

STANDARD MANAGEMENT PROCEDURES NUMERICAL

SMP NO.	DESCRIPTION	DATE	COMMENTS
1.1	Budget Transfers	10/1/1995	
1.2	Warrants For Adult Crossing Guard Assignments	9/15/1969	
1.3	Parking Restrictions-Fire Hydrants	1/19/1970	
1.4	Letterhead Use & Funds For Private Groups	2/24/1970	
1.5	Church Signs	2/17/1981	
1.6	Assessment District Procedures	7/20/1970	
1.7	Complaints (Written) Against Sheriff's Department	8/15/1970	
1.8	Naming of Parks and Recreation Facilities	11/5/1991	
1.8a	Renaming of Parks & Recreation Facilities	11/5/1991	
1.9	Service Club Signs	8/18/1980	
1.10	Recognition of Community Organizations	2/18/1971	
1.11	Holidays	8/15/1977	
1.12	Bus Operations-Recreation	8/15/1977	
1.13	Use & Rental of "The Public Will"	5/15/1972	
1.14	Distribution and Sales of "The History of Carson"	5/15/1972	
1.15	Communication Affecting City Policies & Programs-City Council Approval	11/21/1977	
1.15.01	Council Participation in Events or Activities-Approval	4/21/1980	
1.15.02	Mass Mailing	IN PROCESS	
1.16	Capital Improvement Construction/Change Order Authorization	1/5/1988	
1.17	Alley Litter Policy	10/2/1972	
1.18	Business License Lists	4/23/1973	
1.19	Council, Commission and Staff Participation in Conference on State & National Level	4/23/1973	
1.20	Emergency Planning and Prevention	9/17/1973	
1.21	City Council Requests	9/19/1995	
1.22	Council-Staff Correspondence	10/1/1973	
1.23	Employee Service Award Program	11/15/1973	
1.24	Responsibility for Response/Correspondence Addressed to Carson City Council	1/7/1973	
1.25	News Media Relations Policy-During Emergencies	10/17/1977	
1.26	HCD Act Grant-Conditions of Personnel Employment	9/10/1975	
1.27	Records Management, Destruction and Microfilming	4/21/1980	
1.28	Employee Incentive Program	3/7/1977	
1.29	Program Budgeting and Expense Reporting	2/17/1981	
1.30	Appointing Authority-Delegation	8/6/1981	
1.31	THIS NUMBER NEVER UTILIZED		
1.32	Community Projects-City Support	9/21/1981	
1.33	Community Watch Program	10/7/1981	
1.33.01	Community Watch Signs	3/3/1982	

STANDARD MANAGEMENT PROCEDURES NUMERICAL

SMP NO.	DESCRIPTION	DATE	COMMENTS
1.34	Acting Department Director-Overtime Compensation and Car Allowance	IN PROCESS	
1.35	Special Budget Appropriation-Non Profit Organizations	IN PROCESS	
1.36	City Council Photography Policy	6/3/1985	
1.37	Smoking Regulations	10/21/1985	
1.38	Tournament of Roses Tickets	11/6/1991	
1.39	Governmental Agency Use of Community Center	10/21/1985	
1.40	Co-Sponsorship/Support to Non-Governmental, Non-Profit Organizations	IN PROCESS	
1.41	Sale of City-Owned Land	11/15/1988	
1.42	Policy for Reimbursement for Conference Attendance and Other Expenses by City Employees	12/17/1991	
1.43	DUPLICATE OF SMP 1.46	DELETED	
1.44	Employee Injury and Illness Prevention Program	7/2/1991	
1.45	Council Subcommittees	2/21/2012	
1.46	Policy for Reimbursement for Conference Attendance by City Councilmembers	11/6/1991	
1.47	Written Communications-Council Agenda	10/6/1992	
1.48	Park Dedication Plaques	11/4/1992	
1.49	Litigation Costs-Monthly Report	4/6/1993	
1.50	Placement of Plaques in City Facilities	10/20/1993	
1.51	Performance Evaluation for City Administrator and Department Directors	4/5/1994	
1.52	Requests for Funding From Outside Organizations	8/3/1999	
1.53	Council Correspondence to Businesses and Entities	7/16/1996	
1.54	Local Nonprofit Assistance Program	7/5/2005	
1.55	City Council Request for Press Releases	11/8/2006	
1.56	Council Communications (Flyers, Handouts and other Printed Material)	12/20/2005	
1.57	Payment of Stipends to Commissioners and Board Members	12/13/2006	
1.58	City Council Protocol Regarding Requests for Certificates	IN PROCESS	
1.59	Greeting Messages From All City Councilmembers	IN PROCESS	
1.60	Funding For Outside Entities	1/15/2008	
1.61	General Manager Conflict of Interest	1/15/2009	
1.62	Information Technology Business Contingency Plan	5/6/2009	
1.63	Information Technology Security Policy	6/3/2009	
1.64	Seating on the Dias	9/2/2009	
1.65	Protocols for Requests for and Presentations of Certificates, Proclamations and Keys to the City and Related Recognitions	3/7/2012	
1.66	Policy on Official Potraits of Elected Officials	1/19/2010	
1.67	Fee Waivers for City Associated Special Events	2/8/2012	
1.68	Solicitation of Funds From Local Businesses for City and Community Programs	1/17/2012	
	Standard Management Procedures	8/22/1980	

STANDARD MANAGEMENT PROCEDURES NUMERICAL

SMP NO.	DESCRIPTION	DATE	COMMENTS
2.2	Chain of Command	9/8/1987	
2.3	Street Improvement Permits	7/23/1969	
2.4	Subdivision Tract Maps	6/26/1969	
2.5 Revised	Display and Care of National, International and City Flags	6/4/1996	
2.6	Forms Control Program	6/1/1970	
2.7	Complaints Against the Sheriff's Department	8/15/1970	
2.8	Community Service Television-Administration	IN PROCESS	
2.9	City Council Agenda Copies & Charges	6/20/1977	
2.10	Administrative Procedures for the Abatement of Substandard Buildings or Property	7/22/1971	
2.11	Event Attendance and Reporting	11/18/2003	
2.12	Energy Conservation-Indoor Lighting	10/1/1979	
2.13	Procedures for Modifying General Plan	5/18/1972	
2.14	Telephone Eavesdropping	5/9/1980	
2.15	Commission Committee Members and Elected Officials-Recognition for Service	5/21/1980	
2.16	Risk Management Coordination-Contract Preparation	6/24/1985	
2.17	Coordination of Construction Projects	12/3/1973	
2.18	Photographic Service	10/19/1977	
2.19	Conference Attendance/Prior Permission From Council	12/17/1973	
2.20	Administrative Reports-General Guidelines	11/28/1977	
2.21	Procedures for Review of Printed Video Materials	IN PROCESS	
2.22	Soliciting City Employees	5/4/1982	
2.23	Interdepartmental Memorandums	10/18/1974	
2.24	City Attorney Contacts by City Employees	8/4/1986	
2.25	Expense Reimbursements to City Employees-Conference & Meetings	12/18/1991	See SMP 2.11
2.27	Inter-City Service Request	1/15/1975	
2.28	Contract Administration-Authority & Responsibilities	8/22/1980	
2.29	Use of City Resources for Private Purposes	1/20/1975	
2.30.01	Incentive Awards Committee	3/7/1977	
2.30.02	Suggestion Award Program	7/22/1981	
2.31	Public & News Media Relations	11/24/1982	
2.32	Agenda Preparation	11/30/1983	
2.33	Graphic Services	2/12/1997	
2.34	Vehicle Policy	10/1/1997	
03.1	Self-Insurance Program-Claims Administration	4/10/1979	
3.2	Fees-Municipal Code	9/17/1968	
3.3	Fees-Ordinance, Resolution, Minutes, Maps, Etc.	9/17/1968	
2.4	Cash Receipts	7/1/1969	
	Accounts Payable-Invoices and Payments	8/21/1980	

STANDARD MANAGEMENT PROCEDURES NUMERICAL

SMP NO.	DESCRIPTION	DATE	COMMENTS
3.6	Cash Disbursements, Payroll	7/1/1969	
3.8	Centralized Purchasing of Office Supplies	4/15/1970	
3.9	Annual Inventory	8/15/1970	
3.10	Processing Applications for Taxi Driver Permits	4/28/1971	
3.11	Open Purchase Order Procedure	8/25/1971	
3.12	Check Signing & Protection	4/21/1981	
3.13	Reproduction of Public Records-Charges & Authority	IN PROCESS	
3.14	Unprogrammed Time	6/6/1978	
3.15	Inventory Accounting-Auto Parts	2/8/1972	
3.16	Invoices for City Services	4/21/1977	
3.17	Program Labor Reporting	4/21/1977	
3.17.01	Program Labor Reporting-Timing & Control	7/10/1978	
3.18	Mileage Reimbursement	9/9/2004	
3.19	Flowers-Authorization & Ordering	9/20/1988	
3.21	Business Licenses & Permits, Processing and Control	5/23/1974	
3.21.01	Business License and Permits, Bonds and Insurance Policies for Business License Operations-Acceptance and Processing	5/23/1974	
3.21.02	Business Licenses & Permits-Licensing Contractor & Subcontractor	5/23/1974	
3.21.03	Business License & Permits-Fireworks Stands	5/23/1974	
3.21.04	Business License & Permits-Data Processing	5/23/1974	
3.21.05	Business Licenses & Permits, Taxicabs/Drivers	5/23/1974	
3.21.06	Permit for Solicitation of Charitable & Religious Contributions	7/20/1970	
3.22	Franchises-Administration, Processing & Control	11/15/1974	
3.23	City Council Meeting-Agenda Item Disposition	7/15/1974	
3.24	Damage to City Property-Recovery of Loss	8/15/1974	
3.25	Chart of Expense Accounts, Major Programs-General	4/1/1987	
3.25.01	Chart of Object Accounts	4/1/1987	
3.25.02	Chart of Major Accounts & Programs	4/1/1987	
3.25.03	Chart of Fund Accounts	4/1/1987	
3.25.04	Facility Codes	7/1/1981	
3.26	Cash Advance-Conference Registration	3/24/1981	
3.26.01	Expense Reimbursement-No Cash Advance	8/31/1987	See SMP 2.11
3.26.02	Cash Advance-Bus Operations	1/7/1987	
3.26.03	Spousal Expenses	IN PROCESS	
3.27	Paycheck Distribution	1/8/1980	
3.28	Computer Services	10/27/1976	
3.29	Postage Expense Control	2/22/1982	
3.30	Timeclocks & Timecards-Use in City Hall	10/15/1979	
3.30.01	Time Card Preparation	6/23/1981	
3.31	Loss of City Property by an Employee	11/5/1979	

STANDARD MANAGEMENT PROCEDURES NUMERICAL

SMP NO.	DESCRIPTION	DATE	COMMENTS
3.32	Lost Payroll Checks	1/9/1980	
3.33	Records Management, Responsibility & Authority	7/1/1980	
3.33.01	Records Destruction	7/1/1980	
3.33.02	Records Microfilming	7/1/1980	
3.33.03	Records Storage	7/1/1980	
3.34	Petty Cash Reimbursement	2/19/2002	
3.35	Election Ballot Counting-Personnel to Assist	4/23/1980	
3.36	Prepays	7/10/1981	
3.37	Council Agenda Items Financial Impact	8/1/1980	
3.38	House Number Curb Painting By Private Companies or Persons	10/28/1980	
3.39	Budget Transfers	6/10/1981	
3.40	Purchase & Payment Authority	10/27/1986	
3.41	Personal Service Agreement	11/30/1983	
3.42	Park Snack Bar Revenue and Expense Control	IN PROCESS	
3.43	Payroll Deductions	5/4/1982	
3.44	Processing Requests For Declarations of Public Convenience...Applying For Certain Types of ABC Licenses	9/5/1995	
3.45	Issuance of City Business Cards	3/16/2011	
3.46	Computer Loan Program	12/7/2000	
3.47	Attendance at Business and Community Events	11/4/2003	
3.48	Spending Guidelines During a Fiscal Crisis	IN PROCESS	
4.1	Vehicle & Equipment Maintenance	10/21/1975	
4.2	Construction Permit Procedure	8/24/1978	
4.3	Street Closing Permits	8/24/1978	
4.4	Use of Maintenance Shop Personnel & Facilities to Service Privately-Owned Vehicles-Prohibition	9/29/1978	
4.5	Unauthorized Use of City Vehicles & Equipment	8/24/1978	
4.6	Bus Safety Inspection	8/22/1980	
4.7	Engineering Consultant Selection Procedure	5/2/1995	
5.1	Competitive Bidding-Court Decisions	11/15/1974	
5.2	Surplus Property Disposal-Other Than Real Property	12/14/1979	
5.3	Local Purchase Orders	5/2/1986	
5.4	Purchase Orders-Authorization & Processing	8/21/1980	
5.5	Return of Rejected Goods & Materials	9/4/1991	
5.6	Surplus Property Distribution-Other Than Real Property	3/23/1999	
5.7	Surplus Vehicle Distribution	10/19/1999	
6.1	Employee Absence From Work Station	1/19/1982	
6.2	Employee Medical Examinations	8/25/1969	
	Employee Performance Review and Appraisal-Guidelines	7/30/1998	
6.04.01	Probationary Employee Performance Review & Appraisal-Guidelines	IN PROCESS	

STANDARD MANAGEMENT PROCEDURES NUMERICAL

SMP NO.	DESCRIPTION	DATE	COMMENTS
6.5	Emergency Leave/Personal Leave	3/23/1978	
6.6	Closed Promotional & Open Competitive Examinations	REPEALED	
6.7	Definition, Policy and Procedure Regarding Sick Leave	3/1/1971	REPEALED
6.8	Attendance & Time Logs	1/17/1978	
6.9	Leave of Absence Without Pay	5/10/1971	REPEALED
6.9.01	Leave of Absence Without Pay-Paid Holidays	IN PROCESS	
6.10	Employee/Employer Enrichment Program	4/20/1993	
6.11	Acceptance of Certificates for Clerical Skills	4/30/1976	
6.12	Advance Paychecks	10/30/1979	
6.13	Overtime Compensation When Leave Authorized	8/31/1977	
6.14	Personnel Records-Security and Safeguarding	2/2/1981	
6.14.01	Personnel Records-Inspection By Employee	11/15/1976	
6.15	Employment of Immediate Family Members	12/11/1978	
6.16	Overtime Compensation	12/14/1978	REPEALED
6.17	Release Time-Grievances & Appeals	5/19/1980	
6.18	Employee Termination	11/26/1974	REPEALED
6.18.01	Employee Termination-Exit Interview	6/6/1978	
6.19	Grievance Review	6/6/1978	REPEALED
6.20	Personnel Recruitment and Selection	7/1/1975	
6.20.01	Oral Board Selection-Coordination	8/29/1976	REPEALED
6.20.02	Part-Time Employee-Recruitment & Selection	3/16/1978	
6.20.03	Employment of Minors	2/8/1979	
6.21	Employee Injury or Illness-Work Incurred	4/15/1976	
6.21.01	Employee Disability-Follow-Up & Visitation	12/13/1976	
6.22	Leave Requests-Processing & Control	1/17/1978	
6.23	Disability Leave-Merit Pay Increase	8/29/1976	
6.24	Work Hours & Tardiness	7/12/1978	REPEALED
6.25	Vacation/Sick Leave-Permanent Part-Time Employees	1/25/1977	REPEALED
6.26	Employee Compensation-Merit System	5/8/1977	REPEALED
6.27	Administrative Leave	8/31/1977	
6.28	Uniforms & Work Appearance	10/7/1981	
6.29	Personnel Action Notice	2/27/1979	
6.3	Written Reprimands	10/1/1981	
6.31	Directors and Division Managers	4/25/1979	
6.33	Employee Death	5/4/1982	
6.34	Employee Leave Bank Program	IN PROCESS	
6.35	Acting Position-Control & Termination	12/13/1984	
6.36	Hiring Temporary Part Time & Temporary Replacement Employees	2/26/1985	
6.37	Administration of Job Series Program	5/7/1985	
6.39	Use of Cellular Telephone and Other Equipment	8/26/2002	

STANDARD MANAGEMENT PROCEDURES NUMERICAL

SMP NO.	DESCRIPTION	DATE	COMMENTS
7.1	Telephone Switchboard Incoming Calls	9/17/1968	
7.3	City Mail Services	2/15/1977	
7.4	Reproduction & Distribution Services	1/15/1974	
7.5	Master Celendar Procedure	2/8/1974	
8.1	Street Names-Processing & Selection	6/15/1974	
9.1	Carson Redevelopment Agency-Authority & Responsibilities	10/3/1975	
9.2	Chart of Accounts & Programs- Redevelopment Agency	7/1/1983	
10.1	Claims Against The City of Carson	9/21/1972	
10.2	Abatement of Litter And Weeds	4/26/1973	
10.3	Removal of Abandoned, Wrecked, Dismantled Or Inoperative Vehicles	5/23/1973	
10.4	Acceptance of Cash Donations Of Other Gifts Made to Of For the City	2/4/1974	
11.1	Los Caballeros Youth Band	1/26/1978	
12.1	Securtiy Incident Reporting-Investigation & Response	7/18/1978	
12.01.01	Threating Phone Cells	7/18/1978	
12.2	Requests For Sheriff's Report	8/18/1978	
12.3	City Hall Parking Plan	3/3/1980	
12.4	Securty Service Requests	9/20/1978	
12.5	Criminal Background Investigation-City Employees	12/6/1978	
12.6	Service Request Processing	9/18/1979	
12.6.01	Special Attention Service Requests	11/14/1979	
12.7	Community-Wide Telephonic Notification System Operating Procedures and Parameters	10/30/2007	
12.8	Recycling Program-City Hall/Maintenance Facility	IN PROCESS	
13.1	Commission, Committee & Board Appointment	9/11/1979	
13.2	Bond Release-Authority & Processing	2/1/1982	
13.2.01	Performance Bond-Acceptance & Processing	24-Jul	
15.1	Chart Of Accounts HCD Block Grant	7/1/1980	
16.1	City Hall Evacuation	8/3/1987	
16.1.01	Emergancy Evacuation of The Council Chambers & Conference Rooms	3/17/1977	
16.2	Emergency Services-Evacuation of City Facilities	5/2/1991	
16.3	Quick Response To Emergencies	1/16/1979	



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: COUNCIL POLICY 1.1.02 (FORMALLY SMP 1.56)

SUBJECT

COUNCIL COMMUNICATIONS
(FLYERS, HANDOUTS,
CEREMONIAL LETTERS FOR
DISTRIBUTION AND OTHER
PRINTED MATERIALS)

ORIGINAL ISSUE:

January 23, 2018

EFFECTIVE:

January 23, 2018

CURRENT ISSUE:

APRIL 17, 2018

EFFECTIVE:

APRIL 17, 2018

CATEGORY

CITY COUNCIL POLICY

SUPERSEDES

Prior version of SMP 1.56

I. PURPOSE AND SCOPE

- A. To establish a policy regarding the use of City staff and other City resources for the preparation and dissemination of flyers, handouts, invitations, **letters** and other printed communications (collectively referred to herein as "flyers"), regardless of whether the flyers are mailed out, distributed door-to-door, left in public places to be picked up **or disseminated in any other manner in accordance with the FPPC (Fair Political Practices Commission)**
- B. To appropriately address requests from elected officials to prepare and disseminate any communication that reflects his or her personal opinion or position, or that extends an invitation or provides information from an individual elected official.
- C. To appropriately address ceremonial letters prepared using City staff and other City resources intended for distribution.

