

| CITY OF CARSON             |                       | POLICY/PROCEDURE                           |
|----------------------------|-----------------------|--|
| NUMBER: 1.41               |                       | SUBJECT<br><br>SALE OF CITY-OWNED PROPERTY |
| ORIGINAL ISSUE<br>11/15/88 | EFFECTIVE<br>11/15/88 |  |
| CURRENT ISSUE<br>11/15/88  | EFFECTIVE<br>11/15/88 | CATEGORY<br><br>I. CITY COUNCIL POLICY     |
| SUPERSEDES<br>N/A          |                       |  |

#### CITY COUNCIL POLICY NO. 41

##### I. PURPOSE AND SCOPE

- A. To create a procedure governing the sale of City-owned land and to assign the responsibility for the review and administration of the process.
- B. To ensure that City-owned land is sold to the highest responsible bidder and that all persons interested in participating in the competitive bid process for the sale of City-owned land have an opportunity to do so.

##### II. GENERAL

- A. This procedure shall be applicable to all City departments assigned the responsibility of administering City-owned lands or which may be given the assignment of selling City-owned land.
- B. The City Council shall authorize the sale of City-owned land and shall have the right to accept or reject any offer made to purchase City-owned land.
- C. The City Council shall consider offers to buy City-owned land on the basis of price. The City Council may reject any offer whenever it is determined by the City Council that the proposed use of the land would be incompatible with the adjacent area, pose a significant threat to the public's health or safety, or otherwise not be in the best interest of the City of Carson.
- D. All offers to buy City-owned land will be received by the City Clerk and shall be opened in the Office of the City Clerk at a date and time prescribed by the bid documents.

##### III. PROCEDURE

###### A. Department

- 1. Identify City-owned land subject to sale and obtain legal description of parcel as well as parcel map.
- 2. Advise all other City departments of availability of property and determine that no department has need for such property for Department/City purposes.

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3. Submit report to City Administrator summarizing staff responses and findings and request approval to present matter to City Council for authorization to declare surplus and prepare bid documents.
4. Submit agenda item to City Council requesting that property be declared surplus and that staff be authorized to develop bid documents.
5. Obtain appraisal, title report, and review title report for any restrictions on property which may affect the sale of the property.
6. Prepare bid package for review and approval by the City Council and approval by the City Council and include the following elements as a minimum.
  - a. Notice of solicitation.
  - b. Generalize description, address and location of property.
  - c. Size, zoning, and other general information.
  - d. Mailing list.
  - e. Board of Realtors.
  - f. Schedule of advertisers.
  - g. Display advertisement announcing sale by sealed bid.
7. Submit bid package to Council for final review and approval.
8. Review bids received and prepare agenda item recommending acceptance or rejection of bids.

B. City Clerk

1. Create folder for bids, post notices as required, submit to newspapers for publication.
2. Open bids on date and time prescribed by bid document. Send bid results to initiating department for review.
3. Upon award of sale by City Council, return checks submitted by unsuccessful bidders back to bidders by certified mail - return receipt requested.

C. City Council

Receive staff report summarizing bid results and accept or reject bids received. Instruct the City Attorney to approve as to form escrow instructions.

D. City Treasurer

Deposit 10% deposit of successful bidder upon award of Council. Deposit check for balance upon close of escrow.

SALE OF CITY-OWNED LAND

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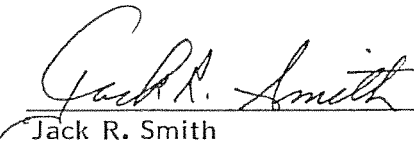
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IV. EXCEPTIONS

Exceptions to this procedure shall be authorized by the City Administrator.

V. AUTHORITY - Agenda Item No. 41 Dated: November 15, 1988.

By order of the City Administrator

  
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Jack R. Smith  
Interim City Administrator

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| CITY OF CARSON            |                      | POLICY/PROCEDURE   |
|---------------------------|----------------------|--|
| NUMBER: 1.16              |                      | SUBJECT<br>CAPITAL IMPROVEMENT<br>CONSTRUCTION CONTRACTS<br>CHANGE ORDER AUTHORIZATION |
| ORIGINAL ISSUE<br>6/11/73 | EFFECTIVE<br>6/11/73 |  |
| CURRENT ISSUE<br>1/05/88  | EFFECTIVE<br>1/05/88 | CATEGORY   |
| SUPERSEDES<br>3/20/74     |                      | CITY COUNCIL POLICY STATEMENT  |

I. PURPOSE

To establish guidelines for the approval of change orders for Capital Improvement construction contracts.

