standard legislative meetings, the City Council must also attend various trainings, conferences, workshops and meetings that are held locally and out-of-the area. For example, Ethics Certification - AB1234 which is a State mandated training requiring certification every two years for elected officials. Other training includes, Conflict of Interest, Parliamentary Procedures, Brown Act, and Finance. The City Council attends various evening dinner meetings, such as Contract Cities or League of California Cities. Meetings will be with other legislators, leaders, residents, members of local businesses and surrounding communities and staff.

The City Council as the local representatives will also attend and participate in various regular and special events for the City, County and State. This may include traveling for short and/or extended periods of time. Basically, City Councilmembers, as elected officials and representatives of the City, serve and are "on-call" at all time.

CITY COUNCIL COMPENSATION

The Hawaiian Gardens Municipal Code Book ("HGMC"), Title 2, addresses areas pertaining to the duties of the City Council, including compensation. Compensation for the City Council is established and adopted by Ordinance, pursuant to the HGMC Section 2.08 and as determined by the California Government Code. The City Council

also adopts resolutions that set policies and any additional compensation authorized and provided by State law, such as per diem, vehicle allowance and additional compensation to the Mayor.

COUNCIL TERMS OF OFFICE

A member of the City Council will generally hold office for a term of four (4) years from the date of his/her election or will serve an appointment for an unexpired term, and shall continue in office until their respective successors qualify.

MEETING ATTENDANCE

It is important that all members of the City Council commit to attending meetings to ensure that business can be conducted effectively and to ensure fairness to the public, other advisory body members, and staff that attend the meetings. Additionally, public officials should prepare for meetings by reading reports, obtaining answers to questions, and otherwise familiarizing themselves with issues coming before the City Council.

Pursuant to State law, a City Councilmember who is absent from three (3) consecutive meetings shall forfeit his/her seat unless excused by the Council on account of absence from the City or illness. It is necessary that absences be maintained at a minimum and not to exceed the number allowable under the law. Frequent absences may result in lack of a quorum, cancellation of meetings, and delay in acting on time-sensitive issues. If a member is unable to attend the meeting, they should contact the City Clerk's Office or the City Administrator's Office and request to be excused prior to the absence.

While the number of hours preparing for and attending meetings varies, City Officials generally spend an average of two to three hours at each meeting and one to four hours preparing for the meeting(s).

COMMUNITY REDEVELOPMENT AGENCY ("RDA")

RDA/ GENERAL

The City Council also serves as the Board of Directors of the Community Redevelopment Agency ("RDA") or the Agency. The City Council established the RDA by Ordinance in 1976, pursuant to the California Community Redevelopment Law. The HGMC, Chapter 2.36, establishes the RDA's legal authority. The RDA acts and serves as a separate entity of the City of Hawaiian Gardens. The RDA has established and adopted its own by-laws and acts independently of the City and the City Council, with its own vested authority.

The RDA by-laws authorize the Board to appoint a Chairmember to serve as its presiding officer and in his/her absence the Vice Chairmember. The other members of the RDA are Directors. The RDA By-laws provides that the City Clerk acts as its Secretary, the City Administrator acts as its Executive Director and the City Attorney acts as its Agency Counsel.

The purpose of the RDA is to participate in redevelopment programs as authorized by the State. The function of the RDA is basically to guide redevelopment towards revitalizing the commercial corridors into high quality, pedestrian friendly districts that are harmonious with residential and non-residential uses and to eliminate blight in the City.

RDA/ AGENCY BOARD MEETINGS

The Community Redevelopment Agency (“RDA”) holds meetings pursuant to its by-laws. At this time, regular RDA meetings are held twice a month, on the same date and time as the regular City Council meetings.

RDA/ AGENCY BOARD COMPENSATION

The RDA by-Laws, as adopted and amended from time-to-time by resolution and/or minute order, establish compensation for attending RDA meetings. The RDA also adopts its own resolutions that set policies and any additional compensation authorized and provided by State law.

PUBLIC HOUSING AUTHORITY (“PHA”)

PHA/ GENERAL

The City Council also serves as Board members of the Public Housing Authority (“PHA”). The PHA is governed by a seven (7) members; composed of the five members from the City Council, plus two Section 8 Housing Assistance Program recipients, appointed by the Board.

The PHA acts and serves as a separate entity of the City of Hawaiian Gardens. The PHA has established and adopted its own by-laws and acts independently of the City and the City Council, with its own vested authority. Generally, the purpose of the Public Housing Authorities is to provide safe and sanitary residential dwelling accommodations for persons of very low, low and moderate income.

PHA/ AUTHORITY BOARD COMPENSATION

The PHA by-Laws, as adopted and amended from time-to-time by resolution and/or minute order, establish compensation for attending PHA meetings. The PHA also adopts its own resolutions that set policies.

The City Council serves as the Board but is a separate legal entity of the following Boards.

CIVIC LEAGUE

CL/ GENERAL

The City Council also serves as the members of the Civic League. The Civic League is composed of five (5) members from the City Council which meet on an as needed basis.

The Civic League acts and serves as a separate entity of the City of Hawaiian Gardens. The Civic League has established and adopted its own by-laws and acts independently of the City and the City Council, with its own vested authority. Generally the function of the Civic League is to serve as a trust account.

CIVIC LEAGUE COMPENSATION

The Civic League by-Laws, are adopted and amended from time-to-time by resolution and/or minute order, establish compensation for attending Civic League meetings. The Civic League also adopts its own resolutions that set its own policies.

PUBLIC FINANCING AUTHORITY (“PFA”)

PFA/ GENERAL

The City Council also serves as the Board of Directors of the Public Financing Authority. The PFA is a collaboration between the City and the RDA and its Board is composed of five (5) members from the City Council which meet on an as needed basis. The purpose of the PFA is to finance public facilities and projects.