II. PROCEDURE/POLICY

A. City Approval Required for Flyers. No flyer shall be prepared, composed, copied, or distributed by city staff, or using City resources (e.g., computers or printers, envelopes, mailing or distribution), except for the use of **the** standard flyer format attached hereto as Exhibit "1A" **or Exhibit "1B" as designated by the Attachment 1 to this SMP, the implementation guidelines of SMP 1.56. The only exception to this rule is individual notecards.**

1. No Business/Political Purpose. Under no circumstances shall any flyer described herein be used for business purposes or for any political campaign purposes. This includes, but is not limited to, any flyer that advocates a position in connection with any upcoming candidate or ballot measure election.

2. Effect of Municipal Code § 2419. (a) No elected official shall cause to be designed, produced, printed, copied, or distributed, by any means, to any person's residence, place of employment or business, or post office box, any newsletter, brochure, flyer, letter, or other mailing at city expense, excluding **those that use the provided format attached hereto as Exhibit "1A" or Exhibit "1B" and** any letter sent in response

to an unsolicited request, E-mail, and text message, without the prior approval of the City Council at a regular or special meeting of the City Council.

(b) City expense shall be defined as any expenditure of city funds, any use of city staff time or city facilities or equipment to design, produce, print, distribute or copy any newsletter, brochure, flyer, poster, letter, or other mailing.

3. City Manager Authority. The City Manager, or Public Information Manager, *may* prepare, compose, or copy a flyer, handout or other communication to publicize a City event, disseminate City news, promote City success stories, etc., only on *the* attached formatted masthead that includes all councilmembers and the mayor.

4. Fair Political Practices Commission (FPPC) Compliance. *All laws set forth by the FPPC Political Reform Act must be adhered to at all times by elected officials and staff. No more than 199 substantially similar items are to be distributed within a calendar month, (flyers, handouts, invitations, letters and other printed communications), excluding any item sent in response to an unsolicited request.*

B. Ceremonial Letters & Other Writings at City Expense.

1. Occasionally, a ceremonial letter *or other writing for a private event*, intended to appear in a dinner program, event brochure, event pamphlet or other ceremonial booklet, may be created *using the elected officials individualized letterhead, predicated on the fact that the dinner program, event brochure, event pamphlet or other ceremonial booklet as part of an activity and/or event that is 100% free of any City resources, either actual or in-kind. Additionally, on such occasions, any and all FPPC imposed mass mailing regulations should be followed.*

2. When City staff or other City resources are used to create such ceremonial letters *and it is for an official city event, or city-sponsored (either actual or in-kind) event and/or activity the dinner program, event brochure, or event pamphlet* shall only be produced under the following rules: All such ceremonial letters shall be signed by *the Mayor and all members of the* City Council and shall include a photograph of each Councilmember and the Mayor as reflected in the standard format attached hereto as Exhibit "1B."

3. With respect to event programs, brochures, or pamphlets created for use in connection with any City-sponsored events, it shall be the policy of the City Council to sell space for advertising or other writings in such programs, brochures, or pamphlets for outside business and organizations *as a means of receiving additional funds to help offset the costs of the event. Thus, it is understood that all proceeds of the sale shall go to the City's account.*

C. Letters & Other Writings by Elected Officials at Their Own Expense Nothing in this policy, however, shall prevent any individual elected official from sending a letter composed, printed, and distributed entirely at his or her expense regardless of the number the same or substantially similar pieces distributed or mailed. No City resources may be used in connection with such letters, which includes no assistance with distribution, copying, postage, handling of media inquiries, or receiving or processing RSVPs. The City Seal and/or City letterhead may not be used, however, the letter may include the sender's title. The letter must not imply that it is an official statement from the City.

D. Billboard Messages at City Expense Or Afforded to City by Agreement. Occasionally, the City is afforded space on electronic billboards *or transit shelter billboards*

operated by private companies that have been permitted by the City and at no costs to the City. When City staff or other City resources are used to create such billboard messages, or when such billboard messages are afforded to advertise City sponsored or Councilmember sponsored events or public service messages, the same are deemed an official communication from the City. In that event, all such billboard messages ***that include one councilmember or the Mayor*** shall include, on an individual image and rotating basis, the photograph of each Councilmember and the Mayor.

E. Billboard Messages by Elected Officials at Their Own Expense. Nothing in this policy, however, shall prevent any individual elected official from purchasing messaging space on any billboard entirely at his or her expense. The City Seal and/or City logo may not be used, however, the electronic message may include the elected official's title.

III. EXCEPTIONS

There shall be no exceptions to this policy, except through direct instructions of the City Council. Flyers, letters, ceremonial letters, other writings, and advertising issued and distributed in compliance with this SMP shall be deemed to constitute approval by the City Council within the meaning of Municipal Code § 2419(a).

IV. AUTHORITY

City Council Agenda Item No. ____, dated April 17, 2018.
Adopted on *April 17, 2018*.

Kenneth C. Farfsing
City Manager

Date

Attachments:

Exhibit No. 1A
Exhibit No. 1B
Exhibit No. 1C
Exhibit No. 1D



CITY OF CARSON



EXHIBIT 1A



Albert Robles
Mayor



Jawane Hilton
Mayor Pro Tem



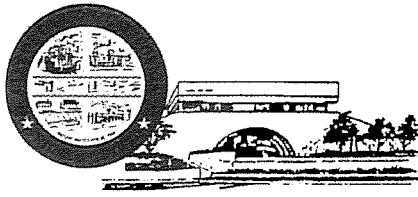
Elito M. Santarina
Councilmember



Lula Davis-Holmes
Councilmember



Cedric L. Hicks, Sr.
Councilmember



CITY OF CARSON



Albert Robles
Mayor



Jawane Hilton
Mayor Pro Tem



Elito M. Santarina
Councilmember



Lula Davis-Holmes
Councilmember



Cedric L. Hicks, Sr.
Councilmember

EXHIBIT 1B

701 EAST CARSON STREET, CARSON, CALIFORNIA 90745 • (310) 830-7600

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18901. Mass Mailings Sent at Public Expense.

(a) Except as provided in subdivision (b), a mailing is prohibited by section 89001 if all of the following criteria are met:

(1) Any item sent is delivered, by any means, to the recipient at his or her residence, place of employment or business, or post office box. For purposes of this subdivision (a)(1), the item delivered to the recipient must be a tangible item, such as a videotape, record, or button, or a written document.

(2) The item sent either:

(A) Features an elected officer affiliated with the agency which produces or sends the mailing, or

(B) Includes the name, office, photograph, or other reference to an elected officer affiliated with the agency which produces or sends the mailing, and is prepared or sent in cooperation, consultation, coordination, or concert with the elected officer.

(3)(A) Any of the costs of distribution is paid for with public moneys; or

(B) Costs of design, production, and printing exceeding \$ 50.00 are paid with public moneys, and the design, production, or printing is done with the intent of sending the item other than as permitted by this regulation.

(4) More than two hundred substantially similar items are sent, in a single calendar month, excluding any item sent in response to an unsolicited request and any item described in subdivision (b).

(b) Notwithstanding subdivision (a), mass mailing of the following items is not

prohibited by section 89001:

(1) Any item in which the elected officer's name appears only in the letterhead or logotype of the stationery, forms (including "For Your Information" or "Compliments of" cards), and envelopes of the agency sending the mailing, or of a committee of the agency, or of the elected officer, or in a roster listing containing the names of all elected officers of the agency. In any such item, the names of all elected officers must appear in the same type size, typeface, type color, and location. Such item may not include the elected officer's photograph, signature, or any other reference to the elected officer, except as specifically permitted in this subdivision (b)(1) or elsewhere in this regulation.

(2) A press release sent to members of the media.

(3) Any item sent in the normal course of business from one governmental entity or officer to another governmental entity or officer.

(4) Any intra-agency communication sent in the normal course of business to employees, officers, deputies, and other staff.

(5) Any item sent in connection with the payment or collection of funds by the agency sending the mailing, including tax bills, checks, and similar documents, in any instance where use of the elected officer's name, office, title, or signature is necessary to the payment or collection of the funds. Such item may not include the elected officer's photograph, signature, or any other reference to the elected officer except as specifically permitted in this subdivision (b)(5) or elsewhere in this regulation.

(6) Any item sent by an agency responsible for administering a government program, to persons subject to that program, in any instance where the mailing of such item is essential to the functioning of the program, where the item does not include the elected officer's photograph; and

where use of the elected officer's name, office, title, or signature is necessary to the functioning of the program.

(7) Any legal notice or other item sent as required by law, court order, or order adopted by an administrative agency pursuant to the Administrative Procedure Act, and in which use of the elected officer's name, office, title, or signature is necessary in the notice or other mailing. For purposes of this subdivision (b)(7), inclusion of an elected officer's name on a ballot as a candidate for elective office, and inclusion of an elected officer's name and signature on a ballot argument, shall be considered necessary to such a notice or other item.

(8) A telephone directory, organization chart, or similar listing or roster which includes the names of elected officers as well as other individuals in the agency sending the mailing, where the name of each elected officer and individual listed appears in the same type size, typeface, and type color. Such item may not include an elected officer's photograph, name, signature, or any other reference to an elected officer, except as specifically permitted in this subdivision (b)(8) or elsewhere in this regulation.

(9)(A) An announcement of any meeting or event of the type listed in paragraphs 1 or 2.

1. An announcement sent to an elected officer's constituents concerning a public meeting which is directly related to the elected officer's incumbent governmental duties, which is to be held by the elected officer, and which the elected officer intends to attend.

2. An announcement of any official agency event or events for which the agency is providing the use of its facilities or staff or other financial support.

(B) Any announcement provided for in this subdivision (b)(9) shall not include the elected officer's photograph or signature and may include only a single mention of the elected officer's name except as permitted elsewhere in this regulation.

(10) An agenda or other writing that is required to be made available pursuant to sections 11125.1 and 54957.5 of the Government Code, or a bill, file, history, journal, committee analysis, floor analysis, agenda of an interim or special hearing of a committee of the Legislature, or index of legislation, published by the Legislature.

(11) A business card which does not contain the elected officer's photograph or more than one mention of the elected officer's name.

(c) The following definitions shall govern the interpretation of this regulation:

(1) "Elected officer affiliated with the agency" means an elected officer who is a member, officer, or employee of the agency, or of a subunit thereof such as a committee, or who has supervisory control over the agency, or who appoints one or more members of the agency.

(2) "Features an elected officer" means that the item mailed includes the elected officer's photograph or signature, or singles out the elected officer by the manner of display of his or her name or office in the layout of the document, such as by headlines, captions, type size, typeface, or type color.

(3) "Substantially similar" is defined as follows:

(A) Two items are "substantially similar" if any of the following applies:

1. The items are identical, except for changes necessary to identify the recipient and his or her address.

2. The items are intended to honor, commend, congratulate, or recognize an individual or group, or individuals or groups, for the same event or occasion; are intended to celebrate or recognize the same holiday; or are intended to congratulate an individual or group, or individuals or groups, on the same type of event, such as birthdays or anniversaries.

3. Both of the following apply to the items mailed:

a. Most of the bills, legislation, governmental action, activities, events, or issues of public concern mentioned in one item are mentioned in the other.

b. Most of the information contained in one item is contained in the other.

(B) Enclosure of the same informational materials in two items mailed, such as copies of the same bill, public document, or report, shall not, by itself, mean that the two items are "substantially similar." Such informational materials may not include the elected officer's name, photograph, signature, or any other reference to the elected officer except as permitted elsewhere in this regulation.

(4) "Unsolicited request" is defined as follows:

(A) A written or oral communication (including a petition) which specifically requests a response and which is not requested or induced by the recipient elected officer or by any third person acting at his or her behest. However, an unsolicited oral or written communication (including a petition) which contains no specific request for a response, will be deemed to constitute an unsolicited request for a single written response.

(B) An unsolicited request for continuing information on a subject shall be considered an unsolicited request for multiple responses directly related to that subject for a period of time not to exceed 24 months. An unsolicited request to receive a regularly published agency newsletter shall be deemed an unsolicited request for each issue of that newsletter.

(C) A previously unsolicited request to receive an agency newsletter or mass mailing on an ongoing basis shall not be deemed to have become solicited by the sole fact that the requestor responds to an agency notice indicating that, in the absence of a response, his or her name will be purged from the mailing list for that newsletter or mass mailing. A notice in the following language shall be deemed to meet this standard:

"The law does not permit this office to use public funds to keep you updated on items of interest unless you specifically request that it do so."

Inclusion of a similar notice in other items shall not constitute a solicitation under this regulation.

(D) A communication sent in response to an elected officer's participation at a public forum or press conference, or to his or her issuance of a press release, shall be considered an unsolicited request.

(E) A person who subscribes to newspapers or other periodicals published by persons other than elected officers shall be deemed to have made unsolicited requests for materials published in those subscription publications.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 82041.5 and 89001, Government Code.

HISTORY

1. New section filed 10-18-77; effective thirtieth day thereafter (Register 77, No. 43). For prior history, see Register 77, No. 14.
2. Amendment filed 10-29-81; effective thirtieth day thereafter (Register 81, No. 44).
3. Editorial correction of subsection (d)(5) (Register 82, No. 17).
4. Amendment filed 1-26-83; effective thirtieth day thereafter (Register 83, No. 5).
5. Amendment filed 8-8-88 as an emergency; operative 8-8-88 (Register 88, No. 33). A Certificate of Compliance must be transmitted to OAL within 120 days or emergency language will be repealed on 12-6-88.
6. Reinstatement of section as it existed prior to 8-8-88 emergency amendment by operation of Government Code Section 11346.1(f) (Register 88, No. 52).

Implementation Guidelines for Council Policy and Procedure 01.01.2
(formally SMP 1.56)

199 Rule (Government Code Section 89001)

Government Code Section 89001 regulates the use of City resources in mass mailings. The purpose of the State law is to restrict the use of city resources in electioneering. The City Council has adopted City Council Policy 01.01.2 (*formally SMP 1.56*) to clarify restrictions on the use of City communications and the use of City staff and other City resources for the preparation and dissemination of flyers, handouts, invitations, **letters** and other printed communications. Flyers prepared, composed, copied or distributed by City staff using City resources as outlined below must be placed on Exhibit A. Any Council letter prepared, composed, copied or distributed by City staff using City resources must be placed on Exhibit B. Ceremonial letters or other writings for private events (i.e. private event program), where there is no use of City resources, can be placed on the elected officials letterhead.

Moratorium on Mass Mailings 60 day prior to Elections (SB 45)

SB 45 prohibits the sending of otherwise permissible "mass mailings" within the 60 days preceding an election by, or on behalf of, a candidate who will appear on the upcoming ballot. For example, letters sent on City "letterhead" (meaning any item where the elected official's name appears only in the letterhead/logotype of the item and the official's name is not featured separately from other elected official's names in the same type size, face, color and location – no photos or signatures) which would otherwise be exempt from the mass mailing prohibitions, are prohibited during this 60-day moratorium period.

Even the sending of "meeting/event announcement" (meaning and announcement of an official agency meeting directly related to the Council Member's elected duties, which the elected official will either hold or attend, or an announcement of an official agency event where the agency provides facilities or other financial support, no photos, signatures or more than one mention of the official's name, are prohibited during this 60-day moratorium period.

USE OF FLYERS	REQUIRED STATIONARY
Flyers for City Special Events, City News Releases	Exhibit A
Flyers for recreational classes, programs, etc	No Council Names or Pictures
USE OF LETTERHEAD	REQUIRED STATIONARY
<i>Type of Mailed Correspondence:</i>	
Business Correspondence (e.g. formal comment letters on land use issues, letters to other agencies regarding the official position of the city, letters resulting from an official vote of the Council)	City Letterhead (without any Council picture)
Invitations to meetings (i.e. Townhalls)	Exhibit 1B
Invitation to workshops	Exhibit 1B
Any letters even if under 199	Exhibit 1B
Individual Notecard (birthdays, condolences, congratulations, etc.)	City notecard (with or without Council picture)

EXHIBIT 1D

**Item No. 17. ADOPT AMENDED COUNCIL POLICY 1.1.02 (FORMALLY SMP 1.56)
RELATED TO COUNCIL COMMUNICATIONS (CITY COUNCIL)**

Recommendation:

ADOPT Council Policy and Procedure 1.1.02 (formally Standard Management Procedure 1.56), as revised following City Council comments on the same.

ACTION: Item No. 17 was approved on motion of Mayor/Agency Chairman/Authority Chairman Robles, seconded by Council Member/Agency Member/Authority Board Member Santarina and carried with Council Member/Agency Member/Authority Board Member Davis-Holmes voting Noe and Council Member/Agency Member/Authority Board Member Hicks abstaining, with no objections heard.



CITY OF CARSON

POLICY/PROCEDURE

ORIGINAL ISSUE: 1.65

EFFECTIVE: 11/05/09

SUBJECT:

PROTOCOLS FOR REQUESTS FOR AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, AND KEYS TO THE CITY AND RELATED RECOGNITIONS

CURRENT ISSUE: 05/02/12

EFFECTIVE: 05/02/12

SUPERCEDES: Prior version of SMP 1.65 (03/06/12)

CATEGORY:

CITY COUNCIL POLICY

I. PURPOSE AND SCOPE

To codify a pre-existing City Council approved policy regarding making requests for and presentation of certificates, proclamations, plaques, keys to the city and related recognitions at City Council meetings, ceremonial presentations or at city-sponsored events.

II. GENERAL

- A. The following items are produced at the request of the Mayor or any of the councilmembers as tokens of recognition, unless otherwise defined:
 - a. Key to City mounted on a wooden plaque
 - b. City Tile mounted on a wooden plaque
 - c. Proclamation
 - d. Certificate of Recognition (2 types: regular and enhanced)
 - e. Certificate of Achievement
 - f. Certificate of Commendation
 - g. Certificate of Appreciation
 - h. Welcome to the City certificate
 - i. Honorary Citizenship certificate
 - j. Memorial Certificate for members of the community and other individuals who passed away.
- B. Once a request for a memoriam certificate is received by staff, additional copies may be requested by the same elected official that placed the original request. No exceptions. The first to order is the only one that can order additional copies of the certificate. Additional memorial certificates may no longer be issued at another councilmember's request. The recognition is to be presented by the elected official that originally requested the recognition.
- C. For each fiscal year, the Mayor and each councilmember have a maximum allowance of \$800 for framing, or \$4,000 for the entire City Council.
- D. Requests for any of the items listed above must meet the criteria set forth in the attached Request for Certificate guidelines (exhibit #1), as may be modified by the City Manager.
- E. Whenever possible, a minimum of 3 business days processing time is required for the certificates listed above. Whenever possible, a minimum of 4 business days is required for any plaques with a quantity of 5 and below, and 8 business days for plaques with a quantity of more than 5.

- F. With the exception of memorial certificates, if there is already an existing request and a subsequent request is received, the councilmember making the subsequent request will be notified that a request has been made thereby giving him/her the opportunity to withdraw the request.

III. PROCEDURES

- A. The Mayor is the official spokesperson and presenter of all certificates or other related recognitions and awards at all City-sponsored events and ceremonies. These events and ceremonies include City Council meetings, monthly ceremonial presentations, and all community events that are sponsored or supported with hard or soft costs (i.e. waived fees, use of staff time and city resources, etc.). For community events that are supported with hard or soft costs, the councilmember spearheading the effort shall be the spokesperson for the event.
- B. Should the Mayor be unavailable, the Mayor's designee will be the Mayor Pro Tem, if present, and if not present, the Mayor will appoint the following elected officials in the following order: (a) the three other Councilmembers by order of seniority, (b) the City Clerk, (c) the City Treasurer. If none of these officials are present, the Mayor could appoint a commissioner, committee or board member, and if no appointed officials are present, the Mayor could appoint a staff member who could represent the City.
- C. The Public Information Office (PIO) will maintain possession of all plaques and/or certificates and other tokens of recognition to be presented during Ceremonial Presentations, and turn them over to the Mayor or the appropriate presenter prior to the ceremonies.
- D. Certificates and other related tokens of recognitions to be presented at a non-City or community event that is not sponsored by the City in any way, may be presented by the Councilmember who requested them.
- E. All certificates and other related tokens of recognitions for all City sponsored events and non-City-sponsored events in which all members of the City Council are invited, excluding items for ceremonial presentations, will be delivered to the office of the Councilmember making the request.
- F. Certificates for non-City-sponsored event in which only an individual Councilmember was invited will be delivered to the office of the councilmember requesting them.
- G. In the circumstance that more than one councilmember, but not all are present, refer to "D" for protocol.