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

1. The City Administrator is authorized to approve, at will, change orders for Capital Improvement construction contracts up to ten percent (10%) of the total contract price, or \$30,000, whichever is lesser, for any one contract.
2. The City Administrator shall provide a written line item account of each such change order for Council information.
3. The City Council must approve change orders whenever they are greater than \$30,000. Similarly, the total amount of change orders approved by staff for any one project shall not exceed \$30,000. All change orders which would cause the total amount of change orders approved by staff to exceed \$30,000 for any one project must be presented to the City Council for approval prior to the commencement of the extra work.

II. EXCEPTIONS

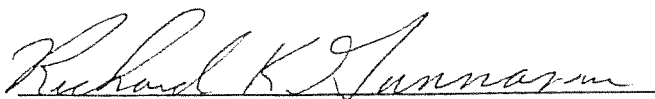
There shall be no exceptions to this policy except through direct instruction by the City Council.

III. EMERGENCIES

City Council Members shall be advised by the City Administrator of any emergency expenditures.

V. AUTHORITY

City Council motion, Council Agenda Item No. 47, 02 October 1972.  
City Council motion, Council Agenda Item No. 41, 11 June 1973.  
City Council motion, Council Agenda Item No. 24, 05 January 1988.



RICHARD K. GUNNARSON  
CITY ADMINISTRATOR

| CITY OF CARSON     |          | POLICY and PROCEDURES |  |
|--------------------|----------|-----------------------|--|
| NUMBER:            | 1.39     | SUBJECT:              | GOVERNMENTAL AGENCY USE<br>OF COMMUNITY CENTER |
| ISSUED:            | 10/21/85 |                       |  |
| EFFECTIVE:         | 10/21/85 |                       |  |
| CANCELLATION DATE: |          | SECTION:              | I. CITY COUNCIL POLICY                         |
| SUPERSEDES:        | New      |                       |  |

### PURPOSE

To establish guidelines for the rental of the Community Center by governmental agencies located both within or outside of the City of Carson.

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

1. Rental of the Community Center by governmental agencies from locations outside of the City of Carson shall be assessed the full value of space used as rental fee (Category - Full Rate).
2. Rental of the Community Center by governmental agencies from locations within the City of Carson shall be assessed two-thirds (2/3) the cost of the full value of space used as rental fee (Category - Non-Profit).
3. Any requests for fee waivers or reductions will be processed in accordance with the adopted Community Center Rules and Regulations.

### EXCEPTIONS

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

### AUTHORITY

City Council motion, October 21, 1985.



JOHN R. DANGLEIS  
City Administrator

| CITY OF CARSON             |                       | POLICY/PROCEDURE                       |
|----------------------------|-----------------------|--|
| NUMBER: 1.37               |                       | SUBJECT<br><br>SMOKING REGULATIONS     |
| ORIGINAL ISSUE<br>10/21/85 | EFFECTIVE<br>10/22/85 |  |
| CURRENT ISSUE<br>10/21/85  | EFFECTIVE<br>10/21/85 | CATEGORY<br><br>I. CITY COUNCIL POLICY |
| SUPERSEDES<br><br>NEW      |                       |  |

I. PURPOSE AND SCOPE

To establish, formulate and enforce policy regarding smoking in the City of Carson owned, operated or licensed facilities and vehicles.

II. GENERAL

To implement smoking rules of conduct to provide a comfortable work environment and to balance the rights and desires of all employees, the following is set forth:

A. "Smoke" or "smoking" shall include the carrying or holding of a lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment or the lighting or emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind.

B. The following shall be designated as "no-smoking" areas:

1. During such use, any such room being utilized for a conference, meeting, interview, training or similar use unless all participants agree that smoking will be allowed.

2. Elevators.

3. Restrooms which are primarily for use of employees.

4. "Inner" non-public hallways.