The PFA acts and serves as a separate entity of the City of Hawaiian Gardens. The PFA has established and adopted its own by-laws and acts independently of the City and the City Council, with its own vested authority.

PFA/ PUBLIC FINANCING AUTHORITY COMPENSATION

The PFA by-Laws, are adopted and amended from time-to-time by resolution and/or minute order, establish compensation for attending PFA meetings. The PFA also adopts its own resolutions that set its own policies.

GOVERNMENT STRUCTURE

The Government Structure operates under a Council/Administrator form of government and serves the residents according to the California General Law. The City contracts out for City Attorney and City Prosecutor services. The City contracts with the Los Angeles County Sheriff's Department with the main Station located in Lakewood, although the City has created the Public Safety Center located on Carson Street, it operates with restricted hours and is staffed by the L.A. County Sheriff's Department. The City also contracts with the Los Angeles County Fire Department, and Fire Station No. 34, is located at 21207 Norwalk Boulevard, Hawaiian Gardens. The City has entered into a franchise agreement with Consolidated Waste Disposal to provide trash collection. The City also contracts with the Los Angeles County Animal Care and Control, which is located in Downey. The utilities are provided by the following investor-private owned utilities: Southern California Edison, Golden State Water and The Gas Company.

The City government is composed of the following departments:

- Administration
- City Attorney
- City Clerk
- Community Development
(Planning, Building & Safety, Housing, Engineering)
- Finance
- Human Services
(Recreation, Senior Programs and Transportation)
- Human Resources (Personnel)
- Public Works
- Public Safety (Law Enforcement)

ORGANIZATIONAL CHART

- *See Attachment "A"*

DEPARTMENTS & CITY SERVICES

ADMINISTRATION/CITY ADMINISTRATOR'S OFFICE

Under the Council/Administrator form of government, the City Administrator is appointed by the City Council to carry out and implement adopted policies and to manage the City's finances and affairs. The City Administrator makes policy recommendations and is responsible for oversight and supervision of all City departments. The City Administrator also serves as the Executive Director of the Hawaiian Gardens Community Redevelopment Agency.

The City Administrator's Office provides clerical and technical support to the City Council. The City Administrator's Office coordinates and assists in executing the City Council's policies through its various Departments and Department Heads.

The City Administrator's Office is also responsible for matters relating to community resources, such as the City newsletter, public relations matters, the City's website maintenance and the City's Cable Channel information.

CITY ATTORNEY

The City Attorney is appointed by the City Council and the RDA and provides legal services to it, as well as to its respective commissions, boards, committees, the City Administrator and City departments. The City Attorney also serves as the RDA's Agency Counsel and is overall responsible for legal issues and legal matters that may require legal representation, legal opinions, litigation and prosecution for violations of local ordinances.

CITY CLERK'S OFFICE

The City Clerk's Office is the City's official keeper of the records. The Office conducts municipal elections; prepares meeting agendas, agenda packets and minutes for the City Council, Community Redevelopment Agency and Public Housing Authority, Civic League and Public Financing Authority; processes legislative actions; maintains legislative records, serves as the City's filing officer regarding Fair Political Practices campaign and economic interest filings; and recruits applicants for City advisory bodies. The City Clerk's Office is responsible for the City's Records Management Program. The City Clerk's Office conducts bid openings and maintains the City's Municipal Code Book.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department ("CDD") is responsible for community planning, development review, zoning administration, and environmental analysis. The Department is also responsible for administering the City's federally funded neighborhood improvement and housing programs, specifically Section 8 Housing. Additionally the CDD is also responsible for the following divisions and/or areas such as, Building and Safety, Code Enforcement, Engineering, Capital Improvement Projects, Commercial and Residential Rehabilitation programs, and other programs such as the City's Beautification and Community Pride.

FINANCE DEPARTMENT

The Finance Department is responsible for the fiscal operations of the City, Community Redevelopment Agency and Public Housing Authority, including budget preparation and investments. The Department is responsible for accounts payable, receivable, purchasing, revenue and licensing.

HUMAN SERVICES DEPARTMENT

The Human Services Department offers a wide range of accessible programs designed to meet basic needs and to improve the quality of life for residents living in our Community. Some of the activities include the youth sports, special events, facilities, fitness classes, excursions, camps, and other recreational activities. Additional recreational activities that are provided for include the Teen Center and various programs and sports that are conducted and held throughout the year and throughout the various facilities, for example, the summer program. The Human Services Department is also responsible for the City's transportation Dial-A-Ride program, senior activities and Luncheon Program.

HUMAN RESOURCES DEPARTMENT

Human Resources serves under the City Administrator's Office, and provides the employee's and public officials with personnel and benefits processing and information. Human Resources assist the City Administrator's Office with the recruitment and separation of employees. Additionally, Human Resources assist with Risk Management claims, as well as the City's self-insured property, workers' compensation, and retirement programs.

PUBLIC WORKS

The Public Works Department provides for the maintenance and operations of City landscaping, parks and buildings. Such facilities include City Hall, C. Robert Lee Activity Center, Lee Ware Activity Center, Helen Rosas Center, as well as all of our local parks. The Public Works Department also provides logistical assistance for special events that are sponsored by the City and in cases of emergencies, when serving as back-up to provide support to our Fire Department and Sheriff's Department.

PUBLIC SAFETY DEPARTMENT / LAW ENFORCEMENT

The City contracts its law enforcement with the Los Angeles County Sheriff's Department, which has a field office located in the City's Public Safety Center. The Sheriff's Department conduct investigations and field operations such as patrol, traffic, parking control, and vehicle abatement. Additionally, the Department provides support services such as records, evidence, community relations, and school resource officers, and Special Assignment Officers (SAO).

OTHER SERVICES:

FIRE DEPARTMENT

Fire services for the City are contracted with the County of Los Angeles Fire Department. The Fire Department is housed locally within the City's jurisdiction and provides fire protection, investigation, emergency medical services, fire prevention, disaster preparedness, and hazardous materials control.