IV. EXCEPTIONS

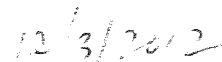
There shall be no exceptions to this policy except through direct instructions of the Council at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

V. AUTHORITY

Per City Council action, November 7, 2012, Item No.25.



David C. Biggs
City Manager



Date

Guidelines for Requests for Recognitions

Certificates, Proclamations and Plaques will be collectively referred to as "Recognitions".

- A. Certificates are issued by the Mayor and City Council to recognize individuals and/or organizations for their outstanding achievement and/or contributions in the Carson community.
- B. A member of the Council can request a certificate for whatever purpose that Councilmember deems appropriate.
- C. For sports teams, performing groups, clubs, and other similar organizations, one certificate with the gold seal will be issued for the entire team, all team members shall receive standard certificates.
- D. The individuals requesting the certificates are required to provide the necessary information to draft the certificate.
- E. Whenever possible, all certificate requests must be submitted to the City Council's Office at least 3 business days prior to the date needed.
- F. Certificates will not be issued for matters of political controversy, or for any events or organizations with no direct relationship with the City of Carson.
- G. All requests must be made to the City Council's Offices in writing using the attached form.
- H. The City Council's office reserves the right to decline any certificate request.



PUBLIC INFORMATION OFFICE

REQUEST FOR RECOGNITION

REQUESTED BY

CONTACT PERSON

PHONE

MAILING ADDRESS

AWARD DESIRED (Minimum of 10 days lead time requested)

☐ Proclamation

_Standard

_Large (please specify additional services)

☐ Certificate of Appreciation☐ Certificate of Recognition☐ Certificate of Achievement☐ Plaque

_City Seal Tile

_Key to the City

☐ Honorary Citizen Certificate☐ Welcome to the City Certificate☐ Other _____

SUBJECT OF PROCLAMATION OR RECOGNITION

Background information attached?

☐ Yes☐ No

PERSON WHO WILL RECEIVE FINAL PRODUCT

PRESENTATION

☐ AT A CITY COUNCIL MEETING:

Meeting date preferred: _____

☐ TO BE PRESENTED ELSEWHERE:

Place: _____

Event: _____

Date: _____

Time: _____

By Whom: _____

☐ MAIL TO:

Name: _____

Address: _____

☐ DELIVER TO THE OFFICE OF:

Councilmember: _____

By: _____

Date

☐ WILL BE PICKED UP BY:

Name: _____

On: _____

Date

Phone No. _____

Call required? YES NO _____

PUBLIC INFORMATION MANAGER APPROVAL

Signature

Date

DISPOSITION

WHITE - PIO

YELLOW - Department



CITY OF CARSON

CITY MANAGER

POLICY/PROCEDURE

12 JUL 31 PM 4:16

NUMBER: 1.56

SUBJECT

COUNCIL COMMUNICATIONS
(FLYERS, HANDOUTS,
CEREMONIAL LETTERS FOR
DISTRIBUTION AND OTHER
PRINTED MATERIALS)

ORIGINAL ISSUE:

EFFECTIVE:

December 20, 2005

December 20, 2005

CATEGORY

CITY COUNCIL POLICY

CURRENT ISSUE:

EFFECTIVE:

May 1, 2012

May 1, 2012

SUPERSEDES

Prior version of SMP 1.56

I. PURPOSE AND SCOPE

- A. To establish a policy regarding the use of City staff and other City resources for the preparation and dissemination of flyers, handouts, invitations, and other printed communications (collectively referred to herein as "flyers"), regardless of whether the flyers are mailed out, distributed door-to-door, or left in public places to be picked up.
- B. To appropriately address individual councilmember's requests to prepare and disseminate any Communication that reflects his or her personal opinion or position.
- C. To appropriately address ceremonial letters prepared using City staff and other City resources intended for distribution.

II. PROCEDURE/POLICY

- A. City Approval Required for Flyers. No flyer shall be prepared, composed, copied, or distributed by city staff during work hours, or using City resources (e.g., computers or printers), unless express approval for the flyer has been given in advance by the City Manager, or by official action of the City Council at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

1. No Business/Political Purpose. Under no circumstances shall any flyer described herein be used for business purposes or for any political campaign purposes. This includes, but is not limited to, any flyer that advocates a position in connection with any upcoming candidate or ballot measure election.

2. FPPC Compliance. Flyers prepared, mailed or otherwise distributed by the City may not violate any FPPC regulations or Council policies. In general, 200 or more flyers featuring the name, photo or signature of one or more elected official should not be mailed or distributed by the City. The names of all elected officials in a "roster" where each name is the same size and font type may be appropriate. See FPPC Reg. 18901 for details or contact the City Attorney's Office to review before distribution of the flyer.

3. City Manager Authority. Nothing in this SMP limits the ability of the City Manager, or Public Information Manager, to prepare, compose, or copy a flyer, handout or other communication to publicize a City event, disseminate City news, promote City success stories, etc. The City Council authorizes the City Manager to exercise his best professional

discretion as to the final wording and content of any official city flyer; provided, however, that the foregoing shall not prohibit any Councilmember from offering suggestions as to the wording or content of any official city flyer.

- B. Ceremonial Letters and Similar Communications Distributed by Others. Occasionally, a City-produced letter or other writing, such as a ceremonial letter intended to appear in a dinner program, event brochure, event pamphlet or other ceremonial booklet, may be created with City resources where it is reasonably foreseeable that 200 or more copies will then be distributed or mailed by another group or person to **residents or businesses in the community**. On such occasion, the FPPC imposes the certain mass mailing regulations on such communications. When City staff or other City resources are used **to create** such ceremonial letters or other writings the same are deemed an official communication from the City. In that event, **all** such ceremonial letters or other writings shall come from, and be signed by, the Mayor and four Councilmembers and include a photograph of the Mayor and a photograph of each Councilmember. **With respect to event programs, brochures, or pamphlets created for use in connection with any City-sponsored events, it shall be the policy of the City Council not to sell space for advertising or other writings in such programs, brochures, or pamphlets except to recognize sponsors or donors to the event; provided, however, that a single ceremonial letter or other writing may be included in programs, brochures, or pamphlets for such City-sponsored events and be signed by the Mayor as the City Council's presiding officer.** In order to comply with FPPC mass mailing rules and effectuate the Council's desired policy, the following rules shall apply to such ceremonial letters or writings:

1. Whenever City staff time or other City resources are utilized to create, compose, copy, distribute, or mail such ceremonial letter or other writing, provided that the total value of such City staff time or other City resources does not exceed \$50, then only the Mayor's name and signature shall appear on the letter, subject to the following limitations: (a) there is a City purpose for such ceremonial letter or other writing, (b) no mention of, or reference to, any specific elected officials are included in the letter, except the name of the Mayor may be mentioned once plus the signature of the Mayor may be included once, and (c) such ceremonial letter or other writing expresses clearly that it is issued on behalf of the City and the entire City Council.

2. For all other letters not included in B(1), above, where (a) City staff or other City resources to create, compose, copy, distribute or mail such ceremonial letter or other writing, and (b) where it is reasonably foreseeable that more than 200 copies of the same or substantially similar such ceremonial letter or other writing will be distributed or mailed to **the homes or business residents of the community**, then all mass mailing rules shall apply. Such rules include, among other requirements, that no names, photos, signatures, or references to or of elected officials be included except as authorized in applicable regulations. See FPPC Reg. 18901 attached hereto for details or contact the City Attorney's Office to review before City resources, including staff time for production of ceremonial letters or similar documents.

3. Nothing in this policy, however, shall prevent any individual member of the Council from sending a letter composed, printed, and distributed entirely at his or her expense regardless of the number the same or substantially similar pieces distributed or mailed.

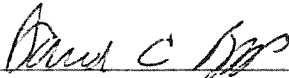
- C. Flyers by Councilmembers at Their Own Expense. Flyers which are not approved by the City Manager or by official action of the City Council, as described above, may be prepared by the individual councilmember, **at his or her own expense**. No City resources may be used in connection with such flyers, which includes no assistance with distribution, copying, postage, handling of media inquiries, or receiving or processing RSVPs. The City Seal and/or City letterhead may not be used, however, the flyer may include the sender's title, such as "Councilmember _____" or "Mayor _____." The flyer must not imply that it is an official statement from the City.

III. EXCEPTIONS

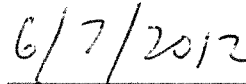
There shall be no exceptions to this policy, except through direct instructions of the City Council, at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

IV. AUTHORITY

City Council Agenda Item No. 19, dated May 1, 2012.



David C. Biggs
City Manager



Date

CITY MANAGER
12 JUL 31 PM 4:16



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1:45

SUBJECT
COUNCIL SUB-COMMITTEES

ORIGINAL ISSUE:

EFFECTIVE:

2/05/92

2/5/92

CURRENT ISSUE:

EFFECTIVE:

2/21/12

2/21/12

CATEGORY

I. CITY COUNCIL POLICY

SUPERSEDES
1/19/10**I. PURPOSE AND SCOPE**

To establish operational guidelines and procedures regarding the holding of sub-committee. This policy shall not affect City commissions, committees or boards created by formal Council action or by ordinance and meetings called therefore in compliance with the Brown Act.

II. GENERAL**Sub-Committees Created by City Council Action**

- A. Creation of sub-committees. There are two types of City Council sub-committees recognized by the City: standing sub-committees and ad hoc sub-committees. No City Council sub-committee may consist of more than two members of the Council, although the Council may designate as members of the sub-committee other elected officials and citizens of Carson. All sub-committee members shall be appointed by the Mayor subject to formal approval by a majority of Councilmembers present and voting at a properly noticed and agendized public meeting.
- B. Standing sub-committees. A standing sub-committee is one created for an indefinite time period or to address general subjects. Generally, any sub-committee created that does not clearly qualify, as an ad hoc sub-committee will be standing sub-committee.
- C. Ad hoc sub-committee. An ad hoc sub-committee is one created for a limited period to address a specific subject or issue of a temporary nature.
- D. Brown Act. All standing sub-committees and ad hoc sub-committees shall comply with all provisions of the brown act, except that an ad hoc sub-committee comprised solely of two Councilmembers and no other persons are exempted, in accordance with state law.
- E. No exceptions. There are no exceptions to this **SMP**. All bodies created by formal City Council action which include one or more Councilmembers, whether called a committee, taskforce, special committee, advisory committee, or any other name, shall be considered either standing sub-committee or ad hoc sub-committee for purposes of this SMP.
- F. Informational advisory or other group, town hall style meetings, community meetings, or other collective gatherings are not required to comply with the Brown Act, in accordance with State law.
- G. Nothing in this Section should be construed to limit the ability of any member of the Council from calling or attending any meeting(s) with constituents when no City resources are used.

III. PROCEDURE

The following applies to sub-committees created by formal action or meetings approved by the Council. It does not apply to informational advisory or other group, town hall style meeting, community meeting, or other collective gatherings held by one or two Council members together.

Meetings

- A. The meeting dates/times will be organized by the General Manager or senior staff member assigned to the sub-committee.
- B. Meeting dates/times will be arranged to accommodate the schedules of the Councilmember(s) appointed to the sub-committee.
- C. Meeting dates/times and agendas may be scheduled on short notice provided all formal posting and notification requirements of the Brown Act are met, unless the sub-committee is not subject to the Brown Act (see Section II, Brown Act).

Sub-committee Agenda Items

- A. Any member of a City Council Sub-committee and/or the City Manager may place items on the agenda for consideration by a City Council Sub-committee.
- B. Agenda preparation will be completed by the General Manager or senior staff member assigned to the sub-committee and copies will be distributed to the full Council.

Staff Support to Sub-committees

- A. General Managers or senior staff members will be assigned to the various sub-committees according to specific subject matters at the direction of the City Manager.
- B. The meetings of standing sub-committees shall be recorded on tape and germane minutes taken by the General Manager or senior staff member to the sub-committee. Tapes will not be transcribed unless requested by a Councilmember or otherwise necessary for conducting of city business. Councilmember requests for verbatim transcription of items considered by any sub-committee will be requested through an item on the City Council agenda.
- C. Approved minutes of standing sub-committees shall be kept on file in the City Clerk's office for five years.

Advertisement and promotion of Meetings

If there is any advertisement or promotion of the meeting, including production of flyers, mailers handouts, press releases, emails, etc., staff shall follow SMP 1.56 (Council Communications (FLYERS, HANDOUTS AND OTHER PRINTED MATERIAL) and SMP 1.55 (CITY COUNCIL REQUESTS FOR ISSUANCE OR PRESS RELEASE).

Reports and/or Recommendations to Council/Agency

- A. As soon as practical following each standing sub-committee meeting, the General Manager or senior staff member will complete an agenda disposition, noting any decisions or recommendations, and forward this report to all Councilmembers and others as appropriate. Sub-committee agenda dispositions for each sub-committee held during

the previous two weeks will be placed on the City Council agenda (consent) following each meeting.

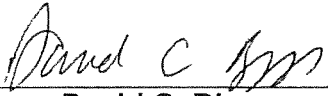
- B. If a formal report to the Council/Agency is required, and/or if further action is needed by the Council/Agency, then the General Manager or senior staff member will prepare an appropriate agenda item.

IV. EXCEPTION

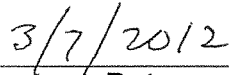
There shall be no exceptions to this policy, except through direct instructions of the City Council

V. AUTHORITY

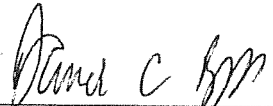
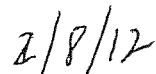
City Council Agenda Item No. 15, dated February 21, 2012.



David C. Biggs
City Manager



Date

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.67		SUBJECT: Fee Waivers for City Associated Special Events
ORIGINAL ISSUE: 4/5/11	EFFECTIVE:	
CURRENT ISSUE: 2/7/12	EFFECTIVE: 2/8/12	CATEGORY:
SUPERSEDES: <i>Version Adopted 4/5/11</i>		
I.	<u>PURPOSE AND SCOPE</u> To establish a policy for the request of fee waivers for a special event and to provide procedures in how those requests will be executed.	
II.	<u>GENERAL</u> A. A request for fee waivers of city facilities or equipment use for special events must be presented to the City Council for review and consideration. B. Employee salaries associated with the production of the proposed special event are <i>NOT</i> eligible to be waived. C. Any hard costs (City Staff, catering, entertainment, special equipment, insurance, security, etc.) that are not budgeted from the city's General Fund for the event cannot be waived.	
III.	<u>EXCEPTIONS</u> There shall be no exceptions to this policy except through direct instruction of the City Council.	
IV.	<u>AUTHORITY</u> Report to the Mayor and City Council, dated, February 7, 2012, Item No. 7.  _____ David C. Biggs City Manager  _____ Date	



^1020377

CITY OF CARSON**POLICY/PROCEDURE**

NUMBER: 1.68

ORIGINAL ISSUE:

New

EFFECTIVE:

SUBJECT

SOLICITATION OF
FUNDS FROM LOCAL
BUSINESSES FOR CITY
AND COMMUNITY
PROGRAMS

CURRENT ISSUE:

1/17/2012

EFFECTIVE:

1/17/2012

CATEGORY

CITY COUNCIL POLICY

SUPERSEDES

I. PURPOSE AND SCOPE

To establish a standard policy for solicitation of funds from businesses to support city and community events and programs.

II. GENERAL

Many businesses generously support events and programs put on by the city and by other organizations. Because they do not know of all the requests they will receive, it is difficult for them to budget or prioritize. They may utilize all their available funds early in the year and be unable to support important programs later. To allow them to budget more precisely, the city will provide a list of events and programs to local businesses to allow them to budget for contributions.

It is not expected that the list will be all-inclusive. There will be unexpected or new programs in addition to one-time events. The list serves only as a budgetary planning tool for Carson businesses.

III. PROCEDURE

A. In October of each year, the City Manager will ask Council members, community organizations and city departments for a list of planned events and programs needing sponsors for the following year.

B. Public information staff will compile the list and prepare a City Council staff report.

C. At the second meeting in November of each year, the City Council will receive a list of the anticipated events and finalize the list.

D. By December 1 of each year, the city will provide the list to the Chamber of Commerce and any businesses who have expressed an interest.

E. Over the course of the year, Recreation staff will note community or city activities or programs to include for the following year.

IV. EXCEPTIONS

Not applicable.

V. AUTHORITY

By authority of the City Council.

David C. Biggs

David Biggs
City Manager

1/25/12

Date



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1.66

SUBJECT

POLICY AND
PROCEDURES ON
OFFICIAL PORTRAITS
OF ELECTED
OFFICIALS

ORIGINAL ISSUE:

1/19/10

EFFECTIVE:

1/19/10

CURRENT ISSUE:

1/19/10

EFFECTIVE:

1/19/10

CATEGORY

CITY COUNCIL POLICY

SUPERSEDES

I. PURPOSE AND SCOPE

- A. To establish a policy and set procedures in taking an official portrait.
- B. To appropriately address individual Councilmembers' requests to take an alternate official portrait that is not consistent with the look of all other official portraits.

II. GENERAL

All newly-elected or newly-reelected officials are entitled to take one official city portrait at the studio of the city photographer.

III. PROCEDURE

- A. Portrait shots will be taken at the beginning of elected officials' term and shall be used for the duration of their term.
- B. All official portraits (only one per elected official shall be used) will have a uniform look, including the color of the backdrop and shall not have any props in the foreground or background.
- C. After portrait shots have been taken at the city photographer's studio, the city photographer will submit a set of 12 proofs from which elected officials can select their official portrait.
- D. Official portraits to be used by elected officials are those taken by the city photographer only.
- E. Custody, distribution and re-ordering of all official portraits will be handled by the Public Information Office (PIO). Digital versions of the official portraits may also be distributed electronically, as requested by elected officials.
- F. The photo selected by the elected official to be his/her official photo shall be the photo that will be used for all purposes.

IV. EXCEPTIONS

There shall be no exceptions to this policy, except through direct instructions of the City Council.

V. AUTHORITY

City Council Agenda Item No. 22, dated January 19, 2010.



Jerome Groomes
City Manager

3-23-10

Date



CITY OF CARSON

POLICY/PROCEDURE

NUMBER 1.2		SUBJECT WARRANTS FOR ADULT CROSSING GUARD ASSIGNMENTS SECTION CITY COUNCIL POLICY STATEMENT
ORIGINAL ISSUE 9/15/1969	EFFECTIVE	
CURRENT ISSUE 12/1/2009	EFFECTIVE 12/2/2009	
SUPERSEDES 9/15/1969		

I. PURPOSE AND SCOPE

The purpose of this standard management procedure is to establish and define guideline for the assignment of school pedestrian crossing guards. An adult crossing guard may be assigned to school crossings which meet the criteria stated in this policy statement during the hours when school children are required to use the street crossing.