5. City vehicles, unless there are no passengers or all occupants approve of smoking.

C. The employee cafeteria shall have designated smoking and no-smoking areas. Each area shall be contiguous.

D. A private enclosed office may be designated as a smoking area by the occupant.

E. Every reasonable effort shall be made to accommodate the wishes of smokers and non-smokers, however, the right to breathe air unpolluted by smoke shall be the primary determinant in resolving a conflict.

F. If satisfactory accommodation for the preference of both non-smoking and smoking employees in any open floor plan area cannot be reached, smoking shall be prohibited in that area.

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- G. Resolution of conflicts may require modification of work area, employee relocation, or designation of shared work areas as non-smoking, and shall include the expectation that all employees will demonstrate a cooperative attitude and a willingness to compromise to maintain harmonious working relationships.
- H. Employees shall not smoke in any area that has been designated and posted as a no-smoking area.
- I. Any employee who violates this policy shall be subject to disciplinary action.

### III. PROCEDURE

- 1. Employees who wish to work in a smoke-free environment shall notify their Department Director in writing.
- 2. All pertinent information to the request shall be included by the employee.
- 3. The affected Department Director shall, within five (5) working days of receipt of request, refer request and all pertinent information to the City Administrator.
- 4. Upon receipt of request for disposition, the City Administrator shall designate three (3) members of the City's Safety Committee, known as the Audit Sub-committee to audit the employee's work area to determine viable alternatives.
- 5. Any member of the Audit Sub-committee, if housed within the affected department, is automatically excluded as a designee.
- 6. Audit Sub-committee members shall conduct a work-area audit within ten (10) working days after designation by the City Administrator.
- 7. Audit Sub-committee members shall submit a written recommendation to the City Administrator within five (5) days after audit completion.
- 8. The City Administrator, as the final authority, shall notify employee of disposition within thirty (30) working days of receipt of Audit Sub-committee's recommendation.

### IV. EXCEPTIONS

There shall be no exceptions to this policy.

### V. AUTHORITY

By the authority of the City Administrator.



JOHN R. DANGLEIS  
CITY ADMINISTRATOR

| CITY OF CARSON           |                     | POLICY/PROCEDURE                                  |
|--------------------------|---------------------|---|
| NUMBER: 1.36             |                     | SUBJECT<br><br>CITY COUNCIL PHOTOGRAPHY<br>POLICY |
| ORIGINAL ISSUE<br>6/3/85 | EFFECTIVE<br>6/3/85 |   |
| CURRENT ISSUE<br>6/3/85  | EFFECTIVE<br>6/3/85 | CATEGORY<br><br>I. CITY COUNCIL POLICY            |
| SUPERSEDES<br>NEW        |                     |   |

I. PURPOSE AND SCOPE

To establish a policy and assign responsibilities for requesting the services of the City Photographer, ordering and disseminating prints, and selecting photographs for media release.

II. GENERAL

To create a central contact point for the City Photographer and to determine when it is appropriate to request photographer services, the following is set forth:

- A. The photographer shall be paid by purchase order and budgeted for in the contract services, Object (808), of the Public Information Office account.
- B. The photographer may be provided for events which are not City-sponsored, but must be of community interest/benefit, if the City Council approves such action as an agenda item. In the event that time or other factors prevent consideration by the City Council, the City Administrator will make a determination.
- C. Proof sheets will be delivered to the City Council. Any Councilmember wishing to order a print may do so. Proof sheets will then be delivered to the Public Information Office which will select a representative picture, if appropriate, to be delivered to the media and to those represented in the picture.
- D. A separate photography account will be established for each City Council member and any prints ordered will be charged to the appropriate account.
- E. Individuals who wish prints may order them directly from the photographer.
- F. The Public Information Director may order prints for promotional or other Public Information purposes.
- G. Departments other than City Administration may utilize the photographer providing:
  1. Payment is by separate purchase order.



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2. The event is sponsored by the City and of community interest/benefit.
3. Any prints sent out are sent in the name of the City of Carson or the City Council
4. Public Information Office will send prints to the media
5. II.D. applies here also

H. Any community organization which wishes to utilize the City Photographer may be referred by the Public Information Office to the City Photographer to make appropriate arrangements exclusive of the City.

III. EXCEPTIONS

As approved by the City Council.

IV. AUTHORITY - Agenda Item No. 36 Date June 3, 1985 .

By authority of the City Administrator.