PUBLIC LIBRARY

The City's public library is administered by the County of Los Angeles; the Library is located in a new City facility, alongside the Public Safety Center. It manages resources to meet the educational, information, and recreation needs of the community, and operates the literacy program.

SECTION III **COMMITTEES/ SUBCOMMITTEES/ AD HOC COMMITTEES**

Committees are a body of persons appointed by the City Council/Commissioners to perform specific duties. A committee acting for a larger committee is referred to as a subcommittee. There are occasions where a Commission will appoint a committee, also known as an ad hoc committee, to perform a specific duty. For example, a committee may investigate whether to change meeting times, or change policies and procedures for Commission business, then report back to the full Commission with recommendations.

THE MAYOR'S APPOINTMENTS TO AGENCIES & COMMITTEES

Standing Committees are established by Resolution, Minute Order or may be required by State law. Upon reorganization of the City Council, generally the Mayor (with a few exceptions), with the consensus of the City Council, makes his/her selection and appoints members to each of the respective governmental agencies and committees.

CITY FINANCE COMMITTEE

This committee meets to discuss/research City budgets, expenditures, revenues, warrants, policies, and other financial matters.

CITY SELECTION COMMITTEE

City selects two members from the City Council to participate in this Committee. The members act as advisors to the Los Angeles County Board of Supervisors for the following agencies; MTA, SCAQMD, Coastal Commission, Library Commission and several other regional agencies.

SISTER CITY COMMITTEE

This committee meets to discuss/update our efforts of diplomacy which work toward the stronger economic, educational, and cultural success of our designated sister cities.

The City of Hawaiian Gardens has adopted the following official Sister Cities over the years:

- Mexico - Venustiano, Carranza - San Pedro
- Mexico – Cuernavaca, Guanajuato, Mexico

Rules and regulations pertaining to the Sister Cities have been adopted by the City Council by resolution.

See Attachment "B" - Resolution No. 046-2008.

SPECIAL EVENTS COMMITTEE

This committee meets to discuss all aspects of City sponsored events such as staff, cost, safety and scheduling.

CABLE TELEVISION - REPRESENTATIVE

Acts and reports on the cities behalf on items relating to our cable franchise agreement and service provided by Time Warner.

CALIFORNIA CITIES FOR SELF-RELIANCE JOINT POWERS AUTHORITY

This Authority was formed to protect the interest of cities that are home to Non-Indian Card Club Casinos. Monthly meetings are held to discuss trends and legislation in the gaming industry in California.

CALIFORNIA CONTRACT CITIES ASSOCIATION (CCCA)

The function of CCCA is to take appropriate action on problems/challenges affecting cities that contract out municipal services and to assemble, examine and study all pertinent information pertaining to the cost of the performance of California municipalities.

CITY COUNCIL PUBLIC EDUCATION (ABCUSD)- REPRESENTATIVE

This representative acts as a liaison between the School District and the Council. In doing so the City Council is aware of items affecting the schools.

CALIFORNIA JOINT POWERS AUTHORITY (CJPIA)

The function of the CJPIA is to perform risk management duties including insurance, cost analysis, identifying liability problems, claim prevention, and claim adjusting.

GATEWAY CITIES COUNCIL OF GOVERNMENT

The function of this Council is to reduce traffic congestion, address housing needs, improve air quality, nurture technology, and provide economic partnerships to strengthen the economy.

SELACO-WIB JTPA – PIC

The WIB's function is workforce development which administers and coordinates WIA-funded (and other) programs which prepare the workforce to meet employers' requirements. It also coordinates resources and develops partnerships with employers, schools, and state/local agencies.

LAW ENFORCEMENT – REPRESENTATIVE

This representative acts as a liaison between Law Enforcement and the Council. In doing so there is constant communication on policies, problems, and other safety issues.

LEAGUE OF CALIFORNIA CITIES

The League of CA Cities advocates policies which protect funding for vital community services, expand infrastructure investment, develop policies for programs which protect the environment, and advance social equity.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)

SCAG Regional Council is mandated by the federal government to research and draw up plans for transportation, growth management, hazardous waste management, and air quality and addresses other regional issues including housing, open space, energy, economic development and public safety.

LOS ANGELES COUNTY SANITATION DISTRICT

The Sanitation district constructs, operates, and maintains facilities to collect, treat, recycle, and dispose of wastewater and industrial wastes.

LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

The Vector Control District acts as a public health agency with programs to control mosquitoes, black flies, and other vermin's. Committee duties include setting policies, establishing the budget, and approving expenditures.

CAPITAL IMPROVEMENTS COMMITTEE

This committee meets on matters relating to capital projects within the City including expenditures, timelines and problems.

SECTION IV **BASIC COMMISSION INFORMATION**

COMMISSIONS

The City Council establishes advisory Commissions to provide a communication link between the community, the City Council and staff. As City leaders, the City Council relies on the Commissioners to be their “eyes and ears in the community.” The Commissioner’s contributions will help achieve a better quality of life for the community.

The Commissions are advisory in nature and their input, usually in the form of recommendations to the City Council or staff, are considered in evaluating the effectiveness of programs and policies established for the benefit of the community.

Commissioners are expected to learn, as quickly as possible, the scope of their responsibility as delegated by the City Council. In addition, it is quite important that individual Commissioner gain an understanding of their relationship with the City Council, staff, and the community.

COMMISSION APPOINTMENTS

Citizens provide a source of knowledge about the community and therefore make it more likely that projects/programs will address their needs. Through these volunteers the City can generate support that will inspire other residents to be active in the community to fulfill a philanthropic need to serve humanity.

There are three (3) Commissions serving the residents in the City of Hawaiian Gardens.