II. PROCEDURES**A. General Requirements For All Crossings**

1. At least 20 elementary school children per hour must cross the street on the way to or from school. Where a count of elementary school pedestrians indicates a few less than the required 20 per hour, a crossing guard may be assigned on a temporary basis if there is reason to believe that this requirement will be met in the near future.
2. Where school crossings are located on divided streets with adequate median width for pedestrian refuse, provisions of this warrant shall apply separately to each roadway.
3. Elementary school children are expected to walk as far as 600 feet to a location where they may afford themselves the protection of existing traffic signals, boulevard stop signs, pedestrian tunnel or overpass.
4. Crossing guard control may be provided for school pedestrians enrolled in grades kindergarten through the fifth grade only. Warrants for crossing guard assignment may be allowed at middle schools if justification and criteria are met.
5. Traffic counts shall be made in 15 minutes increments and the hourly vehicular traffic volume requirement shall be considered satisfied if the proportionate number of the required hourly vehicular traffic volume occurs during any 15 minute period when elementary school pedestrians are required to cross.
6. At qualifying school crossings where jurisdiction of the roadway is shared with other governmental agencies, the city will invite the cooperation of the other governmental agencies in sharing the costs of crossing guard control. At such locations, crossing guards may be assigned on a temporary basis until formal agreements with the participating agencies have been obtained.

WARRANTS FOR ADULT CROSSING GUARD ASSIGNMENTS

PAGE 2 OF 2

1.2

B. Crossings Without Restrictive Traffic Controls

1. Where the uncontrolled vehicular traffic volume is at least 300 per hour.
2. Where the uncontrolled vehicular traffic volume is at least 275 per hour on a street which is 75 feet or more in width and the legal speed limit is 35 m.p.h. to and including 45 m.p.h.
3. Where the uncontrolled vehicular traffic volume is at least 250 per hour and the legal speed limit is 50 m.p.h. or more.
4. Where physical terrain impairs the sign distance beyond a reasonable stopping distance.

C. Crossings Controlled by Boulevard Stop Signs

1. Where the vehicular traffic volume on a four-lane street is at least 500 per hour through the crosswalk where elementary school children must cross.

D. Crossings Controlled by Traffic Signals

1. The determination of the need for crossing guards at signalized intersections shall be made by City Council.

E. Termination of Guard Assignment

1. Crossing guard assignments shall be withdrawn when conditions no longer satisfy the requirements contained herein.

III. EXCEPTIONS

There shall be no exceptions to this policy except through direct instructions of the City Council at a public meeting in compliance with all notice and agenda requirements of the Ralph M. Brown Act.

IV. AUTHORITY

Report to the Mayor and City Council, dated December 1, 2009, Item No. 12.


Jerome G. Groomes
City Manager

December 2, 2009
Date



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1.64

ORIGINAL ISSUE:
September 1, 2009

EFFECTIVE:
September 2, 2009

SUBJECT:
SEATING ARRANGEMENT
ON THE DAIS

CURRENT ISSUE:
NEW

EFFECTIVE:

CATEGORY:
CITY COUNCIL POLICY

SUPERSEDES:
NEW

I. PURPOSE AND SCOPE

The purpose of this standard management procedure is to establish the policy of the City Council that the Mayor will designate the seating assignments of individual Councilmembers on the dais.

II. PROCEDURES

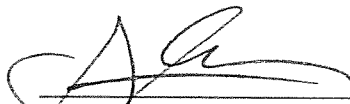
The Mayor will determine the seating assignments of individual Councilmembers on the dais.

III. EXCEPTIONS

There shall be no exceptions to this policy except through direct instructions of the City Council at a public meeting in compliance with all notice and agenda requirements of the Ralph M. Brown Act.

IV. AUTHORITY

Report to the Mayor and City Council, dated September 1, 2009, Item No. 25.



JEROME G. GROOMES
CITY MANAGER

September 2, 2009
Date

 CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.63		SUBJECT INFORMATION TECHNOLOGY SECURITY POLICY
ORIGINAL ISSUE: NEW	EFFECTIVE: June 3, 2009	
CURRENT ISSUE:	EFFECTIVE:	CATEGORY CITY COUNCIL POLICY
SUPERSEDES		

I. PURPOSE AND SCOPE

Information security is the protection of the city of Carson data, applications, networks, and computer systems from unauthorized access, alteration, or destruction

The purpose of the information security policy is:

- To establish a citywide approach to information security.
- To prescribe mechanisms that help identify and prevent the compromise of information security and the misuse of the city's data, applications, networks and computer systems and equipment.
- To define mechanisms that protect the reputation of the city and allow the city to satisfy its legal and ethical responsibilities with regard to its networks' and computer systems' connectivity to worldwide networks.
- To prescribe an effective mechanism for responding to external complaints and queries about real or perceived non-compliance with this policy.

II. RESPONSIBILITY

The Information Technology Manager (ITM) is responsible for implementing the policy. The ITM must see to it that:

- The information security policy is updated on a regular basis and published as appropriate.
- Appropriate training is provided to data owners, network and system administrators, and users.

III. POLICY

GENERAL POLICY

Required Policies

- The city will use a layered approach of overlapping controls, monitoring and authentication to ensure overall security of the city's data, network and system resources.
- Security reviews of servers, firewalls, routers and monitoring platforms must be conducted on a regular basis. These reviews must include monitoring access logs and results of intrusion detection software, where it has been installed.

Recommended Practices

- Vulnerability and risk assessment tests of external network connections should be conducted on a regular basis. At a minimum, testing should be performed annually, but the sensitivity of the information secured may require that these tests be done more often.
- Education should be implemented to ensure that users understand data sensitivity issues, levels of confidentiality, and the mechanisms to protect the data. This should be tailored to the role of the individual, network administrator, system administrator, data custodian, and users.
- Violation of the Information Technology Security Policy may result in disciplinary actions as authorized by the city in accordance with city of Carson disciplinary policies, procedures, and codes of conduct.

DATA CLASSIFICATION POLICY

It is essential that all data be protected. However, there are degrees of data that require different levels of security. All data should be reviewed on a periodic basis and classified according to its use, sensitivity, and importance. We have specified three classes below:

High Risk: Information assets for which there are legal requirements for preventing disclosure or financial penalties for disclosure. Data covered by federal and state legislation, or the Data Protection Act, are in this class. Payroll, personnel, and financial information are also in this class because of privacy requirements.

This policy recognizes that other data may need to be treated as high risk due to the potential of it causing severe damage to the city of Carson if disclosed or modified. The data owner should make this determination.

Confidential: Data that would not expose the city of Carson to loss if disclosed, but that the data owner feels should be protected to prevent unauthorized disclosure.

Public: Information that may be freely disseminated.

All information resources should be categorized and protected according to the requirements set forth by each classification. The data classification and its corresponding level of protection should be consistent when the data is replicated and as it flows through the city.

- Data owners must determine the data classification and must ensure that the system administrator is protecting the data in a manner appropriate to its classification.
- No city-owned system or network subnet can have a connection to the Internet without the means to protect the information on those systems consistent with its confidentiality classification.
- System administrators are responsible for creating data repositories and data transfer procedures which protect data in the manner appropriate to its classification.
- High risk and confidential data must be encrypted during transmission over insecure channels.
- All appropriate data should be backed up, and the backups tested periodically, as part of a documented, regular process.
- Backups of data must be handled with the same security precautions as the data itself. When systems are disposed of, or repurposed, data must be certified deleted or disks destroyed consistent with industry best practices for the security level of the data.

VIRUS PREVENTION POLICY

- The willful introduction of computer viruses or disruptive/destructive programs into the city environment is prohibited, and violators may be subject to prosecution.
- All desktop systems that connect to the network must be protected with an approved, licensed anti-virus software product that is kept updated according to the vendor's recommendations.
- All servers and workstations that connect to the network and that are vulnerable to virus or worm attack must be protected with an approved, licensed anti-virus software product that is kept updated according to the vendor's recommendations.
- Headers of all incoming data including electronic mail must be scanned for viruses by the email server where such products exist and are financially feasible to implement. Outgoing electronic mail should be scanned where such capabilities exist.
- Where feasible, system or network administrators should inform users when a virus has been detected.
- Virus scanning logs must be maintained whenever email is centrally scanned for viruses.

Asset Inventory — Technology

The Information Technology Division (ITD) must prepare an annual inventory of production information systems detailing all existing production hardware, and software.

This policy requires management to prepare a periodic inventory of information technology equipment as opposed to a perpetual inventory of hardware and software.

Equipment Tracking

All city of Carson information technology equipment must have a unique computer-readable identifier attached to it such that physical inventories can be efficiently conducted.

Hardware and Software Procurement

All hardware and software must be procured through the Purchasing Department according to ITD compatibility standards.

Regulating Software

All software installed on city of Carson computers and servers must be approved, installed and regulated by ITD. This policy prevents the installation of illegal software, compatibilities issue and ensure ITD standards are maintained.

Email

The purpose of this policy is to ensure the proper use of the city of Carson email system and make staff aware of what the city deems as acceptable and unacceptable use of its email system. The city reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

The city encourages use of the electronic email system in support of its mission to share information to improve communication, transact business, and exchange ideas. However, your emails can be monitored without prior notification if the city deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the city reserves the right to take disciplinary action.

It is strictly prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

Duty of care

Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

Personal usage

Although the city's email system is meant for business use, the city allows personal usage if it is reasonable and does not interfere with work.

INTERNET SECURITY POLICY

- All connections to the Internet must go through a properly secured connection point to ensure the network is protected when the data is classified high risk and/or confidential.

Job Descriptions

Specific information security responsibilities must be incorporated into all job descriptions if such workers have access to sensitive, valuable, or critical information.

This policy requires management to document information security responsibilities in job descriptions for those positions that handle sensitive, valuable, or critical information.

Third-Party Physical Access

Vendor, consultant, contractor, visitor or any other third-party access to city of Carson office computers or our network using their computer system MUST initially contact the ITD prior to accessing the City's network (ITD require a 24 hours notice). Any other work areas containing sensitive information must be controlled by ITD or authorized staff.

Computer Disaster Recovery Plans

Management must prepare, periodically update, and regularly test a disaster recovery plan that will permit all critical computer and communication systems to be available in the event of a major loss such as may be caused by a flood, earthquake, tornado, or another disaster.

Hacking Activities

Staff must not use city of Carson information systems to engage in hacking activities that include, but are not limited to, (a) gaining unauthorized access to any other information systems, (b) damaging, altering, or disrupting the operations of any other information systems, and (c) capturing or otherwise obtaining passwords, encryption keys, or any other access control mechanism that could permit unauthorized access.

Password

All system that handles either critical or sensitive information must utilize a properly-maintained version of an approved password-based access control system. Access to the network and servers and systems should be achieved by individual and unique logins, and should require authentication. Authentication includes the use of passwords, smart cards, biometrics, or other recognized forms of authentication.

Read Access Sensitive Information

Staff authorized to view information classified at a certain sensitivity level must be permitted to access only the information at this level and at less sensitive levels.

Vendors Providing Mission Critical Hardware & Software

All city of Carson mission critical hardware and software must be purchased, rented, leased, or otherwise obtained from a trusted and well-established vendor who is able to provide both maintenance services as well as warranties.

Worker Termination Responsibility

In the event that an employee, consultant, or contractor is terminating his/her relationship with city of Carson, the employee's immediate manager must ensure that all property in the custody of the employee is returned before the he/she leaves City of Carson. Notify ITD administrators handling information technology: email, computer password accounts; equipments: cells phone, laptops etc. used by the terminating employee as soon as the termination is known, and terminate all other work-related privileges of the individual at the time that the termination takes place.

Terminated employee access must be reviewed and adjusted as found necessary. Terminated employees should have their accounts disabled upon transfer or termination. Since there could be delays in reporting changes in user responsibilities, periodic user access reviews should be conducted by the unit security person.

Vulnerability Identification

To ensure that city of Carson technical staff has taken appropriate preventive measures, all systems directly-connected to the Internet must be subjected to an automated risk analysis performed via vulnerability identification software at least six times a year.

User Access Capabilities

Users must not read, modify, delete, or copy a file belonging to another user without first obtaining permission from the owner of the file. Unless general user access is clearly provided, the ability to read, modify, delete, or copy a file belonging to another user does not imply permission to actually perform these activities. Permission to read a file belonging to another is implied if the owner of the file sends it via email attachment, floppy disk delivery, or other transmission mechanism.

ACCESS CONTROL POLICY

- Data must have sufficient granularity to allow the appropriate authorized access. There is a delicate balance between protecting the data and permitting access to those who need to use the data for authorized purposes. This balance should be recognized.
- Where possible and financially feasible, more than one person must have full rights to all owned server storing or transmitting high risk data. Data owners or custodians may enact more restrictive policies for end-user access to their data.

USER MUST NOT SHARE

⚡
Usernames and passwords **MUST NOT** be shared, nor should they be written down or recorded in unencrypted electronic files or documents. Limited access to city-related documents or files is required specifically and solely for the proper operation of city and where available technical alternatives are not feasible. All users must secure their username or account, password, and system access from unauthorized use.

- Passwords must not be placed in emails unless they have been encrypted.
- Default passwords on all systems must be changed after installation. All administrator or root accounts must be given a password that conforms to the password selection criteria when a system is installed, rebuilt, or reconfigured.
- Logins and passwords should not be coded into programs or queries unless they are encrypted or otherwise secure.
- Users are responsible for safe handling and storage of all city authentication devices. Authentication tokens (such as a SecureID card) should not be stored with a computer that will be used to access the city's network or system resources. If an authentication device is lost or stolen, the loss must be immediately reported to ITD so that the device can be disabled.
- Transferred employee access must be reviewed and adjusted as found necessary.
- Monitoring must be implemented on all systems including recording logon attempts and failures, successful logons and date and time of logon and logoff.
- Activities performed as administrator or superuser must be logged where it is feasible to do so.
- Personnel who have administrative system access should use other less powerful accounts for performing non-administrative tasks. There should be a documented procedure for reviewing system logs.

User Privileges

Without specific written approval from management, users will be granted privileges not beyond electronic mail, internet, intranet and Microsoft Office: word processing, excel etc. Access to any other city's application the user MUST go thru training.

Systems Log and Audit Trail Disclosure

System logs or application audit trails must not be disclosed to any person outside the team of individuals who ordinarily view such information in order to perform their jobs or investigate information security incidents. All exceptions require the approval of the Information Technology Manager.

Locked Room Security for Outsourced Services

If any information systems service provider (application service providers, web hosting service providers, etc.) supports servers or other computers on behalf of city of Carson, then these machines must be kept in a locked room dedicated to city of Carson. Decisions about who gains access to this area must be made solely by Information Technology Manager. In order to make these decisions, the service provider must give city of Carson management a list of names of people requesting access, and the results of background checks performed on these same people.

Computer System Audit Logs

Logs of computer security-relevant events must provide sufficient data to support comprehensive audits on the effectiveness of, and compliance with security measures.

User Awareness of Logging and Security Violations

Users must be clearly informed about the actions that constitute security violations as well as informed that all such violations will be logged. Each Workgroup must have a policy on appropriate and acceptable use that includes these requirements:

- The city's computer resources must be used in a manner that complies with city of Carson policies and state and federal laws and regulations. It is against the city policy to install or run software requiring a license on any city of Carson computer without a valid license.
- Use of the city's computing and networking infrastructure by city employees unrelated to their city positions must be limited in both time and resources and must not interfere in any way with city functions or the employee's duties. It is the responsibility of employees to consult their supervisors, if they have any questions in this respect.
- Uses that interfere with the proper functioning or the ability of others to make use of the city's networks, computer systems, applications and data resources are not permitted.

- Use of city computer resources for personal profit is not permitted except as addressed under other city policies.
- Decryption of passwords is not permitted, except by authorized staff performing security reviews or investigations. Use of network sniffers shall be restricted to system administrators who must use such tools to solve network problems. Auditors or security officers in the performance of their duties may also use them. They must not be used to monitor or track any individual's network activity except under special authorization as defined by city policy that protects the privacy of information in electronic form.

EXCEPTIONS

In certain cases, compliance with specific policy requirements may not be immediately possible. Reasons include, but are not limited to, the following:

- Required commercial or other software in use is not currently able to support the required features;
- Legacy systems are in use which do not comply, but near-term future systems will, and are planned for;
- Costs for reasonable compliance are disproportionate relative to the potential damage.

In such cases, Workgroups must develop a written explanation of the compliance issue and a plan for coming into compliance with the city's Information Security Policy in a reasonable amount of time. Explanations and plans must be submitted to the City Manager.

Single Sign-On

Users must be asked for only one user ID and password combination at the time they reach the network or destination computer system, after that point all user identity related information must user-transparently be passed to other computers, firewalls, database management systems, application systems and other information system components.

Password Attempts

After three unsuccessful attempts to enter a password, the involved user ID must be suspended until reset by a System Administrator.

Powering Down Network-Connected Workstations At Night

All personal computers and workstations connected to the city of Carson internal network must be powered down and shut off during non-working hours.

Remote Administration

Remote administration of Internet-connected computers must employ one-time passwords, and must be performed only over encrypted links. The purpose of this policy is to ensure that intruders do not take advantage of remote administration capabilities enabled on city of Carson Internet-connected machines.

Computer-Connected Network Access

All users must have their identity verified with a user ID and a secret password or by other means that provide equal or greater security prior to being permitted to use city of Carson computers connected to a network.

Typing Passwords When Others Are Watching

Workers must never type their passwords at a keyboard or a telephone keypad if others are known to be watching their actions. To do so unduly expose the information accessed thereby to unauthorized access.

Organization Property at Alternative Work Sites

The security of city of Carson property at an alternative work site is just as important as it is at the central office. At alternative work sites, reasonable precautions must be taken to protect city of Carson hardware, software, and information from theft, damage, and misuse.

Moving Office Computer Equipment

Office computer equipment must not be moved or relocated without the prior approval of the involved ITD Manager.

Wireless Transmissions of Secret Information

Wireless technology must never be used for the transmission of unencrypted secret information. Interception of radio transmissions is quite easy and many useful details, including telephone numbers, user IDs, and passwords, can be thereby obtained. This policy notifies users that they must not use wireless technology for secret information transmissions, unless they know the transmissions are encrypted.

Information Stored In Organization Portable Computers

The city of Carson provides selected members of its workforce with portable computer equipment so that they can perform their jobs at remote locations including hotel rooms and personal residences. The information stored in the city of Carson portable computer equipment is city property, can be inspected or used in any manner at any time by the city and, like the equipment; it must be returned at the time staff are no longer employed by the city.

Lending Computers Containing Sensitive Information

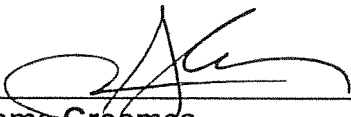
A personal computer, handheld computer, transportable computer, personal digital assistant, smart phone, or any other computer used for business activities that contains sensitive information must not be lent to anyone. This policy prohibits workers from lending their city equipment machine to others.

IV. EXCEPTIONS

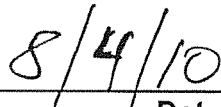
There shall be no exceptions to this policy except through direct instructions of the City Council, at a public meeting in compliance with all notice and agenda requirements of the Ralph M. Brown Act.

V. AUTHORITY

City Council agenda item no. 23, dated June 2, 2009.



Jerome Groomes
City Manger



Date

 CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.62		SUBJECT INFORMATION TECHNOLOGY CONTINGENCY PLAN
ORIGINAL ISSUE: NEW	EFFECTIVE: May 6, 2009	
CURRENT ISSUE: NEW	EFFECTIVE:	CATEGORY CITY COUNCIL POLICY
SUPERSEDES		
I. PURPOSE AND SCOPE Plan Objectives To secure and protect city information and assets by specifying technical requirements for all information technology infrastructure and endpoint devices. Plan Scope This plan document includes: Actions and procedures to recover critical city systems and applications by the Information Technology Division located in the basement of Carson City Hall. The "mission critical" systems include the financial functions (IFAS) for all divisions and sections, the City Clerk's vital electronic records, and the City Treasurer's cash receipting processes and share folders. This plan document will also include the following systems and departmental databases: • GIS applications • Web site applications • Public Works applications • Business License, Sale Tax, Assessor database • Parks and Recreation programs • Human Services Division programs • Community Center facility rental reservations system • Projects managed by other departments (e.g. Economic Development, Engineering, Planning, or Building & Safety) Department Overview The Information Technology Division (ITD) is committed to providing reliable and redundant backups of all system and user generated data on each of the systems that it administers. The intent is not only to provide a service to the users who may wish to retrieve archived		

documents that are no longer stored on primary disk storage, but also to prepare for both random mechanical disk failures as well as for the recovery of files or databases in the event of massive physical disaster (e.g. fire, flood, earthquake and human error).