  
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JOHN R. DANGLEIS  
CITY ADMINISTRATOR

|  |                     |                                    |
|--|---------------------|------------------------------------|
| CITY OF CARSON   |                     | POLICY/PROCEDURE                   |
| NUMBER: 1.33.1   |                     | SUBJECT<br>COMMUNITY WATCH SIGNS   |
| ORIGINAL ISSUE<br>5/3/82   | EFFECTIVE<br>5/3/82 | CATEGORY<br>I. CITY COUNCIL POLICY |
| CURRENT ISSUE<br>5/3/82  | EFFECTIVE<br>5/3/82 |                                    |
| SUPERSEDES<br>NEW  |                     |                                    |
| <p>I. <u>PURPOSE AND SCOPE</u></p> <p>A. To establish the procedure and assign responsibilities for the posting of "Community Watch" signs in the public right-of-way within the City.</p> <p>B. To ensure that all such signs are of uniform design and are supplied and installed as a responsibility of the Department of Public Works.</p> <p>C. To ensure implementation of City Council instructions of May 3, 1982, Agenda Item No. 11, "Community Watch Signs".</p> <p>II. <u>GENERAL</u></p> <p>A. The purpose of Community Watch signs is to notify street users of the existence of an organized community watch program in the area.</p> <p>B. The justification for Community Watch signs shall require that an official community watch group is recognized by, and registered with the Los Angeles, County Sheriff, Carson Station. The Sheriff shall notify the City Public Works Director in writing when Community Watch signs are required or when replacement or maintenance is needed.</p> <p>C. All signs shall be supplied, located, installed and maintained by the Department of Public Works.</p> <ol style="list-style-type: none"> <li>1. No more than one sign for each direction shall be installed in any City block.</li> <li>2. Signs in the same direction on a given street shall not be closer than one quarter (<math>\frac{1}{4}</math>) mile to each other.</li> <li>3. Signs shall be located at least fifty (50) feet from the intersection at each end of the posted section facing approaching traffic.</li> <li>4. Signs shall be posted on existing posts or poles whenever possible.</li> <li>5. Signs shall not interfere with, appear to be, or detract from any official traffic control device.</li> </ol> |                     |                                    |

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- D. The cost of sign purchase, installation and maintenance shall be borne by the City of Carson and included in the Department of Public Works budget. Community watch signs are not for traffic control purposes.

### III. PROCEDURE

#### A. Public Works

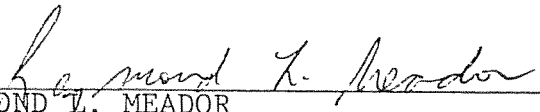
1. Upon receipt of a written request for the installation of Community watch signs from the Sheriff.
  1. Inspect the area to identify sign locations and directions.
  2. Procure and install signs.
2. Provide replacement or maintenance as requested by the Sheriff.

### IV. EXCEPTIONS

There shall be no exceptions to this procedure.

### V. AUTHORITY Agenda Item No. 11 Date May 3, 1982

By order of the City Administrator.

  
RAYMOND L. MEADOR  
CITY ADMINISTRATOR

| CITY OF CARSON            |                      | POLICY/PROCEDURE                       |
|---------------------------|----------------------|--|
| NUMBER: 1.33              |                      | SUBJECT<br><br>COMMUNITY WATCH PROGRAM |
| ORIGINAL ISSUE<br>10/7/81 | EFFECTIVE<br>10/7/81 |  |
| CURRENT ISSUE<br>10/7/81  | EFFECTIVE<br>10/7/81 | CATEGORY<br><br>I. CITY COUNCIL POLICY |
| SUPERSEDES<br>NEW         |                      |  |

## I. PURPOSE AND SCOPE

- A. To establish the policy and assign responsibilities for authority and lines of communication between the City government and the Los Angeles County Sheriff, Carson Station, relating to administration of the Community Watch Program in the City of Carson.
- B. To delineate supervisory authority and lines of communication between the City government and the County Sheriff's Community Watch Program Officer.