- PLANNING COMMISSION (Required by State law)
- RECREATION AND PARKS COMMISSION
- PUBLIC SAFETY COMMISSION

COMMISSIONER TERMS

As per the Hawaiian Gardens Municipal Code, a Commissioner will hold office for a term of four (4) years from the date of appointment. If a Commissioner resigns, a new Commissioner shall be appointed by the Mayor, with the consensus of the Council, to complete the balance of an unexpired term and shall continue in office until their respective successors qualify.

COMMISSION VACANCY

A vacancy in a Commission will be filled by appointment by the Mayor, with the consensus of the City Council, subject to passing a background check.

The Commissioners may be removed from the Commission at the Mayor and City Council's discretion at any time. The Commissioners may also be moved from one Commission to another at the will of the Mayor and City Council with or without any explanation or discussion.

GENERAL PROVISIONS APPLICABLE TO THE COMMISSIONS

Each Commission has specific staff members, known as a staff liaison, assigned to aid in the fulfillment of its responsibilities, to provide technical information and research capabilities for the Commission.

COMMISSIONER'S HANDBOOK

See Commissioner's Handbook for more information and details. The Handbook is available in the City Clerk's Office.

SECTION V **CITY COUNCIL RELATIONSHIPS**

COUNCIL RELATIONSHIPS WITH STAFF

City staff members may be assigned to assist the City Council and handle the administrative duties as required. These duties include providing analysis and technical data necessary to develop recommendations to the City Council, prepare agendas, reports and maintain minutes of actions and activities to serve as the official record.

The role of City staff is limited to support and advisory functions. City staff members are not voting members of the legislative body and consequently do not participate in the decision-making process. Due to the purely supporting role of staff, staff members will not respond to questions from the public unless requested to do so by the presiding officer.

The City Council should be aware of the staff member's responsibility to provide his/her technical advice to the City Council.

RELATIONSHIPS WITH THE PUBLIC AND/OR MEDIA

City Councilmembers should consider that his/her actions and comments are often interpreted to be that of the entire City Council and/or City. Thus, comments to the press or other public comments may be misinterpreted as those of the entire City Council and/or City, even though the City Councilmember may state that he/she is speaking for him/herself. Such public comments may be at odds with the goals, objectives and/or overall policy of the City Council and/or City of Hawaiian Gardens.

The following guidelines are offered for communicating with the public/media:

- (1) Statements to the public should flow through the City Administrator and or designated staff.
- (2) There should be no promises made to the public about any action that may be taken by the City Council. Individual City Councilmembers cannot bind the entire City Council, staff or City on any particular matter. If the matter is subject to a public hearing, no promises or pre-commitments shall be made. Any of these may be or become a violation of State law and constitutional protections for applicants for City permits and affected residents and property owners.
- (3) Comments to the public and to the press must be factual, as opposed to opinion and are to be reported to the City Administrator immediately.

- (4) City Councilmembers have an obligation to listen to comments or complaints from the public. City Councilmembers should forward such comments or complaints to the City Administrator and/or staff for follow-up. Follow-up may include a memo, correspondence, staff report and where indicated, a recommendation for action by the City Council at an open meeting.

COUNCIL RELATIONSHIP WITH APPOINTING AUTHORITY

The City Council's relationship with the Commissions may vary. The Staff Liaison may report Commission activity to the City Council at one of the Council's meetings. The City Council may visit Commission meetings or may invite the Commission to attend their City Council's meeting for direct input. There may be occasions when the City Council and the Commission(s) will hold joint meetings.

Individual contact by the City Council or individual Councilmembers to discuss issues are neither encouraged nor discouraged. These are better handled on an individual basis. Should a controversy arise within the Commission, counsel and guidance is available from the staff, as well as from the City Council. However, it would be inherently unethical and may be illegal in certain circumstances for an individual City Councilmember to attempt to influence or persuade the Commissioners to assume a posture, which may be in opposition to the Commission as a whole. For certain recommendations or decisions affecting property owners or applicants for City permits, constitutional requirements demand an impartial hearing body and a fair hearing; undue influence by individual Councilmembers may run afoul of such constitutional requirements.

RELATIONSHIP WITH CITY ATTORNEY

The City Attorney is responsible for advising the City Council, Commissioners and staff on legal matters affecting the City, its officials and volunteers. Usually it is sufficient for the Departmental Heads or designated staff to seek the advice of the City Attorney prior to meetings on those issues requiring legal review.

However, for particularly complex legal matters, the City Attorney may be directed at a City Council meeting to review or conduct research or analyze an issue that may require a written legal opinion or action.

Generally, contracts with the City Attorney will be made through the office of the City Administrator. Potential conflicts of interest issues affecting individual Councilmembers, Commissioners or staff may be directed to the City Attorney directly.

SECTION VI **CITY COUNCIL MEETINGS - DEFINITIONS**

OVERVIEW

The City Council meeting is the time and place for decisions to be made by the City Council. The quality of those decisions, and the impact upon the community, is the responsibility of each member of the City Council.

Each member of the City Council has an obligation to attend meetings where he/she will prepare, discuss, evaluate, review and select the best possible alternative solutions for community needs and requirements coming before the City Council.

There are five (5) categories of City Council (legislative) meetings. All are open to the public and must be conducted in accordance with established procedures. As previously stated, all members of City Council should be aware of the Brown Act, which is designed to ensure that meetings of public agencies are conducted openly without restrictions on the right of the public to attend and participate. All meetings are scheduled and publicized. Adequate notice must be given when a Special, Adjourned or Regular Meeting or study session is called.

The five (5) types of meetings are:

- (1) Regular
- (2) Adjourned Regular
- (3) Special
- (4) Joint
- (5) Study Session/Workshop

REGULAR MEETING

Meetings scheduled on a set basis by ordinance or resolution, are referred to as Regular Meetings. Formal action is not necessary to call a Regular Meeting; but to enable adequate public discussion an agenda is prepared showing the items planned for discussion. Although all items for discussion should be included on the agenda, emergency or urgent items may be brought up as acceptable additional items from time to time in accordance with State Law.