II. POLICY

A. Departmental Recovery Policies

This plan document is designed to cover all disasters that may require utilization of the alternate site. The alternate off-site is designated to be at the City Hall Corporate Yard, 2400 E. Dominguez Street, Carson. The plan will be maintained and updated on a regular basis, reflecting all organizational and procedural changes that may occur with critical business processes. Although the plan provides guidance for recovery efforts, it is not a substitute for sound judgment nor is it a rigid set of rules to be followed at any cost.

B. Compliance Requirements

The Business Contingency plan has been developed to address the following areas that may impact the department during business recovery efforts (Check all that apply):

- ☒ Statutory / general law compliance
- ☒ Contractual requirement compliance
- ☒ Carson Municipal Codes compliance

C. Department Dependencies

In the event of a disaster ITD will assess and notify departments that are crucial to the performance of critical day-to-day business processes.

Dependent Department	Description of Dependency	Recovery Strategy
All Divisions	Financial processes.	1. Utilize backup servers that are mirroring day-to-day data input located at the offsite location at the City Hall Annex (remote location). 2. If City Hall Corporate Yard location is unavailable, then SunGard Availability Services will be contacted to run the process from their hot site or bring in systems that can run the process.
City Clerk	Document imaging of vital city records.	Same as 1 above.
City Treasurer	Cash receipting records for all payments received city-wide.	Same as 1 above.

D. Assumptions

1) Planning Assumptions

This plan has been developed and is to be maintained based upon the following assumptions:

- This plan covers interruption for only the first seven days following the disaster. If it is determined that the interruption will exceed seven days, all functions will develop additional plans to regain full functionality and utilize all employees as soon as practical.
- All vital records, data, and files required to implement recovery of critical functions are backed up on tape and stored off-site on a regular basis. Also, these items are stored in the primary servers located at the City Hall basement and at the off-site facility located at the Corporate Yard.

2) Employee Response in the event of a disaster

As public servant employees, each has taken an oath on the first day of employment to report to their work stations in an event of an emergency as soon as they have secured their own family members and/or property or be subject to legal repercussions.

3) Staffing

Each ITD staff has been assigned to resolve the disruption to the "mission critical" processes below and bring them to operation in order to recover the city's vital operations to at least a minimum level:

- Robert Eggleston: Overall
- Abel Linares: Networks, Telecommunications, NAS, Exchanges (e-mail)
- Rita Hunter: SQL Databases, ArcMail, Exchanges (e-mail)
- Glenn Turner: Window Servers, Exchanges (e-mail)
- Keith Johnson: HP Servers, Bi-Tech (IFAS), Quadrant, Print Server (RPM), SAN
- Alex Rocco: GIS Applications
- Louis Yau: Backups and Restores, SAN
- Bing Jing: Web Site, Intranet and Web Applications
- Stephanie Fujimaki: Granicus, Accela

4) Work Shifts

There will be two (2) twelve-hour shifts during a disaster:

4:00 a.m. – 4:00 p.m.

4:00 p.m. – 4:00 a.m.

E. Recovery Strategy

1) Scenario #1 – Loss of Facility

In the event of a disaster, the plan is designed to recover critical city systems by establishing a Business Continuity Organization that will, upon notification of loss of the City Hall facility. The site utilized will be located outside of the immediate area. This site will accommodate the needs of disaster management and critical city function operations. Required space and equipment will be available on a pre-planned basis.

2) Recovery Locations

In the event that relocation to alternate recovery sites is necessary, the following alternate recovery locations have been identified:

City Hall Corporate Yard: 2400 E. Dominguez Street, Carson, CA 90810

- City Emergency Command Center - In the event of a local disaster at City Hall, the city emergency command center for managing, coordinating, and overseeing city functions recovery will be at the City Hall Corporate Yard, where servers are currently mirroring day-to-day data input. Data inputted from City Hall would be accessible at the City Hall Corporate Yard.
- Off-Site Storage: Advanced Data Protection Services has been identified as the primary storage tape backups and recovery of vital city electronic records.
- If City Hall and the City Hall Corporate Yard location are inaccessible, SunGard Availability Services will be contacted to run the process from their hot-site, or to bring in systems that can run the city's mission critical system (IFAS). This could be accomplished by SunGard providing a trailer with servers, computers and printers for the city to operate IT functions or by remote access to their hot-site.

3) Scenario #2 - Loss of Critical Systems

In the event of a disaster, the plan is designed to continue critical city operations by executing, upon notification of loss of access to critical systems, pre-planned manual work around procedures from the primary facility until access to systems are restored.

F. Plan Exercising and Maintenance

It is the responsibility of each division within its respective Work Group to update and test their continuity plan on an annual basis, preferably in conjunction with the Emergency Operations Services' semi-annual tabletop exercise. Additional reviews will be conducted as needed by changes to departmental procedures or systems that may impact the department's continuity plan. The department will review all planning assumptions and

strategies, test the responsiveness of both the primary and alternate recovery team members, update all contact information for employees, vendors and customers, and ensure that documented recovery procedures reflect all changes in city operations. Results of the annual tests will be documented and forwarded to the Emergency Operations Services to be included in the city's Emergency Response/Recovery Plan. ITD staff shall perform the following to maintain and backup stored data and vital information inputted on a daily basis to minimize disruption or loss of data.

1) Backup

Backups are performed on a daily basis (Monday – Friday) on all servers and system disks managed by ITD

2) Schedule and Types of Backup

Daily: Monday - Thursday
Weekly: Friday
Monthly: Last Friday of each month
Annual: End of Fiscal Year (June 30)

- a. Full disk backups are performed on a weekly basis for all disks (Friday).
- b. Backup procedures are documented in writing and updated on a regular basis as required by changes. A copy of the current backup plans will be maintained in the Computer Room located in City Hall basement.
- c. Backup procedures are to be automated to the extent possible (e.g. automated scripts to submit backup jobs, entry in the UNIX cron file) so that an alternate staff member can submit the backups when necessary.
- d. The daily backup tapes will be rotated on a six-month basis. Daily backups will be maintained for six months when they will be overwritten by the daily backup for the next month.
- e. *Informix* backups are performed twice daily, once at 7:30 a.m. and the second at 6:00 p.m., Monday – Thursday.
 - SQL Backup (Daily; save for six months): *Informix* and SQL Database Backup files
- f. ITD staff will perform backup on all Windows and Unix servers.

3) Retention for Backup

Daily: 6 months – DDS-4 & 8MM
1 year – LTO
Weekly: 1 year
Monthly: 2 years
Annual: 10 years

4) On-Line Library

- a. Each backup procedure will generate a log file that can be inspected on a daily basis to determine the success or failure of the backup.

- b. An on-line library listing will be maintained for each system/cluster which contains a record of the dates/types of backups performed and the number/date of the associated tape.
- c. A short written log of each backup performed will also be maintained in the Computer Room to provide rapid access to tape information in the event that the on-line library/logs are unavailable due to system or disk failure.

5) Staffing

- a. There will be a primary and alternate staff member assigned to perform the system backups for each system. Both the primary and alternate staff member will inspect the backup log on a daily basis to verify the success of the backup and troubleshoot any hardware and/or software problem related to the backup procedures.

Primary: Louis Yau

Alternate: Rita Hunter

6) Storage Attached Network

This equipment meets the high availability requirements with hardware redundancy and RAID (redundant array of independent disks) technology to ensure another level of data protection and maximum data availability, at all times, for all data stored on disk.

- a. The solution is scalable to immediately address unpredictable business growth without a disreputable impact to business flow.
- b. The simplicity, cost, and non-disruptive process of adding disk determine scalability.
- c. The disk system provides a position of infrastructure to be more flexible on the public network at a more efficient cost.
- d. Flexibility is measured by the simplicity and non-disruptive process to sharing data, adding disk, moving disk from one computer platform to another, and maintaining data integrity at all times without depending on a manufacturer's engineer. The solution offers a simple, non-disruptive method of backing up data with minimal disk space consumption and also supports city disaster recovery, restoration from a remote site and has centralized management tools to allow for greater efficiency and ease of use in managing the storage.
- e. The solution is simple to manage with near zero administrative requirements and self-tuning across all disks.
- f. Backups are extremely critical to ensure data integrity for recovery purposes in case of a user file deletion or a critical disaster resulting in a complete data loss at the city data center site.
- g. The data will be recoverable and available with minimal effort with an expedient meantime to recovery from either a local or a relocation *site*.

- h. This integrated Enterprise Storage System include the Host Bus Adapters for the servers, fiber fabric network connections, shared disk storage, integrated storage backup with Veritas Backup Exec for Windows Server with Exchange 5.5 agent and disaster recovery from a remote site, restoration, and centralized management tools to allow for greater efficiency and ease of use in managing the storage.

7) Storage Recovery (BackupExec)

Backup Exec Recovery System captures a recovery point of the entire live Windows server; included is the OS, applications, system settings, configurations, and files. The recovery point can be conveniently saved to various media or disk storage devices (SAN and NAS).

All city of Carson Windows servers will be captured using this system. There will be a primary and alternate staff member assigned to perform the recovery system.

Primary: Louis Yau

Alternate: Rita Hunter

This system allows the city ITD to recover shared folders from system loss or disasters in minutes; not hours or days. The system provides fast, easy to use restoration to meet recovery time objectives.

8) Shadow Copies of Shared Folders

Microsoft Windows Shadow of Shared Folders: All city of Carson share folders will be captured using this process. The system performs backup of shared folders automatically when changes occur. There will be a primary and alternate staff member assigned to perform the recovery system.

Primary: Louis Yau

Alternate: Rita Hunter

This system allows the city ITD to recover from system loss or disasters in minutes, not hours or days. The system provides fast, easy to use restoration to meet recovery time objectives.

G. Plan Distribution

The continuity plan is distributed to the following people.

Department/Group	Title
Mayor and City Council Offices	Mayor and City Council
Office of the City Manager	City Manager
City Clerk's Office	City Clerk
City Treasurer's Office	City Treasurer
Administrative Services Work Group	General Manager
Development Services Work Group	General Manager
Economic Development Work Group	General Manager
Public Services Work Group	General Manager

The Information Technology Manager, Public Safety and Community Services Manager, and the Emergency Preparedness Analyst will keep a copy of ITD's most current business continuity plan at home or in their car with the most current recovery team list and phone numbers.

III. EXCEPTIONS

There shall be no exceptions to this policy, except through direct instructions of the City Council, at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

IV. AUTHORITY

A. Disaster Response and Management

Upon the City Manager's declaration of a state of city emergency, the Emergency Response Plan will be activated and the Emergency Services Division will initiate notification regarding the event. An event will normally be reported to Emergency Services Division staff, who will notify the General Managers of each workgroup. The General Managers will notify their Division Managers assigned to staff the Emergency Response Plan. Their respective managers will determine which staff members are needed to report to City Hall to either man the Emergency Operations Center or respond to the field as required. Upon said notification, the ITD staff will respond to City Hall Basement and be available to support the Emergency Operations and initiate the Business Continuity Plan.

All responses to the emergency operations will be conducted in accordance to the Standardized Emergency Management System as adopted by the city's emergency operations procedures. Any unbudgeted costs associated with business recovery efforts, such as the purchase or acquisition of required equipment, services, space or other needed resources will be requested through the Logistics Chief in the Emergency Operations Center.

B. Business Recovery Calling Tree

Public Safety Division staff will contact the City Manager, who will decide if an emergency exists affecting the city or its operations, and if so, declare the Emergency Operations to be activated. Public Safety and Community Services Manager and/or the Emergency

Preparedness Analyst will notify the general managers of each work group. Each general manager will notify their respective managers to initiate the calling tree for his/her first responders needed to report for duty.

C. Recovery Management Team

Name	Title	Recovery Role	Contact Information
Jerome Groomes	City Manager	EOC Director	W: 310-952-1729 H: 310-631-0945 C: 310-629-8112 E: jgroomes@carson.ca.us
Ray Cruz	Public Services General Manager	EOC Management	W: 310-952-1769 H: 310-944-9271 C: 310-947-2985 E: rcruz@carson.ca.us
Ky Truong	Public Safety & Community Services Manager	Operations Chief	W: 310-952-1786 H: 562-595-5465 C: 310-864-2037 E: ktruong@carson.ca.us
Robert Eggleston	Technology	Technology Chief	W: 310-952-1734 H: 310-417-3865 C: 310-930-8210 E: Regglest@carson.ca.us
Diane Wachi	Emergency Preparedness Analyst	Planning Chief	W: 310-952-1786 H: C: 310-864-2032 E: dwachi@carson.ca.us

D. Key Vendors

NAME	ADDRESS	PHONE
SunGard Availability Services	7755 Center Ave. #1200 Huntington Beach, CA 92647	800-468-7483
Cisco System		1-800-GOCISCO
Nortel Networks - Shared Technologies	12110 Slauson Ave., Unit 4 Santa Fe Springs, CA 90670	800-526-7006 Customer ID 1011754
AT & T	1150 S. Olive, Suite 1820 Los Angeles, CA 90015	866-937-3664 213-324-0659
Abtech	2728 Loker Ave West Carlsbad, CA 92008	800-474-7397 760-827-5100
SunGard Bi-Tech	890 Fortress St. Chico, CA 95973	800-851-4800 530-879-2926

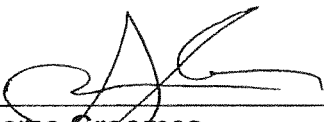
E. Equipment

Category	Equipment/Software	Quantity	
		Normal	Disaster
Computers	1.7 Ghz, 1GB RAM, 80GB hard drive	400	12
Furniture	Workstations (desk and chair)	350	40
Computers	Laptop Computers, cables	25	12
Office Equipment	Copy Machine/Printer --HP9000MFP	100	5
Office Equipment	Printer -- HP4200dtn	200	16
Office Equipment	Fax Machine (Shared) Number 310-830-1541	10	2
Telecommunications	Cell Phones	50	52
2-way radios	Motorola two-way radios	100	130

F. Systems

Category	Name	Description
Application Software	Microsoft Office 2007 (Word, Excel, Powerpoint and Outlook)	Applications
Application Software	(Bi-Tech) IFAS	Financial functions systems
Application Software	QUESTYS	City Clerk's Office vital records storage system
Application Software	Reverse 911, E-Team, EMOS	EOC

1. City Council Agenda Item No. 10, dated May 5, 2009


Jerome Groomes
City Manger


Date



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1.61

SUBJECT
PROHIBITING CITY EMPLOYEE
PARTICIPATION IN DECISIONS REGARDING
COMMUNITY OR NON-PROFIT GROUP AND
CONTRACTS FOR FUNDING , OR OTHER
ENTITLEMENT WITH THE CITY OF CARSON

ORIGINAL ISSUE:

January 15, 2009

EFFECTIVE:

January 15, 2009

CURRENT ISSUE:

NEW

EFFECTIVE:

CATEGORY

CITY COUNCIL POLICY

SUPERSEDES

NEW

I. PURPOSE AND SCOPE

The purpose of this policy is to avoid conflicts of interest, or the appearance of conflicts of interest that might arise when city staff members become involved in contracts between the city and non-profit groups or community organizations to which the staff member is an officer, active participant, or active member.

II. GENERAL

The city regularly enters into contracts or otherwise does business with non-profit and other community organizations. Also, members of the city's staff are permitted to join or volunteer for such non-profit groups and community organizations. Sometimes, city staff members participate in leadership roles in local non-profits and groups, such as servicing without pay as members of the Board of Directors.

This policy should result in members of the city's staff notifying the City Manager of their involvement with a non-profit organization or other community group that is doing business with the city or proposes to do business with the city. This may include the local non-profit organization entering into a contract with the city, seeking donations from the city, or co-sponsoring an event with the city. This policy shall apply to management, city staff employees and shall not affect the Mayor or any member of the City Council.

III. PROCEDURE

- A. Notifying the City Manager or Department Head. Whenever an employee of the city learns that a non-profit organization or other community group to which he or she (or a member of their immediate family) is a member that is doing business with the city or is proposing to do business with the city, and such business will involve the department in which that employee works, he or she shall give notice of same in writing to his or her Department Head, who shall inform the City Manager. If the employee is a Department Head or a General Manager, then the written notice shall be given to the City Manager.
- B. Participation. The City Manager (or his designee, which may be a General Manager or Department Head, shall take whatever steps deemed appropriate, if any, to ensure the employee will not participate in any decision that might affect the non-profit organization or community group and the city of Carson. For example, if the non profit organization or community group wishes to enter into a contract with the city, the employee shall not participate in the decision or the evaluation of, or any recommendation to approve or disapprove any contract or other entitlement between such groups and the city. If a contract already exists, the employee shall be separated from the administration of the contract to ensure a different employee interacts with such group.

IV. EXCEPTIONS

There shall be no exceptions to this policy except through direct instructions of the City Council, at a public meeting in compliance with all notice and agenda requirements of the Ralph M. Brown Act.

V. AUTHORITY

Report to Mayor and City Council, dated January 14, 2009, Item No. 12.



JEROME G. GROOMES
CITY MANAGER

January 15, 2009
Date

 CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.60		SUBJECT FUNDING FOR OUTSIDE ENTITIES
ORIGINAL ISSUE: 1/15/08	EFFECTIVE: 1/15/08	
CURRENT ISSUE:	EFFECTIVE:	CATEGORY CITY COUNCIL POLICY
SUPERSEDES SMP No. 1.54		

I. PURPOSE AND SCOPE

Three funding programs for local groups have been previously approved by the City Council: (1) Special Funding Request Program (SMP No. 1.52); (2) City Council Discretionary Fund Program (no SMP adopted); and (3) Local Non-Profit Assistance Program (SMP No. 1.54).

The first two programs were eliminated after the passage of the Local Non-Profit Assistance Program governed by SMP No. 1.54. This latest funding program was subsequently discontinued due to budget constraints.

The purpose of this SMP is to repeal SMP No. 1.54 and establish policies and procedures regarding requests for funding from outside entities (groups or individuals).

II. GENERAL

- A. During the deliberations for the FY 2007/08 budget, the City Council expressed its desire that requests for funding from outside entities (organizations or individuals) only be considered as part of the annual budget review and approval processes. On October 17, 2007, the City Council unanimously reaffirmed its position regarding this goal.
- B. A policy is necessary in order to address requests for funding from outside entities and still maintain the city's conservative stance pertaining to the general fund balance when it deals with these requests.

III. POLICY

A. Considerations for Funding:

1. Appropriation for this funding shall only be made when it is determined that the city will have an operational surplus equivalent to at least \$1,000,000.00 and that the projected

general fund balance for the budget year will not fall below the Council designated threshold amount of \$20,000,000.00 in any given year.

2. The maximum amount that may be appropriated during any fiscal year is \$30,000.00 which may be further reduced if funds will be required for the city's ongoing or new programs.

B. Funding Limitations:

1. The maximum amount that may be granted to any applicant is \$1,500.00.
2. The applicant for this type of funding shall not have been awarded for funding through the Community Development Block Grant (CDBG) or the Fine Arts and Historical Commission's programs for the same fiscal year for which they are applying.
3. Any organization that received funds in a particular fiscal year cannot apply and receive funds in the next fiscal year.
4. A student may apply and receive funds only once regardless of any variation in the intended use of the funds.