## II. GENERAL

- A. The Community Watch Program is a Los Angeles County Sheriff program implemented throughout Los Angeles County with similar programs on a national basis. In the City of Carson, the program is jointly supported by the Sheriff's Department and the City government.
- B. The purpose of the Community Watch Program is to involve and facilitate participation of local residents in helping to promote peace and tranquility within the community by observing neighborhood activities, and working with each other and the Sheriff's Department.
- C. The program is directed, coordinated, supervised, and administered by the Community Relations Sergeant assigned to the Carson Sheriff's Station, who also acts as advisor to the local residents on law enforcement crime prevention matters, and the conduct of Community Watch meetings.
- D. The program receives partial funding from the City government for clerical personnel and office supplies, outside of the law enforcement contract with the Sheriff's Department. City funded personnel are under the functional supervision of the Sheriff's Community Relations Sergeant and are located at the Carson Sheriff's Station.
- E. The City Administrator shall be the primary liaison between the City and the Sheriff's Community Relations Office on matters relating to administration of the Community Watch Program which involve interface with the City government.

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F. Community Watch Meetings

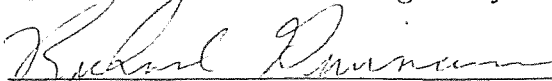
1. Meetings shall be held only under the supervision of a Sheriff's Community Relations Officer:
  - a. Meetings shall be conducted directly by a Sheriff's Community Relations Officer.
  - b. Meetings may be held at private, government or public facilities and shall be limited to discussions and activities relating directly to the conduct of the Community Watch Program and related law enforcement problems.
  - c. Attendance at any public meeting is open to any interested resident of the City. The number of persons in attendance shall be governed by the size and capacity of the meeting facility.
  - d. Attendance at meetings by City Council members shall be in accordance with the provisions of the Brown Act, and should be coordinated with the Sheriff's Community Relations Sergeant. Attendance at meetings of any City staff personnel shall be coordinated with Sheriff's Community Relations Sergeant.
  - e. Community Watch matters which may be of interest to, or require action of the City Council, should be coordinated with the Sheriff's Community Relations Sergeant and shall be presented to the City Council through official channels as a Council agenda item.
2. The Sheriff's Community Relations Sergeant shall:
  - a. Notify the City of Carson City Administrator of scheduled Community Watch organization meetings. Such notification shall be by personal contact to assure the preservation of program security and membership anonymity.
  - b. The City Administrator shall, in turn, assure notification of all City Council members.

III. PROCEDURE: Not applicable.

IV. EXCEPTIONS: Exceptions to this policy shall be approved by the City Council.

V. AUTHORITY: Agenda Item No. 12 Dated: 21 September 1981

By order of the Acting City Administrator.



RICHARD GUNNARSON, ACTING CITY ADMINISTRATOR

| CITY OF CARSON            |                      | POLICY/PROCEDURE                                    |
|---------------------------|----------------------|---|
| NUMBER: 1.32              |                      | SUBJECT<br><br>COMMUNITY PROJECTS -<br>CITY SUPPORT |
| ORIGINAL ISSUE<br>9/21/81 | EFFECTIVE<br>9/21/81 |   |
| CURRENT ISSUE<br>9/21/81  | EFFECTIVE<br>9/21/81 | CATEGORY<br><br>I. CITY COUNCIL POLICY              |
| SUPERSEDES<br>NEW         |                      |   |

## I. PURPOSE AND SCOPE

- A. To establish the policy and assign responsibilities governing financial support by the City government for projects and activities sponsored by nongovernment agencies and organizations within the City, to which the City provides total or partial financial material or staff support.
- B. To assure that such financial support is subject to management review for justification, funding source and project administration.

## II. GENERAL

- A. It is deemed in the best interest of the City government and the residents of the City to utilize government funds and resources for the support of selected, approved projects and activities proposed and sponsored by citizen organization which are compatible with City goals, programs, financial condition, and legal constraints.
- B. Sponsorship of City supported community projects may originate from the following types of City citizen organizations;
  1. Cultural
  2. Ethnic
  3. Service
  4. Benevolent
  5. Senior Citizen
  6. Music and Entertainment
  7. Parade Participation
  8. Other organizations approved by the City.
- C. To be eligible for City support, projects shall:
  1. Be sponsored by a City citizen organization.
  2. Be open to public participation and attendance with emphasis on City residents.
  3. Be beneficial to the City, its citizens and its government.
  4. Be compatible with City goals, programs and financial condition.