The Brown Act, Government Code Section 54950, and following sections, requires the public posting of the meeting agenda seventy-two (72) hours before the Regular Meeting. It further requires that the agenda contain a brief description of each item of business to be transacted or discussed at the meeting.

A meeting requires a quorum of the City Council to be present. A quorum is the minimum number of Councilmembers necessary to hold a meeting. In the City the number of Councilmembers required is three (3), which is a majority of the members of the City Council. If a quorum is not present, the City Clerk or the Mayor will adjourn the meeting for a lack of quorum.

ADJOURNED REGULAR MEETING

An Adjourned Regular Meeting is a meeting that is adjourned by the Mayor and scheduled to a later date (not past the next regular meeting date). Although the City Clerk can adjourn a meeting for a lack of quorum, a date for an Adjourned Regular Meeting can only be set with direction of the Mayor or a majority of the City Council at a meeting. A notice announcing the date, time, and place of the Adjourned Meeting must be posted on the door of the meeting room the day following the Regular Meeting.

An Adjourned Meeting is considered a Regular Meeting for purposes of business transactions.

SPECIAL MEETING

Meetings, which are called by the Mayor, or majority of City Councilmembers outside of Regular Meetings, are referred to as Special Meetings. The Brown Act allows a majority of City Councilmembers to meet without notice to the public through a posted agenda only to set the date of a meeting in which the City Council will comply with the posting and noticing provisions of the Brown Act.

When a Special Meeting is called, notice of the meeting must be given to all the members of the Council and posted at least 24 hours before the meeting. The notice must include the date, time, and place of the meeting, and topic(s) to be discussed. Additionally, a notice announcing the Special meeting must be posted in a visible place where the public may view it at any time at least 24 hours in advance of the meeting. The staff will ensure proper notice and posting is accomplished. In the case of Special Meetings, City Councilmembers discussion is limited to those items that have been publicized in the notice and no other topic may be discussed at the Special meeting.

JOINT MEETING

Joint Meetings are those meetings that are requested by the Mayor or the majority of each City Council to be conducted with another Commission, or other public agency. They are intended to enable more than one agency to meet jointly to review particular issues that may require input and consideration by both or all agencies. The City Council and all Agencies and Commissions involved must take action to call the meeting and to agree the scheduled time. Joint Meetings are subject to the Brown Act and must be posted with the appropriate amount of time (24 hours for Special Meetings) so that the public can participate.

In order to hold a Joint Meeting, a quorum must be present from each Agency involved. The members participating in the Joint Meeting will designate a Chairperson to preside over the meeting. The Mayor normally presides when the joint meeting includes the City Council and a City Commission.

Action taken on specific agenda items is done jointly with a motion and a second. A majority vote (one-half plus one of all the members present) must be made in order to have successful motion. On certain decisions made by each Commission at a Joint Meeting, each Commission must vote independently.

STUDY SESSION/WORKSHOP

Study sessions are occasionally held to thoroughly discuss complex issues. These are official meetings and must be open to the public and held in compliance with the Brown Act. They may be scheduled at the convenience of the City Council and require the same prior notice pertaining to Special Meetings, or study sessions may be held as part of a Regular Meeting or Adjourned Regular Meeting. Normally, no action is taken at study sessions, except to direct staff to finalize a report and agendize the matter for action at a subsequent Regular, Adjourned, Special or Joint Meeting.

SECTION VII

AGENDA PREPARATION AND MEETING FOLLOW-UP

AGENDA PREPARATION

To facilitate the conduct of the meeting and provide advance notice of the business scheduled for discussion, staff prepares an agenda of the business scheduled for discussion. An agenda provided for the City Council prior to the meeting includes staff reports and material necessary for the decision making process. Materials will be background information: staff reports, draft agreements, draft resolutions, maps, traffic engineer reports, reports of studies, and similar documentation. Additional copies of the agenda are available for interested members of the public. Copies are also posted on the City's website.

The items submitted to staff for inclusion in an agenda may be discussed with the City Administrator for clarification, as needed. Any member of the City Council may submit items for the agenda. While the final agenda may differ, the general order of business for City Council meetings is as follows:

Call to Order

Pledge of Allegiance

Roll Call

Oral communications – This is the time reserved for those in the audience to address the legislative body regarding any subject on or off the agenda and within the subject matter jurisdiction of the respective legislative body.

Business Items – New Items, Old Items, Public Hearings, Hearings, Resolutions, Ordinances

Consent Calendar Items (Items that are generally not considered controversial, not requiring discussion, receive and file items, ministerial.)

Approval of minutes

Oral City Council Reports

Oral Staff reports

Adjournment

MEETING MINUTES

The City Clerk's Office is responsible for preparation of the minutes of the City Council meetings. These minutes provide an official record of the action taken and a summary of the important topics raised in the discussion. Minutes and/or summary thereof are not intended as a verbatim transcript.

At each meeting the City Council will be given the opportunity to review minutes of previous meetings for consideration on whether or not to accept them as presented. Prior to the vote, minutes may be ordered corrected at the request of any member of the City Council to ensure that they reflect the prior proceeding accurately. Minutes only become official record of a meeting after they have been approved by the City Council.

MEETING FOLLOW-UP

Generally recommendations are included in a staff report from the staff to the City Council through the City Administrator, with the City Administrator's approval. In the report, staff summarizes the recommendation, as well as the pertinent discussion, which led to the recommendation for action. If documentation, such as a resolution, ordinance and/or contract is to be considered for adoption, it also will be included in the report.