C. Requirements for Funding:

1. The organization must have been in operation for at least 2 years and must be one of the following:
 - a. a non-profit organization as described in Section 501 (c) (3) or 501 (c) (6) of the Internal Revenue Code;
 - b. a school or school organization which is located in the city of Carson; or
 - c. a recognized social organization or service club based in the city of Carson.
2. A student must be endorsed by the principal and/or dean of his/her school. The student must be a permanent resident of the city of Carson.
3. All applicants for funding must show proof that the funds being requested will supplement rather than be the major or only source of funding for the intended activity, project or program.
4. Funds awarded to organizations must not be used for salaries and must be used for community programs and/or events or in such a manner as to have a direct benefit to the city of Carson community.

IV. PROCEDURE

- A. On or before March 31st, the city will post the notice on its website and on the Carson cable TV channel if applications for funding will be accepted for the new fiscal year.
- B. If funds are available, an organization or individual may complete and submit to the Administrative Services General Manager (ASGM) an application form together with the required documents no later than April 30th, to be considered for funding for the new fiscal year. The application packet must include the following:
 - 1. For organizations -
 - a. Completed application form (Form No. 1102/0108)
 - b. A copy of Form 990E or Financial Statements for the previous two (2) years OR a letter of determination issued by the Internal Revenue Service or the Franchise Tax Board showing current proof of tax exempt status.
 - c. A list of all funding sources by dollar amount and percentages.
 - d. Letters of support from the Carson community, if available.
 - 2. For student sponsorship -
 - a. Completed application form (Form No. 1102/0108)
 - b. Letter of recommendation from the school principal or dean;
 - c. Proof of school grade point average of "2.5" or better.
- C. ASGM or designee will review the application packet for completeness and verify that all requirements have been met.
- D. At an appropriate budget workshop, the ASGM will present the requests from all eligible applicants and the staff's recommended funding amount for each applicant.
- E. The City Council will have the final authority to grant or deny funding.
- F. After final City Council approval, the city shall issue a check to the organization or student for the amount approved.
- G. No other requests for funding will be considered until the next funding cycle.

V. ACCOUNTABILITY

All approved applications will be monitored for fiscal accountability by the city's Finance Officer. Recipients of funding through this program must submit their financial reports showing the amount of funds received and how those funds were spent by April 30th of the fiscal year in which

the funds were awarded. The Finance Officer shall require the submission of supporting documentation to verify that the funds were appropriately spent. Failure to submit the reports and/or supporting documentation will be grounds for disqualification from the next eligible funding cycle.

VI. EXCEPTIONS

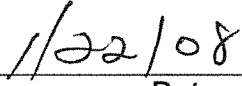
There shall be no exceptions to this policy, except through direct instructions of the City Council, at a public meeting held in compliance with the Brown Act.

VII. AUTHORITY

City Council approval of agenda item no. 13 dated January 15, 2008.



Jerome Grooms
City Manager



Date

Attachment: Application for City Funds (Form No. 1102/0108)



CITY OF CARSON
ADMINISTRATIVE SERVICES
701 E. Carson St. - P. O. Box 6234, Carson, CA 90749
Phone: (310) 952-1744 - Fax (310) 518-2874

FUNDING APPLICATION – CARSON COMMUNITY ASSISTANCE PROGRAM

(Refer to the attached Standard Management Procedure No. 1.60 for rules and regulations pertaining to the Community Assistance Program)

FISCAL YR 20 /20		AMOUNT OF FUNDS REQUESTED \$		APPLICATION TYPE ☐ ORGANIZATION ☐ STUDENT	
ORGANIZATION TYPE (Religious, Charitable, School, Sr. Citizen Club, etc.)		TAX EXEMPTION NO. (Must provide evidence of tax exemption status 501 (c))		DATE INCORPORATED	
ORGANIZATION/APPLICANT'S NAME					
ADDRESS (No P.O. Box)					
MAILING ADDRESS (if different from above)					
CONTACT PERSON				TITLE	
PHONE		FAX		E-MAIL	
PROGRAM SUMMARY — Using the space below, briefly describe the services provided by your organization:					
INTENDED USE OF FUNDS — Using the space below, briefly state the proposed use of funds being requested (Must have a benefit for Carson community)					
Have you received funding from the City before? ☐ NO ☐ YES If yes, complete the information below:					
Fiscal Yr		Fiscal Yr		Fiscal Yr	
Amount	\$	Amount	\$	Amount	\$

I declare under penalty of perjury that the information contained herein is, to the best of my knowledge and belief, true and correct. I further declare that I have read the attached Standard Management Procedure No. 1.60 pertaining to the Community Assistance Program and will abide by its rules and regulations.

Signature

Date

Print Name

Title

BELOW FOR CITY USE ONLY

Reviewed by _____ Date _____
Comments _____



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1.57

SUBJECT

PAYMENT OF STIPENDS FOR
COMMISSIONERS AND BOARD
MEMBERSORIGINAL ISSUE:
December 13, 2006EFFECTIVE:
December 13, 2006

CURRENT ISSUE:

EFFECTIVE:

NEW

December 13, 2006

SUPERSEDES
N/ACATEGORY
CITY COUNCIL POLICY**I. PURPOSE AND SCOPE**

- A. To establish a policy for the payment of stipends to all city commissioners and board members ("Stipend Policy"). The city hereby amends its existing Stipend Policy by which commissioners and board members are compensated through the city's payroll system.
- B. The purpose of the Stipend Policy is to create and maintain a system that minimizes the tax consequences to the commissioner, board member, and the city and is more economical for the city to administer.
- C. The city's Stipend Policy is detailed below, and is applicable to all City Council appointed commissioners and/or board members.

II. GENERAL

Currently the city's commissioners and board members are paid a stipend for their service to the community through the city's payroll system. This method of payment has proven to be both costly and administratively difficult for the city as well as for those who are receiving these payments. The city's payroll system is structured in such a way that it assumes anyone who receives payment through the system is an employee of the city. Consequently, the system is designed to withhold taxes from the employee's wages, unless the recipient is exempted as demonstrated by execution of a special form. The payroll system also deducts Medicare taxes (1.45%) from the employee's paycheck and the city matches that amount from the city's general funds.

Even though the city's commissioners and board members perform a valuable service for the communities, they are not employees of the city of Carson. In fact, many of the commissioners and board members actually perform an oversight or advisory function as it relates to the city's work force.

Advantages

- Administratively it is more convenient and less expensive for the city, as well as for the commissioners and/or board member themselves, to pay stipends through the city's accounts payable system.
- Such a system will not require a program override to prevent payroll withholding taxes and Medicare deductions.

- In the case of commissioners or board members that earn less than \$600 per year, no tax report needs to be produced or filed with the Internal Revenue Service.

III. PROCEDURE/POLICY

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

- A. The city's commissioners and board members shall be paid a stipend through the city's accounts payable system. The city's commissioners and/or board members shall no longer be compensated through the city's payroll system nor have any deductions, including Medicare deductions, withheld from the checks issued as compensation.
- B. In addition to adoption of this policy, the City Council shall consider and adopt Ordinance No.06-1368 amending the City's municipal code to clarify that city commissioners and board members will no longer receive compensation through the city's payroll system.
- C. Effective 30 days after approval of the ordinance, all city of Carson commissioners and board members that are authorized by the Municipal Code to receive a stipend for their service to the community shall be compensated through the city's accounts payable system.

IV. EXCEPTIONS

There shall be no exceptions to this policy, except through direct instructions of the City Council, at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

V. AUTHORITY

1. City Council Agenda Item No. 11, dated December 13, 2006.
2. Ordinance No. 06-1368



Jerome G. Groomes
City Manager

December 14, 2006
Date



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1.55

ORIGINAL ISSUE:

October 21, 2003

EFFECTIVE:

October 21, 2003

SUBJECT

REQUESTS FOR ISSUANCE
OF PRESS RELEASES BY
MEMBERS OF THE CITY
COUNCIL; EXCLUDING
ROUTINE PRESS RELEASES
ISSUED BY THE PUBLIC
INFORMATION OFFICE OR
CITY MANAGER

CURRENT ISSUE:

November 8, 2006

EFFECTIVE:

November 8, 2006

CATEGORY

CITY COUNCIL POLICY

SUPERSEDES

1.55 dated December 20, 2005

I. PURPOSE AND SCOPE

- A. To distinguish between the issuance of a press release by the Public Information Office or the City Manager's Office relating to "routine" city matters, activities, events, or Council actions, versus specific requests for a press release presented to the Public Information Office or the City Manager's Office by a member of the City Council.
- B. To ensure that individual Councilmembers can freely express their personal views and make announcements regarding their personal views or individual councilmember activities through press releases without improperly using city resources, or inadvertently implying city endorsement of the same.
- C. To establish a responsible policy regarding the gathering of information, preparation, and dissemination of press releases requested by a member of the City Council, or by the City Council acting collectively.

II. POLICY: IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

- A. That the City Council may, by majority vote, direct that a city press release be issued regarding any issue or reflecting a City Council action or city activity, event, or program, which a press release shall be prepared by the Public Information Office and disseminated, at city expense, to media outlets or interested persons or groups. Upon such approval, the City Manager or Public Information Manager shall prepare and distribute the press release consistent with the public Council action.
- B. A press release issued at the direction of the City Council shall comply with applicable law, including, but not limited to, the Political Reform Act (if applicable), and shall not feature any specific Councilmember. A press release issued at the direction of the City Council may contain the names of the Mayor and each Councilmember in a "roster" listing where each name is the same size and font type or, alternatively, a press release {distributed by the city} issued at the direction of the City Council shall contain **none** of their names.

- C. Nothing in this policy shall prohibit any Councilmember from preparing and distributing his or her own press releases, which may include the City Seal and his or her title, such as "Issued by Councilmember _____" or "Mayor _____." The press release shall not imply that it is an official statement, pronouncement, or action of the city, but may be prepared (by staff using a word processing or publisher program licensed by the city) at city expense, but shall not be copied or distributed at city expense.
- D. Individual Councilmembers, through the City Manager, may request that the Public Information Manager provide information and/or copies of public documents needed to prepare his or her own press release. However, no city employee shall be requested to write, edit, draft or distribute an individual Councilmember's press release although city staff may be utilized to prepare or format the press release, as noted above. Press calls responding to a Councilmember's own press release shall be directed to the Councilmember, and not handled by city staff.

III. EXCEPTIONS

There shall be no exceptions to this policy except through direct instructions of the City Council, at a public meeting in compliance with all notice and agenda requirements of the Ralph M. Brown Act.

IV. AUTHORITY

City Council Agenda Item No. 22, dated November 8, 2006.


Jerome G. Groomes
City Manager

November 14, 2006

Date

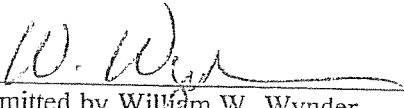


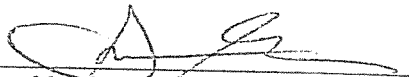
City of Carson

Report to Mayor and City Council

December 20, 2005
New Business Discussion

SUBJECT: REVISED STANDARD MANAGEMENT PROCEDURE (SMP) NO. 1.55: CITY COUNCIL REQUESTS FOR ISSUANCE OF PRESS RELEASES


Submitted by William W. Wynder
City Attorney


Approved by Jerome G. Groomes
City Manager

I. SUMMARY

Mayor Dear continued this item from the December 13, 2005 meeting.

This agenda item is "step one" in staffs' attempt to resolve certain ambiguities in existing SMP No. 1.55, and the relationship between the City Council and City staff created by this SMP, which has developed from the day-to-day application of this SMP. It is staffs' professional judgment that, to resolve these ambiguities, it is appropriate and desirable to separate the "subject matter" of existing SMP No. 1.55 into two (2) SMPs (a revised SMP No. 1.55 [the current agenda item] and a new SMP No. 1.56 [the next item on the City Council agenda]).

The revised Standard Management Procedure No. 1.55 (City Council Requests for Issuance of Press Releases) is intended to resolve ambiguities in the existing SMP, and will set the City Council's policy until changed by direct instructions of the City Council at a public meeting in compliance with all notice and agenda requirements of the Ralph M. Brown Act.

II. RECOMMENDATION

APPROVE Standard Management Procedure No. 1.55 dated December 13, 2005.

III. ALTERNATIVES

1. **REFER** the revised policy back to staff for additional revisions and resubmit the policy to the City Council as instructed.
2. **REFER** the policy to a City Council Committee for review and recommendation.
3. **TAKE** no action and continue with the policy dated October 13, 2003.

IV. BACKGROUND

Standard Management Procedure No. 1.55 was originally adopted on October 21, 2003. Since that time, the frequency of requests from the Mayor and City Councilmembers for press releases has generated increased staff responsibilities and confusion regarding the relationship between staff and City Councilmembers. The current policy is ambiguous and does not clearly delineate the process and/or responsibilities for requesting and issuing press releases.

The revised policy has been developed in consultation with staff, and is intended to clearly set forth the process to ensure that individual Councilmembers can freely express their personal views and make announcements through press releases without using city resources, or imply city endorsement without formal City Council approval of the same. Adoption of the revised SMP will establish a policy regarding the gathering of information, preparation, and dissemination of press releases requested by the City Council as a body, and individual Councilmembers.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. SMP No. 1.55 adopted by the City Council on October 21, 2003. (Pg. 4)
2. Revised SMP No. 1.55 dated December 13, 2005. (Pgs. 5-6)

Prepared by: Linda F. Mann, Senior Administrative Analyst



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1.54

SUBJECT

ORIGINAL ISSUE:

EFFECTIVE:

June 7, 2005

June 7, 2005

LOCAL NONPROFIT
ASSISTANCE PROGRAM
(LNAP)

CURRENT ISSUE:

EFFECTIVE:

July 5, 2005

July 5, 2005

CATEGORY

CITY COUNCIL POLICY

SUPERSEDES

1.52

I. PURPOSE AND SCOPE

Prior to the adoption of this SMP, the City had authorized the following funding programs for local groups: 1) Special Funding Request Program (SMP 1.52), and 2) City Council Discretionary Funds Program (no SMP adopted).

The purpose of this SMP is to eliminate both above-mentioned programs and to establish operational guidelines and procedures regarding the criteria, approval, and distribution of funds to certain local groups through a new Local Nonprofit Assistance Program (LNAP).

II. GENERAL

LNAP Funds shall be those surplus funds set aside by the City Council during the budget process for holding in the City Council's Local Nonprofit Assistance Program Fund. The total amount set aside for the LNAP must be approved by the City Council at the time the City budget is approved.

No LNAP funds shall be set aside unless the City has an operational surplus so that estimated revenues and available reserves exceed estimated expenditures.

III. PROCEDURE

- A. Amount. The total amount of LNAP funds set aside in any fiscal year shall not exceed \$30,000. No organization shall receive more than one thousand five hundred dollars (\$1,500) in total LNAP funds in any fiscal year.
- B. Eligibility. To be eligible for receipt of discretionary funds, a group must meet the following qualifications:
 1. The organization must be one of the following: (i) a nonprofit organization as described in Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code; (ii) a senior citizens club recognized by the City, or (iii) a public school, or department thereof, which is located within the City. Individuals will not be granted funding.
 2. The organization must have been in operation for at least two (2) years.

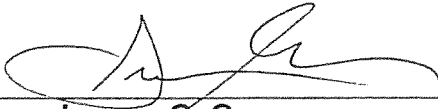
3. The organization must submit a written request for funding on a form prepared by the Finance Officer. The form shall be signed by an officer of the organization and explain how the funds (if granted) will be used to benefit Carson residents. Verification of the organization's non-profit status must be attached to the form when submitted.
 4. After receipt of LNAP funds, if an organization determines it will not be using the funds for the purpose described in its written request, the organization shall return the funds. After return of such funds, the organization may submit a new written request within the same fiscal year.
- C. Approval of Requests. Any Councilmember may cause an item to be added to the City Council agenda requesting approval of any specific request for LNAP funds. Except for an "emergency request," as defined hereinafter, approval of LNAP funds may only be considered at a duly noticed, agendaized City Council meeting, in accordance with the Ralph M. Brown Act, and only if approved by three affirmative votes. After the request is approved, the City shall issue a check to the organization for the amount approved. No approval of any request, including any emergency request, shall be considered or acted upon during the 60 days immediately prior to any City Council election.
- D. Approval of Emergency Requests. In the event any Councilmember is unable, due to the requirements of the Ralph M. Brown Act, to cause an item to be added to a City Council agenda requesting approval of any specific request for LNAP funds, then the City Manager is, hereby, authorized to consider and act upon such request for LNAP funds, in his/her sole discretion; provided, however, that the need for such funds arose at a time when a Councilmember was unable, after reasonable diligence, to cause such request to be placed on a City Council agenda, and provided, further, that such funds, in the event the request for LNAP funds is approved by the City Manager, would need to be expended prior to the next regularly scheduled City Council meeting. In the event the City Manager approves a request for LNAP funds under the emergency circumstance defined hereinabove, such approval shall be placed on the next City Council meeting agenda for ratification by at least three affirmative votes of the City Council. A failure of the City Council to ratify an emergency award of LNAP funds by the City Manager shall obligate the recipient of such funds to reimburse the same to the City of Carson within thirty (30) calendar days' written notification of the failure to ratify by the City Council.
- E. Fiscal Accountability. Within six months of the receipt of LNAP funds, the recipient shall file with the Finance Officer a statement affirming that the funds were spent in accordance with the terms of its written request. If required by the Finance Officer, the organization shall submit documentation or other information on a form as required by the Finance Officer, to ensure the funds were appropriately spent.
- F. Fairness in Distribution of LNAP. To ensure full council participation in LNAP fund distribution and to ensure a variety of local nonprofits receive funding, no Councilmember may request more than one-fifth of the total amount allocated to the LNAP in any fiscal year. If Councilmembers make joint requests, such allocation may be prorated among the Councilmembers. Since approval of LNAP funds are the result of full Council approval, no Councilmember shall state that he or she is giving these funds to the recipient.
- G. Return to General Fund. LNAP funds not approved by June 30 of any fiscal year shall be returned to the general fund. LNAP funds may not be held over from one fiscal year to the next.

IV. EXCEPTIONS

There shall be no exceptions to this policy, except through direct instructions of the City Council, at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

V. AUTHORITY

City Council Agenda Item No. 7, dated July 5, 2005.



Jerome G. Groomes
City Manager

7/11/05

Date

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.52		SUBJECT REQUESTS FOR FUNDING FROM OUTSIDE ORGANIZATIONS
ORIGINAL ISSUE 11/22/95	EFFECTIVE 11/22/95	
CURRENT ISSUE 8/3/99	EFFECTIVE 8/3/99	CATEGORY CITY COUNCIL POLICY
SUPERSEDES		

I. Purpose and Scope

- A. To formalize the procedures to be followed when outside organizations request City funding.
- B. To delineate the qualifications that must be met by each organization.
- C. To provide information on the required application packet.

II Procedures

- A. The organization shall submit a completed application packet (See Section IV for required documents) to the Director of Finance by June 30 for the following July 1-June 30 fiscal year. Any organization that receives funds in a particular fiscal year cannot apply for funds the next fiscal year.
- B. Finance Department staff will review the application packet for completeness and verify that all requirements have been met.
- C. Completed application packets will be reproduced and submitted to the Citywide Advisory Commission by July 31.
- D. At the August meeting of the Citywide Advisory Commission, the Commission will review applications and hear presentations from the organizations.
- E. Prior to the September meeting of the Citywide Advisory Commission, the Commissioners will conduct site visits of the facilities of the proposers, if applicable.
- F. At the September meeting of the Citywide Advisory Commission, the Commission will formalize a recommendation for the City Council as to which organizations should be funded and in what amounts.
- G. When preparing the recommendation for the City Council, the Citywide Advisory Commission will give first consideration to the proposals from organizations that have not received Block Grant funds for the current fiscal year. If funds are still available, consideration will be given to the applications of those organizations that did receive Block Grant funds. Additionally, as part of the Citywide Advisory Commission's review process, special consideration can be given for organizations

needing start-up funds for programs aimed at laid-off workers or hard-core youth or gangmembers. In this case, requirement III(B) shall be waived.