STAFF RECOMMENDATIONS TO PREPARE FOR MEETINGS

- 1) Read and review agenda and agenda packet prior to a meeting
- 2) Read and review all documents including: staff reports, resolutions, attachments, etc.
- 3) Prepare questions that are not answered in the staff reports and meet with the City Administrator and/or staff prior to the meeting to receive clarification or request additional information that may be required for the meeting

- 4) Report and disclose any potential conflict of interests prior to attending meeting or discussing an item with staff (i.e., if you own property or a business within 500 feet of property being discussed)
- 5) Allow public input prior to taking action on an agenda item
- 6) Arrive before the meeting and begin the meeting promptly
- 7) Review this Handbook often and maintain updates as provided by staff
- 8) In making inquiries, do not ask confidential or private information relating to pending investigations or crime scenes, in public as these may create a liability for the City and/or may interfere with an investigation.
- 9) Do not get involved with and do not dictate to law enforcement officials and their operations
- 10) Report items in the City pertaining to safety issues immediately to the City Administrator and/or respective Department Head (i.e. street lights, stop signs, crosswalks, drugs, gangs, graffiti, or concerns specifically about children's health & well-being)
- 11) Criminal Activity / incidents should be reported on the internal Action / Info Request Form available from staff only (Reports are immediately forwarded to the Sheriff's Department and copies are not retained)

SECTION VIII **MEETING PROCEDURES**

ROLE OF MAYOR /MAYOR PRO TEM

The City Council and each Commission chooses a presiding officer from one of its members to serve for one year. For The City Council, the presiding officer is the Mayor and another member is selected to serve as Mayor Pro Tem to serve in the Mayor's absence. The function of the Mayor is to preside over the meetings and to promote interaction between the staff and the City Council. He/she is responsible for conducting efficiently run meetings and has the power to limit the discussion to the issue under consideration and/or listed on the agenda. The Mayor is at all times on an equal level to fellow City Councilmember's and has no added powers other than to preside over the meetings.

The selection of the Mayor/Mayor Pro Tem will be conducted annually by the members of the City Council. In the Mayor's absence, the Mayor Pro Tem assumes the role of presiding officer over meetings. If both the Mayor and the Mayor Pro Tem are absent, the City Clerk or his/her designee will call the meeting to order and the members of the City Council who are present will select a temporary presiding officer to serve until adjournment or the arrival of the presiding officer, such as the Mayor or Mayor Pro Tem.

The Mayor is the key to effective and organized meetings. He/she is responsible for maintaining order and decorum throughout the meeting. This will include directing discussion and limiting debate when and if it ceases to be productive, but the Mayor has to listen to all opinions, even if he/she does not agree with what is being said.

Meetings should be conducted according to established procedures. The Mayor directs the progress of the meetings and his/her orders must be followed unless they are overruled by the majority of the City Council or are contrary to established procedures.

In the event that a member of the City Council disagrees with the presiding officer's order, the member may appeal it. In this case, the Mayor must call for a roll call to see if the order is upheld. The majority vote of the City Council will decide whether or not the presiding officer's order is upheld.

PUBLIC TESTIMONY AT REGULAR MEETINGS

The Brown Act requires that every agenda for Regular Meetings shall provide an opportunity for the public to directly address the City Council on items of interest to the public that are within the subject matter jurisdiction of the respective City Council, provided that no action or discussion shall be taken on any item not appearing on the agenda. Subject to the provisions listed below, every resident, property owner of the City or member of the public has the right to address the City Council body during that portion of the meeting allocated for such comments. In addition, any interested

person may request permission from the Mayor to address the City Council regarding the subject under consideration. When possible, oral or written requests should be made prior to considering a motion on the subject.

When granting permission to speak, the Mayor should request that the speaker state his name and address for the record. However, the speaker may decline to provide this information. Comments from the audience should be directed to the City Council, not to the staff members present. If a response is necessary from staff, the Mayor may direct the question to the appropriate staff member who may then be directed to respond to the City Council or public.

The City Council may adopt reasonable regulations limiting the total amount of time allocated for the public testimony on particular issues and for each individual speaker. The Mayor may also request that speakers avoid reiterating arguments previously presented. Any established procedure should be explained at the beginning of the meeting and applied uniformly by the Mayor. Any person making impertinent, slanderous, or profane remarks or who becomes boisterous while addressing the City Council may be called to order by the Mayor with the possibility of being ordered barred from further discussion or expelled from the meeting if the disruptive conduct continues.

ADJOURNMENT

The meetings end with a motion to adjourn or by the order of the Mayor to adjourn to a time and place specified in the motion or order for adjournment. In the event that there is less than a quorum, the City Clerk or his/her designee may adjourn the meeting. This applies also if all members are absent.

DEBATE AND DECORUM

A member of the City Council wishing to speak shall first gain recognition by the Mayor and then confine his/her comments to the question under debate.

Once he/she has the floor, a member of the City Council shall not be interrupted unless he/she is called to order by the Mayor or he/she yields to another member. After recognition by the Mayor, members of the public and City staff will likewise hold the floor until withdrawn by the Mayor.

SECTION IX
PARLIAMENTARY PROCEDURE

OBSERVING THE RULES OF ORDER

The City Council has adopted Robert's Rule of Order as the procedures for the conduct of meetings. These rules were adopted to expedite the transaction of business in an orderly fashion and are deemed to be procedural only. No action taken may be invalidated or the legality of it affected by a failure to follow Robert's Rules. What is important is to have a clear record of the action taken at the meeting by the majority of City Council on any particular issue.

MOTIONS

A motion is the formal statement of a proposal or question to the City Council for consideration or action. Each member of the City Council has the right to present motions. Under Robert's Rules of Order, motions may only be discussed and/or voted on if they receive a second by another member of the City Council.

When making a motion, remember that the Brown Act prohibits discussion and action on any item not appearing on the agenda. Members of the City Council may direct staff to include an item(s) on the next agenda.

When a motion is before the City Council, no other motion may be entertained except the following, which have precedence over others in the following order:

ADJOURN	End the meeting.
RECESS	Permit a break in the meeting and set a definite time to resume.
POSTPONE	Delay action on a motion for a later consideration at the same or a subsequent meeting.
PREVIOUS QUESTION/ CALL FOR THE QUESTION	End discussion and require a vote on a pending motion.
LIMIT (OR EXTEND) DEBATE	Impose or remove time limitations on discussion of a motion.
REFER TO COMMITTEE	Refer a question to a Committee or staff for further study and report.
AMEND	To modify or change a motion to more adequately reflect the intent of the City Council.