- H. At the first City Council meeting in October, Finance staff will forward the Citywide Advisory Commission's recommendation to the City Council for final determination.
- I. The City Council will have the final authority to grant or deny funding.
- J. After final Council approval, and upon execution of the appropriate agreement, one-half of the funds will be disbursed; the other half will be disbursed automatically in six months.

III. Requirements

- A. The organization must be based in Carson or the funds must be earmarked for Carson residents.
- B. The organization must have been in operation for at least two (2) years.
- C. The organization must be deemed charitable and non-profit. (Individuals will not be granted funding.)
- D. Funds awarded must be used for community programs and/or events or in such a manner as to have a direct benefit to the community, not for staff salaries.
- E. A cap of \$20,000 shall be set as the maximum amount that an organization can receive in one fiscal year.
- F. Within six (6) months after the vent or program is completed, a financial report showing the toal amount of funds received andhow those funds wer spent must be submitted to the Director of Finance.
- G. An organization not submitting their financial reports on time will be disqualified from applying for funds in the next appropriate cycle.
- H. An organization that does not spend the funds in accordance with their proposal would be permanently disqualified from participating in the program.

IV. Application Packet

A. The application packet shall include all of the following:

1. A completed City application form
2. A copy of the organization's "Letter of Determination" showing its tax exempt status
3. A roster of the Board of Directors
4. A brief narrative history of the organization
5. A listing of past achievements; i.e., services provided, number of clients served, demographics of clients served, etc.
6. A copy of Form 990E (or financial statements) for the previous two (2) years
7. A listing of funding sources by dollar amount and percentage
8. Additional literature or pamphlets, if available
9. Letters of support, if available

V. Exceptions

Exceptions to these procedures and/or requirements can only be granted by the City Council.

VI Authority

By authority of the City Council


Jerome G. Groomes
City Manager

Attachment: Application For City Funds (Form No. 1102/1099)

sfl:C:1.52-revised

CITY OF CARSON APPLICATION FOR CITY FUNDS

Name of Organization _____

Street Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Title _____

Phone Number _____ Fax Number _____ Date of Incorporation _____

Services provided by your organization _____

How will the services your organization provides benefit the City of Carson? _____

Are your services available to residents of the City of Carson? _____

Amount Requested _____

Specified Use of Funds _____

In addition to this application form, the following items must be submitted:

- A copy of the organization's "Letter of Determination" showing its tax exempt status
- A roster of the Board of Directors
- A brief narrative history of the organization
- A listing of past achievements; i.e. services provided, number of clients served, demographics of clients served, etc.
- A copy of Form 990E (or financial statements) for the previous two (2) years.
- A listing of funding sources by dollar amount and percentage
- Additional literature or pamphlets, if available
- Letters of support, if available

Signature _____ Title _____ Date _____

CITY OF CARSON	POLICY/PROCEDURE
Number: 1.52	Subject: Requests For Funding From Outside Organizations
Current Issue: 11/22/95 Effective: 11/22/95	Category: City Council Policy
Supersedes: NEW	

I. Purpose and Scope

- A. To formalize the procedures to be followed when outside organizations request City funding
- B. To delineate the qualifications that must be met by each organization

II. Procedures

- A. The organization shall submit a completed application packet (See Section IV for required documents) to the Director of Finance by April 30th for the following July 1 - June 30 fiscal year.
- B. Finance Department staff will review the application packet for completeness and verify that all requirements have been met.
- C. Completed application packets will be reproduced and submitted to the Citywide Advisory Committee by May 15.
- D. The Citywide Advisory Committee will review all applications, require a formal presentation by the organization explaining their request, and perform site visits.
- E. As part of the Citywide Advisory Committee's review process, special consideration can be given for groups needing start-up funds for programs aimed at laid-off workers or hard-core youth or gangmembers. In this case, requirement III (B) shall be waived.
- F. The Citywide Advisory Committee will then make a recommendation to the full Council as to which organizations should be funded and in what amounts.
- G. The City Council will have the final authority to grant or deny funding.

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.53		SUBJECT COUNCIL CORRESPONDENCE TO BUSINESSES AND ENTITIES
ORIGINAL ISSUE July 16, 1996	EFFECTIVE July 16, 1996	
CURRENT ISSUE July 16, 1996	EFFECTIVE July 16, 1996	CATEGORY I. CITY COUNCIL POLICY
SUPERSEDES NEW		

PURPOSE

To establish a standard policy for correspondence to businesses and other entities signed by the Mayor or individual City Councilmembers.

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

1. Where an official City or Agency position on a subject has been formally adopted, any member of the City Council or Agency may communicate that policy in the member's correspondence. Members are encouraged to include a copy of the Resolution or minute order adopting the position as part of their correspondence to avoid inconsistencies between the phrasing of the letter and the content of the Resolution or minute order.
2. Where no official City or Agency position on a subject has been formally adopted and a prompt response is required, other current policies and actions of the City or Agency may strongly suggest an appropriate response. In such cases, any member of the City Council or Agency may communicate the member's belief that the City or Agency would adopt a position that is consistent with the current policies or actions.
3. Except as provided in paragraphs 1 and 2, no member may send correspondence which appears to state the official City or Agency position on a subject.
4. Any member may communicate the member's personal views on any subject provided that the correspondence clearly indicates that the views expressed are the member's personal views, and the correspondence cannot reasonably be interpreted as representing the official position of the City or Agency. In such cases, members should use the words "I," "me," and "my" in correspondence rather than "we," "us," and "our." In any case where the subject of the correspondence might bring embarrassment or adverse publicity to the City or Agency, the member shall expressly state in the letter that the views expressed therein are the member's personal views and do not necessarily represent the views of the City or Agency, or the views of any other members of the governing body.

5. In any case where correspondence may have legal implications for the City, the Agency, or the member, the review and advice of the City Attorney shall be sought before the correspondence is released.

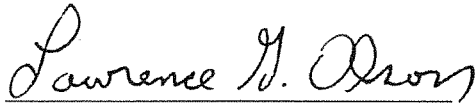
EXCEPTIONS

There shall be no exception to this policy, except through direct instructions of the City Council.

AUTHORITY

Item No. 15, City Council, July 15, 1996.

By:



LAWRENCE G. OLSON
CITY ADMINISTRATOR

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.1		SUBJECT BUDGET TRANSFERS
ORIGINAL ISSUE 11/17/80	EFFECTIVE 11/17/80	
CURRENT ISSUE 10/1/95	EFFECTIVE 10/1/95	CATEGORY I. CITY COUNCIL POLICY
SUPERSEDES NEW		
I. Purpose and Scope A. To establish the policy and assign responsibilities for the processing and authorizing of budget transfers. B. To delineate the types of budget transfers that can be handled administratively and those that must be approved by the City Council. II. General A. The budget preparation process requires and allows time for departments to analyze budget needs and to budget funds for all planned programs and activities. B. The approved budget should be adhered to as a sound business practice. Special emphasis should be placed upon detailed planning and analysis to assure that all costs are initially budgeted so that the need for budget transfers are minimized. C. To facilitate accounting and financial controls, budget transfers shall be processed and approved as set forth herein. 1. Budget Transfers Which Shall Be Approved By City Council. a. Transfers between funds. b. Transfers changing the basic purpose of the budget, such as: i. Transfers affecting salaries that would amend the table of organization. ii. Transfers which establish a new program or activity or delete an existing program or activity.		

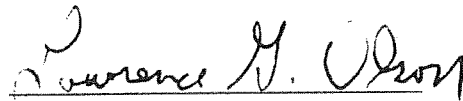
- c. Any budget transfer which the City Administrator designates as requiring City Council approval.
- 2. Budget Transfers which may be approved by the City Administrator, or his designee.
 - a. Any transfer not enumerated in Section C.1 above.
 - b. Any transfer which does not alter the total appropriations of a fund.
- 3. All requests for budget transfers shall be initially submitted to the Director of Finance for review and approval before being further processed.
- 4. Transfers approved by the City Administrator shall be implemented administratively.
- 5. Transfers requiring City Council approval shall be handled as Council agenda items.

IV. Exceptions

There shall be no exceptions to this policy

V. Authority

By authority of the City Administrator



Lawrence G. Olson
City Administrator

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.21		SUBJECT CITY COUNCIL REQUESTS
ORIGINAL ISSUE 10/01/73	EFFECTIVE	
CURRENT ISSUE 9/19/95	EFFECTIVE	CATEGORY I. COUNCIL POLICY STATEMENT
SUPERSEDES 10/01/73		

CITY COUNCIL POLICY STATEMENT NO. 1.21

PURPOSE

To establish and define guidelines for responding to requests from Councilmembers.

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

It is mandatory that staff respond to requests from Councilmembers with prompt, courteous and comprehensive information or action. The procedure described below has been adopted by Council to promote efficiency in the City's day-to-day operations.

PROCEDURE

1. Order and Directions: Section 2110 of the Carson Municipal Code (CMC) provides that: "The City Council and its members shall deal with the administrative services of the City only through the City Administrator, except for the purposes of inquiry, and neither the City Council nor any members thereof shall give orders to any subordinates of the City Administrator."
2. Requests for information will be directed to the City Administrator or appropriate Department Director. Serious issues or requests that require immediate attention will be made to the City Administrator or to an appropriate and available staff person who will arrange to have the matter handled and who will then advise the Councilmember and City Administrator of the action taken.
3. Service oriented requests will be promptly completed and action reported back to the Councilmember.

4. Staff will respond to Council informational requests within two workdays which will either provide the requested information or serve as a progress report if additional time is needed. This report will include an estimated date the information will be available along with any other data important to the Councilmember's request. A copy of the report will be provided to the City Administrator.
5. Requests requiring future actions, significant staff time, resources and/or not within the approved operating budget will be placed on a future Council agenda for full Council consideration.
6. Requests for procedural changes or involving personnel matters will be addressed to the City Administrator.

EXCEPTIONS

There shall be no exceptions to this policy except as approved by action of the City Council.

AUTHORITY

Agenda Item No. 42, September 19, 1995



LAWRENCE G. OLSON
CITY ADMINISTRATOR

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.51		SUBJECT PERFORMANCE EVALUATIONS FOR CITY ADMINISTRATOR AND DEPARTMENT DIRECTORS
ORIGINAL ISSUE 4/5/94	EFFECTIVE 4/5/94	
CURRENT ISSUE 4/5/94	EFFECTIVE 4/5/94	CATEGORY I. CITY COUNCIL POLICY
SUPERSEDES NEW		
I. <u>PURPOSE AND SCOPE</u> To establish the policy and assign the responsibility for the annual performance evaluations of the City Administrator and the Department Directors. II. <u>GENERAL</u> A. It shall be the responsibility of the City Council to annually evaluate the performance of the City Administrator. B. The City Administrator shall be responsible for the annual performance evaluation of the Department Directors. III. <u>PROCEDURE</u> A. The City Council and City Administrator shall establish goals and objectives during preparation of the annual budget. B. The City Council will evaluate the City Administrator annually on how his performance met the goals and objectives established the previous fiscal year. C. The City Administrator's performance evaluation shall be completed upon adoption of the succeeding years fiscal budget. D. The City Administrator and Department Directors shall establish goals and objectives during preparation of the annual budget. E. The City Administrator will evaluate the Department Directors annually on how their performance met the goals and objectives established the previous fiscal year. F. The Department Directors performance evaluation shall be completed upon adoption of the succeeding years fiscal budget.		

PERFORMANCE EVALUATION FOR CITY ADMINISTRATOR
AND DEPARTMENT DIRECTORS

4/5/94

#1.51

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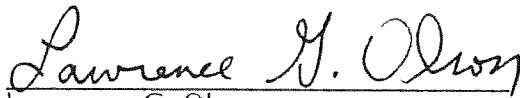
IV. EXCEPTIONS

There shall be no exceptions to this policy.

V. AUTHORITY

City Council Agenda Item No. 18, Dated April 5, 1994.

By:



Lawrence G. Olson
City Administrator

CITY OF CARSON		POLICY and PROCEDURES
NUMBER: 1.50	ISSUED: 10/20/93	SUBJECT: PLACEMENT OF PLAQUES IN CITY FACILITIES
ISSUED: 10/20/93		
EFFECTIVE: 10/20/93		
CANCELLATION DATE:		SECTION:
SUPERSEDES: New	I. CITY COUNCIL POLICY STATEMENTS	

CITY COUNCIL POLICY STATEMENT NO. 1.50

PURPOSE

To provide specific guidelines for the placement of plaques in City facilities.

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

1. Plaques may be placed in City facilities in memory of individuals, upon request of the family, or in recognition of outstanding service to the community.
2. Plaques will be placed on building interior walls and not on the grounds of a facility.
3. Requesting party must reimburse City for cost of plaque and installation.

EXCEPTIONS

The City Council may grant exceptions to this policy on a case-by-case basis should they deem it to be appropriate.

AUTHORITY

City Council motion, Item No. 14, Agenda, October 20, 1993.


LAWRENCE G. OLSON
City Administrator

Date 20 October 1993

EF:leh
RCS/30
9/16/93

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.49		SUBJECT LITIGATION COSTS - MONTHLY REPORT
ORIGINAL ISSUE April 6, 1993	EFFECTIVE April 6, 1993	
CURRENT ISSUE NEW	EFFECTIVE	CATEGORY I. COUNCIL POLICY
SUPERSEDES		

I. PURPOSE AND SCOPE

To instruct the City Attorney to provide monthly written reports concerning matters of litigation.

II. PROCEDURE

A. The City Attorney will provide a monthly report outlining:

- a) Accumulated costs on all litigation cases.
- b) Estimate of future costs on litigation cases.

B. The litigation monthly report will be sent to the attention of the City Administrator for distribution to Council.

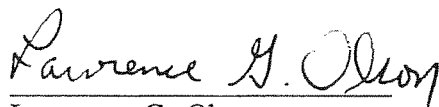
III. EXCEPTIONS

There shall be no exceptions to this policy except through instructions of the City Council.

IV. AUTHORITY

City Council action, April 6, 1993, Item No. 39.

By:



Lawrence G. Olson
City Administrator

George Schultz

CITY OF CARSON		POLICY and PROCEDURES	
NUMBER:	1.48	SUBJECT: PARK DEDICATION PLAQUES	
ISSUED:	11/4/92		
EFFECTIVE:	11/4/92		
CANCELLATION DATE:	N/A	SECTION: CITY COUNCIL	
SUPERSEDES:	N/A		

PURPOSE

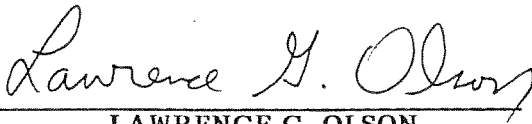
To establish and define the policy guidelines for the development of park dedication plaques.

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

As park dedication plaques represent a moment in time, they will contain the names of all elected officials and appointed Parks and Recreation Commissioners at the time of dedication or rededication.

EXCEPTIONS:

There shall be no exceptions to this policy except through direct instructions of the City Council.



LAWRENCE G. OLSON
City Administrator

EF:leh
CC/17

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.47		SUBJECT I. WRITTEN COMMUNICATIONS - COUNCIL AGENDA
ORIGINAL ISSUE 10/6/92	EFFECTIVE 10/6/92	
CURRENT ISSUE 10/6/92	EFFECTIVE 10/6/92	CATEGORY CITY COUNCIL POLICY
SUPERSEDES NEW		

COUNCIL POLICY NO. 1.47

I. PURPOSE

To establish guidelines for Council agendas regarding Written Communication items.

II. DEFINITION

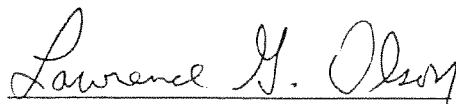
- a. Items placed on the Council's agenda under Written Communications will not include the opportunity for oral testimony.
- b. Persons wishing to address the Council regarding an item under Written Communications may do so during the Oral Communications portion of the agenda.
- c. Written communication items may include a recommendation to:
 1. Receive and File.
 2. Place on future Council agenda.
 3. Direct staff to review and report.
 4. Take another action as Council deems appropriate.
- d. Each person, group or firm placing a written communication on Council's agenda will be advised in writing of this policy.

III. EXCEPTIONS

There shall be no exceptions to this policy except through direct instructions of the City Council.

IV. AUTHORITY

City Council Meeting, October 6, 1992, Item No. 11.



LAWRENCE G. OLSON
CITY ADMINISTRATOR

CITY OF CARSON		POLICY/PROCEDURE
NUMBER. 1.42		SUBJECT Policy For Reimbursement For Conference Attendance and Other Expenses By City Employees
ORIGINAL ISSUE 2/20/90	EFFECTIVE 2/20/90	
CURRENT ISSUE 12/17/91	EFFECTIVE 12/17/91	CATEGORY I. COUNCIL POLICY
SUPERSEDES 2/20/90		

CITY COUNCIL POLICY NO. 1.42

I. PURPOSE AND SCOPE

To establish a policy for reimbursement for conference attendance and other expenses by City employees.

II. GENERAL

- A. City employees are required, at times, to represent the City of Carson at conferences and activities which include, but are not limited to, the League of California Cities, Contract Cities Conference, the National League of Cities and professional organizations.
- B. Expenses are incurred by City employees while transacting City business. It is the policy of the City Council that expenses incurred while conducting City business shall be reimbursed.
- C. The following policies are adopted relative to reimbursement of expenses of City employees related to attendance at and travel to and from conferences and other activities on City business.

Credit Cards

The City Administrator shall be issued a general purpose credit card to be used solely for approved City business expenses. The holder will be required to account monthly for all charges and will be personally liable for any unauthorized charges.

Telephone Credit Cards

The City Administrator, Deputy City Administrator, Department Heads, the City Clerk and the City Treasurer are to be issued telephone credit cards to be used solely to charge calls in the course of City business. Holders will be required to account monthly for all charges and will be personally liable for any unauthorized use.

Policy for Reimbursement for Conference Attendance
and Other Expenses by City Employees
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Council Policy 1.42
12/17/91

Cash Advances

In instances where an employee's expenses cannot be paid in advance or charged to the City, the employee may be allowed to draw cash advances for estimated expenses. In estimating meal expenses, up to \$40.00 per day may be advanced. Within five working days following completion of the scheduled activity, the employee must file a complete accounting of actual expenditures and must repay any amount by which cash advances exceeded actual reimburseable disbursements. Reasonable reimbursement amounts over the advance amount may be authorized by the City Administrator with supporting receipts.

Receipts

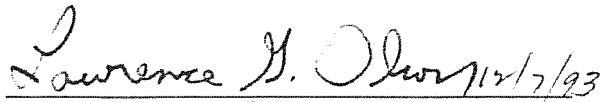
All employees will be required to submit proper documentation of expenses incurred, including whenever possible, actual receipts. It is recognized that employees occasionally will incur minor expenditures, typically under \$10, for items such as bellhop tips for which receipts are not available. Such expenditures will be reimbursed provided the employee submits an adequate itemization and justification thereof.

III. EXCEPTIONS

There shall be no exceptions to this policy except through instructions of the City Council.

IV. AUTHORITY

Resolution No. 91-112, City Council motion, Item No. 24, Council agenda of December 17, 1991.