POSTPONE
INDEFINITELY

To prevent further discussion or voting on the main motion. If passed, the subject cannot be raised again during the remainder of the meeting.

THE VOTE FOR AND AGAINST

After a motion has been made and seconded, all members of the City Council have the opportunity to vote unless they have not reviewed the information provided or did not participate in the matter. Only those motions that receive a majority vote of the quorum of the members become official actions of the City Council.

THE VOTE/ABSTENTION

Members may abstain from voting. In doing so, they must explain for the record why they wish to abstain and leave the room only if there is a financial or economic conflict of interest that requires the member of the City Council to leave the room. The most common reason for abstentions is that a potential conflict of interest exists. A member of the City Council who abstains is, in effect, permitting the majority to act for him or her. No member of the legislative body can be forced to vote on an issue although abstentions that would result in a tie vote should be avoided. Failure to vote or refusing to vote when present or abstaining shall be deemed to be concurrence to the prevailing vote on the subject of a motion or action.

SECTION X **CONFLICT OF INTEREST**

CONFLICTS OF INTEREST- GENERAL OVERVIEW

The City Council represents a cross section of the community. Therefore, it is inevitable that matters will be considered by the City Council in which one, or more, members may have a direct or indirect financial or economic interest. In these situations, a member must decide if the interest will cause him/her to be biased in his/her opinion, or if the State's Conflict of Interest Laws and/or the City's Code and/or policies will require them not to participate in the decision involving the interest. If he/she feels bias exists, or if State law requires it, he/she must disqualify himself/herself from participating in the deliberations and must recuse himself/herself from voting.

Recent amendments to the State's Conflict of Interest Laws include provisions requiring public disclosure of financial interests of public officials, which potentially create bias. Each member of the City Council is required to be aware of the applicable Conflict of Interest Laws. However, the staff and City's Attorney are available to provide members of the City Council with more detailed information or provide guidance about these laws and the forms necessary to comply with the laws pertaining to public disclosure of financial or economic interests. Remember, each individual member of City Council must individually determine whether he/she has a personal financial or economic interests in a particular matter and must disqualify himself/herself in instances where such a conflict may exist.

Under the State's Political Reform Act, any public official who knowingly or willingly acts in cases where a financial or economic conflict of interest exists is guilty of a misdemeanor and will be subject to criminal and civil penalties.

As a rule of thumb, a financial or economic conflict of interest exists if a decision being considered by the City Council will likely increase or decrease the assets or liabilities of the member, the members immediate family, or a source of income for the member.

The Political Reform Act is complex and broad, and applies to each member of the City Council, and immediate family member (spouse and dependent children). If any member of the City Council has a question regarding a potential conflict interest, he/she is urged and encouraged to discuss the matter with the City Attorney before participating on the matter in which the conflict may exist, preferably prior to the meeting. The member of the City Council may recuse himself/herself from participating and voting on the potential conflict of interest matter.

SECTION XI

A GENERAL DISCUSSION ABOUT THE BROWN ACT

OVERVIEW

As stated earlier, the City Council/Community Redevelopment Agency/Public Housing Authority is subject to the Brown Act, Government Code Sections 54950 through 54962. The Brown Act has been described as the strictest open meeting law in the United States, and is designed to ensure that meetings of organizations supported with public funds are conducted openly without restrictions on the right of the public to attend. The right under the Brown Act to open disclosure at meetings, deliberations, and actions of local legislative bodies is guaranteed so that any "interested person" can understand and petition against secrecy in local government and insure their right to public testimony. As members of a public legislative/advisory body, City Councilmembers/Directors *must comply at all times* with the requirements of the Brown Act.

The Brown Act as it applies to the City Council/Community Redevelopment Agency/Public Housing Authority requires that meetings at which a majority of the City Council or other agencies attends must be open to the public. Members of the City Council violating the Brown Act are subject to criminal penalties, if they knowingly and intentionally take an action at a meeting held in violation of the Act.

If meetings are scheduled, publicized, and held as outlined in the section of this Guideline entitled "Preparation for Meeting: Agenda Preparation" and "Meetings", the Brown Act requirements for public discussion will have been met.

MEETINGS ACCORDING TO THE BROWN ACT

All meetings are required to be open and public.

All deliberations and actions must be undertaken and acted upon only at the public meeting. Basically, a meeting is defined as any gathering of a quorum, no matter how informal, where public business is discussed or transacted.

The concept of "meeting" has been interpreted by the courts to include, "informal sessions at which, the body commits itself to future decisions concerning public business."

SERIAL MEETINGS – STRICTLY PROHIBITED

Serial meetings at any one time involve only a portion of the legislative body, but eventually involve a majority. They are also referred to as "daisy chain" serial meetings where, individuals', commitment or promises are polled to reach a majority without a full open meeting. The collective decision making process consists of "actions" and "deliberations" involving a majority of City Councilmembers, even when not present together, outside the public view, which should have occurred and

conducted in open meetings. Serial meetings violate the Brown Act and may occur in informational conferences that permit crystallization of secret decisions. They may also occur through phone calls, letters, emails, or through intermediaries that carry the message between the members of the legislative body involved.

An attempt to obtain a majority consensus, whether successful or not, constitutes a prohibited "deliberation." "Deliberation" is sufficient to constitute a violation of the Brown Act, so that even if no action took place, a violation still occurs.

NOTE: It is recommended, though not required, that actual decisions be reserved for Regular City Council Meetings to ensure adequate public participation.

Members of all City Council shall observe the following rules in the conduct of their meetings and business:

- (1) All meetings shall be open to public attendance.
- (2) Rules for the transaction of business shall be adopted and followed by all members of the City Council.
- (3) A public record (minutes) shall be prepared indicating resolutions, findings, determination(s) and action(s) of each of the City Council.
- (4) A written agenda shall be prepared, posted and circulated to all members of the City Council at least seventy-two (72) hours before a regular meeting.

PENALTIES

It is a misdemeanor to attend a meeting where action is taken with knowledge of the fact that the meeting is in violation of the Brown Act and with the intent to deprive the public from participating in the meeting.

Civil proceedings, by way of mandamus or injunction, can be brought by any interested person to stop or prevent violations or threatened violations, including the rescinding of action taken in violation of the Brown Act. Successful parties are entitled to recover their attorney's fees.

DEFINITION - ACTION

The Brown Act generally defines that action taken means a collective commitment or promise to make a positive or negative decision, or an actual vote by a majority when sitting as a body. More specifically, the Act defines an "action" as follows:

- (1) A collective decision made by a majority of the members.
- (2) A collective commitment or promise by the majority of the member to make a specific decision.

- (3) An actual vote by a majority of the members when sitting as a City Council upon a motion, proposal, resolution or order.

CURE AND CORRECTION OF A BROWN ACT VIOLATION

Violations of the Brown Act are treated very seriously and may lead to legal action against the City. However, with that being stated, the Brown Act allows, in certain instances, for correction of action taken in violation of it, which protects against civil liability. Common violations are unintentional and involve the failure to post an agenda within the required timeline, or discussion of an item that was not on the agenda. For this reason, any member of the City Council may address the subject of a suspected violation by providing a written report to the Office of the City Administrator, who will then review the subject with the City Attorney. If after review, the City Administrator and City Attorney determine that a violation has occurred, the City Council will/may be allowed to correct the violation by posting the matter on the agenda for the following meeting.

SECTION XII
CONDUCT OF PUBLIC MEETINGS

RULES OF DECORUM OF PUBLIC MEETINGS

PURPOSE – GENERAL

Meetings shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the business of the City is carried out without unnecessary delay or disruption. Meetings will be conducted in a professional, but open and business-friendly manner. The City Council will treat community members and speakers with respect, as they expect to be treated as the City's duly elected representatives.

The City Council adopted Resolution No. 050-2009 on June 23, 2009 to establish a policy regarding the conduct and decorum for meetings. The adoption of these Rules of Decorum will provide the foundation for the City Council to conduct the City's business in the most efficient, effective, professional, positive and business-friendly approach. The Rules of Decorum provides members of the community and public to interact with the City Council, in which both parties are provided a respectful opportunity in which to communicate with each other.

See Attachment "C" – Resolution No. 050-2009

PRESIDING OFFICER'S ROLE

The presiding officer of the City Council shall be the Mayor, or in his/her absence the Mayor Pro Tem, or in his/her absence, another member so designated by the City Council. The Mayor shall be responsible for maintaining the order and decorum of meetings as set forth under the City Council's policy regarding the conduct and decorum for meetings.

The presiding officer will be responsible for implementing the Policy, enforcing respectful treatment of citizens, keeping decorum, and enforcing a business-like exchange of ideas. Personal attacks in any direction should not be tolerated provided that State law protects the public's right to complain to the City Council about staff and about individual City Councilmembers. The Mayor will direct all concerns regarding staff or service issues to the City Administrator for proper resolution. The City Council shall direct and manage policy and the City Administrator shall manage implementation through staff. The Mayor is the spokesperson for the City and shall inform the City Council of any informal correspondence sent out to anyone in relation to City business. The Mayor is responsible for communicating with all City Commission Chairmembers.

COUNCIL NORMS AND PROCEDURES

The City Council adopted Resolution No. 040-2009 on June 6, 2009 to establish a policy regarding the City Council Norms and Procedures.

See Attachment 'D' – Resolution No 040-2009

SECTION XIII

PLANNING COMMISSION

PLANNING COMMISSION – GENERAL INFORMATION

The Planning Commission shall consist of five (5) members, to be appointed by the Mayor, with the consensus of the City Council, subject to passing a background check (paid by the City).

The Planning Commission is the only Commission established pursuant to the provisions of the laws of the State of California Law more specifically referred to as the "Planning Law" (Title 7, California Government Code), specifically Government Code 65100. The City Council established the Planning Commission since 1965 and is governed by Chapter 2.28 of the Hawaiian Gardens Municipal Code.

The Planning Commission exercises the powers, duties, rights, privileges, and authorities set forth in the State's "Planning Law" and as directed by the City Council in various provisions of the Municipal Code relating to land use and planning, such as the City's zoning and subdivision ordinances.

The Planning Commission is authorized and empowered to review, conduct hearings and make recommendations to the Council upon applications for zone changes, variances, conditional use permits, divisions of land, General Plan Amendments and plot plan approvals, and other approvals that require review under the zoning ordinances of the City.

SECTION XIV
PUBLIC SAFETY COMMISSION

PUBLIC SAFETY COMMISSION – GENERAL INFORMATION

The Public Safety Commission shall consist of five (5) members, to be appointed by the Mayor, with the consensus of the City Council, subject to passing a background check (paid by the City).

The Public Safety Commission operates pursuant to Hawaiian Gardens Municipal Code Section No. 6.32.

The Public Safety Commission is responsible for making recommendations regarding matters affecting public health and safety.

SECTION XV
RECREATION AND PARKS COMMISSION

**RECREATION AND PARKS COMMISSION – GENERAL
INFORMATION**

The Recreation and Parks Commission shall consist of five (5) members, to be appointed by the Mayor, with the consensus of the City Council, subject to passing a background check (paid by the City).

The City Council established the Recreation Commission in 1965 and operates pursuant to Hawaiian Gardens Municipal Code Section No. 3.32.

The Recreation Commission investigates, studies, and makes recommendations to the City Council on all matters pertaining to parks and recreation.