Lawrence G. Olson

Lawrence G. Olson
City Administrator

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.46		SUBJECT POLICY FOR REIMBURSEMENT OF EXPENSES FOR CONFERENCE ATTENDANCE BY COUNCILMEMBERS
ORIGINAL ISSUE 11/06/91	EFFECTIVE 11/06/91	
CURRENT ISSUE 11/06/91	EFFECTIVE 11/06/91	CATEGORY I. COUNCIL POLICY
SUPERSEDES NEW		

CITY COUNCIL POLICY NO. 1.46

I. PURPOSE AND SCOPE

To establish a policy for reimbursement of expenses for conference attendance by City Councilmembers.

II. GENERAL

- A. The City Council represents the City of Carson at conferences and activities which include but are not limited to the League of California Cities, Contract Cities Conference and the National League of Cities.
- B. Expenses are incurred by City Councilmembers while transacting City business. It is the policy of the City Council that expenses incurred while conducting City business shall be reimbursed.
- C. The following policies are adopted relative to reimbursement of expenses related to attendance at and travel to conferences and other activities of City business by City Councilmembers:

Travel and Expense Budget

Each fiscal year budget contains funds budgeted for conferences & meetings and conference travel which can be expended at the discretion of each individual Councilmember in conducting the business of the City. Each Councilmember may expend up to one-fifth (20.0%) of the applicable budget.

Credit Cards

City Councilmembers, upon request, shall be issued a general purpose credit card to be used solely for approved City business expenses. Holders will be

required to account monthly for all charges and will be personally liable for any unauthorized charges. Each Councilmember's credit card will have a \$3,000 credit limit.

Telephone Credit Cards

City Councilmembers are to be issued a telephone credit card to be used solely to charge calls in the course of City business. Holders will be required to account monthly for all charges and will be personally liable for any unauthorized use.

Receipts

All City Councilmembers will be required to submit proper documentation of expenses incurred, including, whenever possible, actual receipts. It is recognized that Councilmembers occasionally will incur minor expenditures, typically under \$10, for items such as bellhop tips and other expenses for which receipts are not available. Such expenditures will be reimbursed provided the Councilmember submits an adequate itemization and justification thereof.

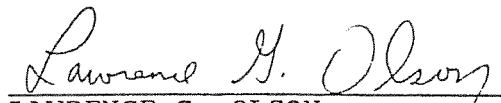
III. EXCEPTIONS

There shall be no exceptions to this policy except through instructions of the City Council.

IV. AUTHORITY

Resolution No. 91-111, City Council motion, Item No. 27, Council agenda, November 5, 1991.

By authority of the City Administrator.


LAWRENCE G. OLSON
CITY ADMINISTRATOR

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.38		SUBJECT TOURNAMENT OF ROSES TICKETS
ORIGINAL ISSUE 11/05/85	EFFECTIVE 11/05/85	
CURRENT ISSUE 11/06/91	EFFECTIVE 11/06/91	CATEGORY I. CITY COUNCIL POLICY
SUPERSEDES 11/05/85 ISSUE		

I. PURPOSE AND SCOPE

- A. To establish a policy for distribution of the Tournament of Roses Parade and Rose Bowl Tickets which the City purchases.
- B. To establish a policy for distribution of the four complimentary tickets which the City receives for the Rose Luncheon, Rose Bowl and Tournament of Roses Parade.

II. GENERAL

- A. Tickets purchased at City expense for the Tournament of Roses Parade and the Rose Bowl Game shall be sold to elected officials and/or employees wishing to attend these events.
- B. The four (4) complimentary tickets which the City receives to each of the three events - Tournament of Roses Parade, Rose Luncheon, Rose Bowl Game - shall be distributed through a raffle to offset float expenses.

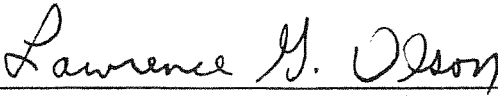
III. EXCEPTIONS

There shall be no exceptions to this policy except through direct instructions of the City Council.

IV. AUTHORITY

City Council motion, Item No. 32, Council agenda - November 5, 1991.

By authority of the City Administrator.


Lawrence G. Olson, City Administrator

CITY OF CARSON		POLICY and PROCEDURES
NUMBER:	1.8a	SUBJECT: RENAMING OF PARK AND RECREATION FACILITIES
ISSUED:	11/5/91	
EFFECTIVE:	11/5/91	
CANCELLATION DATE:	N/A	SECTION: I. CITY COUNCIL POLICY STATEMENTS
SUPERSEDES:	New	

CITY COUNCIL POLICY STATEMENT NO. 8a

PURPOSE

To provide specific guidelines for the renaming of park and recreation facilities.

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

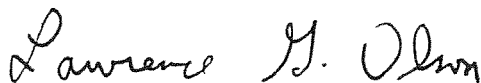
1. Park and recreation facilities originally named by the City shall not be renamed unless such current park name has been in existence for a minimum period of fifty (50) years and there is a majority of the surrounding community in favor of such renaming.
2. Park and recreation facilities, including entire park site, a building or a room within, may be renamed as stated above; but, if it is renamed for an individual, such individual shall be identified historically with the origin of the City of Carson or be an outstanding community individual and there is a majority of the surrounding community in favor of such renaming.
3. The Parks and Recreation Commission will review any recommendations for park renaming with subsequent recommendation to City Council.

EXCEPTIONS

The City Council can grant exceptions to this policy on a case-by-case basis should they deem it to be appropriate.

AUTHORITY

City Council motion, Item No. 28, Agenda, November 5, 1991.



Lawrence G. Olson
City Administrator

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PRC/49

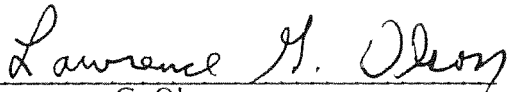
Naming of Park and
Recreation Facilities

1.8

Page 2

AUTHORITY

City Council motion, Item No. 26, Agenda, October 19, 1970
City Council motion, Item No. 46, Agenda, February 18, 1975
City Council motion, Item No. 28, Agenda, November 5, 1991



Lawrence G. Olson
City Administrator

FI:EF:leh
PRC/2

P. W. [unclear]

CITY OF CARSON	POLICY and PROCEDURES
NUMBER: 1.8	SUBJECT: NAMING OF PARK AND RECREATION FACILITIES
ISSUED: 11/5/91	
EFFECTIVE: 11/5/91	
CANCELLATION DATE:	SECTION: I. CITY COUNCIL POLICY STATEMENTS
SUPERSEDES: 2/17/75	

CITY COUNCIL POLICY STATEMENT NO. 8

PURPOSE

To provide specific guidelines for the naming of park and recreation facilities.

IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:

1. Where there is a need to name recreation facilities, the Chairman of the Parks and Recreation Commission will designate a Commissioner to convene a committee of citizens who represent organized groups such as homeowners associations, schools, etc. from the immediate vicinity of the affected area for the purpose of soliciting facility name suggestions.
2. Every effort is to be made by this committee to afford the greatest number of neighborhood groups and citizens the opportunity of submitting suggestions. The committee will review and consider all names and give preference to those that identify historically with the origin of the City of Carson. Consideration may be given to naming facilities after individuals or city officials. In those instances where a citizen has donated acreage, it may be appropriate to name the facility after the donor.
3. The Parks and Recreation Commission will review the recommendations of the committee and select one name for subsequent recommendation to the City Council.
4. Should it be determined that the recommendations of the committee are unsatisfactory, the Commission shall have the option to refer the matter back to the committee.

EXCEPTIONS

There shall be no exceptions to this policy except through direct instructions of the City Council.

Naming of Park and
Recreation Facilities

1.8

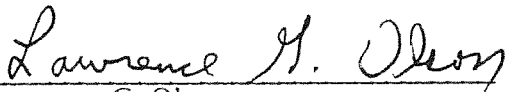
Page 2

AUTHORITY

City Council motion, Item No. 26, Agenda, October 19, 1970

City Council motion, Item No. 46, Agenda, February 18, 1975

City Council motion, Item No. 28, Agenda, November 5, 1991



Lawrence G. Olson
City Administrator

FI:EF:leh
PRC/2

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.43		SUBJECT Policy For Reimbursement of Expenses For Conference Attendance By City Councilmembers
ORIGINAL ISSUE 2/20/90	EFFECTIVE 2/20/90	
CURRENT ISSUE 11/5/91	EFFECTIVE 11/5/91	CATEGORY I. COUNCIL POLICY
SUPERSEDES 2/20/90		

CITY COUNCIL POLICY NO. 1.43

I. PURPOSE AND SCOPE

To establish a policy for reimbursement of expenses for conference attendance by City Councilmembers

II. GENERAL

- A. City Council represents the City of Carson at conferences and activities which include, but are not limited to, the League of California Cities, Contract Cities Conference and the National League of Cities.
- B. Expenses are incurred by City Councilmembers while transacting City business. It is the policy of the City Council that expenses incurred while conducting City business shall be reimbursed.
- C. The following policies are adopted relative to reimbursement of expenses related to attendance at and travel to conferences and other activities of City business by City Councilmembers:

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P. Walker

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.44		SUBJECT EMPLOYEE INJURY AND ILLNESS PREVENTION PROGRAM
ORIGINAL ISSUE 07/02/91	EFFECTIVE 07/02/91	
CURRENT ISSUE 07/02/91	EFFECTIVE 07/02/91	CATEGORY I. CITY COUNCIL POLICY
SUPERSEDES NEW		
I. <u>PURPOSE AND SCOPE</u> A. To ensure compliance with California Code of Regulations, Title 8, 3203, "Injury and Illness Prevention Program," and California Labor Code, Section 6401.7, "Injury Prevention Program." Additional details regarding safety laws and regulations applicable to the City are contained in Attachment A. B. To establish a policy and assign responsibilities for the design, implementation maintenance and control of an employee injury and illness prevention program which complies with all applicable state workplace safety statutes and regulations. C. Implementation of CAL-OSHA industrial safety rules and regulations which are applicable to City employees, facilities and operations. D. To avoid City and personal liability based upon a failure to comply with all applicable workplace safety statutes and regulations. II. <u>GENERAL</u> A. The Department of Public Safety is assigned the responsibility to assist departments in establishing citywide procedures and forms, coordination with affected departments and agencies, maintenance of records, follow-up to ensure compliance with the Safety and Health Program and for preparation of periodic program status reports. B. Labor, operations and maintenance expenses required by departments for the implementation and administration of this Policy shall be budgeted annually by every department. C. The City Administrator, Department Directors, managers, supervisors and employees shall comply with all injury and illness prevention policies and procedures issued in compliance with the above referenced safety statutes and regulations.		

Council Policy #1.44

EMPLOYEE INJURY AND ILLNESS PREVENTION PROGRAM
7/2/91

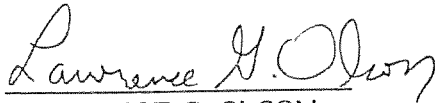
PAGE 2 OF 2

III. EXCEPTIONS

There shall be no exceptions to this Policy.

IV. AUTHORITY

City Council Agenda Item No. 17, Dated July 2, 1991



LAWRENCE G. OLSON,
CITY ADMINISTRATOR

ATTACHMENT A

SAFETY AND HEALTH PROTECTION ON THE JOB



State of California
Department of Industrial Relations

The California Occupational Safety and Health Act of 1973 provides job safety and health protection for workers. The Department of Industrial Relations has primary responsibility for administering the Cal/OSHA program. Job safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Employers and employees are required to comply with these standards. Enforcement is carried out by the Division of Occupational Safety and Health within the Department of Industrial Relations.

EMPLOYERS AND EMPLOYEES

California law requires every employer to provide employment and a place of employment which are safe and healthful for the employees therein. Employers and employees are required to comply with the occupational safety and health standards contained in Title 8 of the California Code of Regulations and all rules, regulations and orders pursuant to Division 5 of the California Labor Code which are applicable to their employment and actions on the job.

COMPLIANCE WITH JOB SAFETY AND HEALTH REQUIREMENTS

To ensure compliance with State job safety and health requirements, the Division of Occupational Safety and Health conducts periodic jobsite inspections. The inspections are made by trained safety engineers and industrial hygienists.

The law provides that an authorized representative of the employer and a representative of the employees be given an opportunity to accompany the safety engineer/industrial hygienist for the purpose of aiding the inspection. Where there is no authorized employee representative, the safety engineer/industrial hygienist talks with a reasonable number of employees about the safety and health conditions in the workplace.

Every employee has the right to bring unsafe or unhealthful conditions to the attention of the safety engineer/industrial hygienist making the inspection. In addition, any employee who believes unsafe or unhealthful conditions exist at the worksite has the right to notify the Division of Occupational Safety and Health. The Division upon request will withhold the names of employees who submit or make statements during an inspection or investigation.

If the Division of Occupational Safety and Health believes that an employer has violated a safety and health standard or order, it issues a citation to the employer. Each citation specifies a date by which the alleged violation must be corrected. The law provides for mandatory penalties against employers of up to \$2,000 for each serious violation and for optional penalties of up to \$1,000 for each general violation. Penalties of up to \$2,000 per day may be proposed for failure to correct serious violations and up to \$1,000 per day may be proposed for failure to correct general violations by the abatement date. Also any employer who willfully or repeatedly violates any occupational safety and health standard or order may be assessed civil penalties of not more than \$20,000 for serious violations and \$10,000 for general violations.

A willful violation that causes death or permanent impairment of the body of any employee results, upon conviction, in a fine of not more than \$10,000 or imprisonment of not more than six months, or both. A second conviction, after a first conviction, doubles these maximum penalties.

While governmental entities may be cited on the same basis as other employers, and abatement dates set, civil penalties will not be assessed.

An employer who receives a citation, Order to Take Special Action or Special Order must post it prominently at or near the place of the violation for three working days until the unsafe condition is corrected, whichever is longer, to warn employees of the danger that may exist there. Any employee may protest the time allowed for posting of the citation.

COMPLAINTS

Employees or their representatives who believe unsafe or unhealthful conditions exist in their workplace have the right to file a complaint with any office of the Division of Occupational Safety and Health and thereby to request an inspection. The Division keeps confidential the names of complainants unless they request otherwise.

An employee may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions or using any other right given to employees by the Cal/OSHA law. An employee of a private employer who believes that he/she has been fired or punished for exercising such rights may file a complaint about this discrimination with the nearest office of the Department of Industrial Relations - Division of Labor Standards Enforcement (State Labor Commissioner) or with the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. Employees of state or local government agencies may file discrimination complaints only with the State Labor Commissioner. Consult your local telephone directory for the office nearest you.

OTHER EMPLOYEE RIGHTS

Any employee has the right to refuse to perform work which would violate the Cal/OSHA Act or any occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

Employers who use any substance listed as a hazardous substance in Section 339 of Title 8 of the California Code of Regulations or subject to the Federal Hazard Communication Standard (29 CFR 1910.1200) must provide employees with information on the contents of material safety data sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely.

Employers shall make available on a timely and reasonable basis a material safety data sheet on each hazardous substance in the workplace upon request of an employee collective bargaining representative, or an employee's physician.

Employees have the right to see and copy their medical records and accurate records of employee exposure to potentially toxic materials or harmful physical agents.

Any employee has the right to observe monitoring or measuring of employee exposure to hazards conducted pursuant to Cal/OSHA standards. Employers must tell their employees when they are being, or have been, exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards, and the corrective action being taken.

For information and assistance, contact the nearest office of the Division of Occupational Safety and Health. See addresses below.

The law requires each employer in California to post this poster conspicuously in each workplace.

CONSULTATION SERVICE

In order to encourage voluntary compliance, Cal/OSHA provides free, upon request a full range of occupational safety and health consulting services. The Cal/OSHA Consultation Service is separate from Cal/OSHA enforcement activities.

OFFICES OF THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

HEADQUARTERS: 395 Oyster Point Blvd. So. San Francisco 94080

Regional Offices

Anaheim	2100 E. Katella Ave., Room 125, 92806	(714) 939-8611	Santa Rosa	1221 Farmers Lane, Suite 300, 95405	(707) 576-2388
Los Angeles	3550 West Sixth Street, Suite 413, 90020	(213) 736-4911	Van Nuys	6150 Van Nuys Blvd., Suite 405, 91401	(818) 901-5403
Sacramento	2424 Arden Way, Suite 340, 95825	(916) 920-6127	Ventura	1655 Mesa Verde, 93003	(805) 654-4581
San Francisco	455 Golden Gate Ave., Room 1171, 94102	(415) 557-8640			

District Offices

Anaheim	2100 E. Katella Ave., Room 140, 92806	(714) 939-0145
Bakersfield	4800 Stockdale Highway, Suite 212, 93309	(805) 395-2718
Concord	1465 Enea Circle, Bldg. E, Suite 900, 94520	(415) 676-5333
Covina	1123 So. Parkview, Suite 100, 91724	(818) 966-1166
Fresno	2550 Mariposa St., Room 4000, 93721	(209) 445-5302
Long Beach	401 E. Ocean Blvd., Room, 400, 90802	(213) 590-5035
Los Angeles	3550 West Sixth St., Room 431, 90020	(213) 736-3041
Modesto	1209 Woodrow Ave., Suite C-4, 95350	(209) 576-6260
Oakland	7700 Edgewater Dr., Suite 125, 94621	(415) 568-8602
Pico Rivera	9455 E. Stauson Ave., 90660	(213) 949-7827
Redding	381 Hemsted Drive, 96002	(916) 224-4743
Sacramento	2424 Arden Way, Suite 330, 95825	(916) 920-6123
San Bernardino	242 E. Airport Blvd., Suite 100, 92408	(714) 383-4321
San Diego	7807 Convoy Court, Suite 140, 92111	(619) 237-7325
San Francisco	455 Golden Gate Ave., Room 1193, 94102	(415) 557-1677
Yose	2010 North First St., Suite 401, 95113	(408) 452-7288
ateo	1900 So. Norfolk St., Suite 215, 94403	(415) 573-3812
Spgs	10350 Heritage Park Dr. Ste. 201, 90670	(213) 944-7676

Field Offices

Chico	555 Rio Lindo, Suite A, 95926	(916) 895-4761
Eureka	619 Second St., Room 109, 95501	(707) 445-6611
Salinas	1164 Monroe St., Suite 1, 93906	(408) 443-3050
Stockton	31 E. Channel St., Room 418, 95202	(209) 948-7762
Ukiah	620 Kings Court, Suite 5, 95482	(707) 463-4783

CAL/OSHA CONSULTATION SERVICE

Headquarters: 395 Oyster Pt. Blvd., 3rd Fl., So. San Francisco, 94080 (415) 737-2843

Area Offices

Downey	8535 E. Florence Ave., Suite 200, 90240	(213) 861-9993
Fresno	1901 N. Gateway, Suite 102, 93727	(209) 454-1295
Sacramento	2424 Arden Way, Suite 410, 95825	(916) 920-6131
San Bernardino	303 W. Third St., Room 219, 92401	(714) 383-4257
San Diego	7827 Convoy Court, Suite 406, 92111	(619) 279-3771
San Mateo	3 Waters Park Drive, Suite 230, 94403	(415) 573-3862

Persons wishing to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor (Tel. 415/744-6670). OSHA monitors the operation of State plans to assure that continued approval is merited.

TO ALL EMPLOYERS OF CALIFORNIA EMPLOYEES: Section 6408(a) of the California Labor Code requires that information shall be posted regarding protections and obligations of employees under the occupational safety and health laws. This poster meets that requirement and must be prominently posted in all places of employment in the state of California. Section 6431 of the California Labor Code provides that any employer who violates any of the posting requirements of Section 6408 of the California Labor Code shall be assessed a civil penalty of up to one thousand dollars (\$1,000) for each violation.



April 1991