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5. Include the name, address, phone number and position of the project coordinator or responsible party.
- D. Requests for City financial support for activities sponsored by community organizations shall be submitted to the City Administrator for initial review and evaluation as to the justification and impact upon City resources, assignment of the program responsibility to a department, applicable committee participation, legal review, and referral to City Council for final approval.
- E. Community projects accepted for City support shall be assigned to and integrated in the programs of a City department for administration and control. Projects shall be included in the annual cultural fair when possible.
- F. During evaluation, each project shall be submitted to the Director of Finance and Administration for confirmation of funding sources, accounts and programs.
- G. Written requests for project support shall include the following:
  1. Mission or purpose of the project.
  2. A total estimated cost of the project with an indication of all sources and amounts of funds including City participation.
  3. The distribution and purpose of revenues derived from the project.
  4. A statement as to the expected benefits to City residents or City government.
  5. The location of the event or project. Within the City when possible.
  6. Expected citizen or resident attendance and participation in the project.
  7. The method of advertising or giving the public notice of the event or project.
- H. The City is not obligated to provide any support to community organizations, nor for projects delineated above. Such support, if given, may be withdrawn or cancelled at any time at the discretion of the City.

### III. PROCEDURE - Not applicable.

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IV. EXCEPTIONS - Not applicable.

V. AUTHORITY - Agenda Item No. 27 Dated September 8, 1981.



E. FREDRICK BIEN  
CITY ADMINISTRATOR



| CITY OF CARSON           |                     | POLICY/PROCEDURE                                    |
|--------------------------|---------------------|---|
| NUMBER: 1.30             |                     | SUBJECT<br><br>APPOINTING AUTHORITY -<br>DELEGATION |
| ORIGINAL ISSUE<br>6/1/81 | EFFECTIVE<br>6/1/81 |   |
| CURRENT ISSUE<br>8/6/81  | EFFECTIVE<br>8/6/81 | CATEGORY<br><br>I. CITY COUNCIL POLICY              |
| SUPERSEDES<br><br>NEW    |                     |   |

I. PURPOSE AND SCOPE

- A. To establish the policy for delegation, by the City Administrator, of appointing authority.
- B. To assure that such delegation conforms to the applicable provisions of the Municipal Code.

II. GENERAL

- A. The City Administrator shall have full appointing authority in accordance with the following:

Level 1. Appointing Authority and Final Approval of Personnel Action Notices - Retained by the City Administrator and Not Delegated.

- a. All Personnel Action Notices relating to employees having a class salary range of 24A or above except:
  - 1) General salary increases.
  - 2) Correction of administrative errors.

Level 2. Appointing Authority and Final Approval of Personnel Action Notices - Delegated to the Director of Finance and Administration.

- a. All new hire Personnel Action Notices having a salary class range of 24 or below.
- b. All change of status Personnel Action Notices relating to employees having a class salary range of 24 or below, except those resulting from disciplinary action.

Level 3. Appointing Authority and Final Approval of Personnel Action Notices - Delegated to the Director of Finance and Administration or His Designee.

- a. General salary increases.

APPOINTING AUTHORITY

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b. Part-Time Employees - New hires and change of status Personnel Action Notices except those resulting from disciplinary actions.

c. Correction of administrative errors.

B. The City Administrator, at his discretion, shall have the authority to suspend any delegation set forth hereinabove.

III. PROCEDURE - Not applicable.

IV. EXCEPTIONS - Not applicable.

V. AUTHORITY - Agenda Item No. 14 Dated June 1, 1981

By order of the City Administrator.

  
E. FREDRICK BIEN  
CITY ADMINISTRATOR

| CITY OF CARSON            |                      | POLICY/PROCEDURE                                       |
|---------------------------|----------------------|--|
| NUMBER: 1.29              |                      | SUBJECT<br><br>PROGRAM BUDGETING AND EXPENSE REPORTING |
| ORIGINAL ISSUE<br>2/17/81 | EFFECTIVE<br>2/17/81 |  |
| CURRENT ISSUE<br>2/17/81  | EFFECTIVE<br>2/17/81 | CATEGORY<br><br>I. CITY COUNCIL POLICY                 |
| SUPERSEDES<br>NEW         |                      |  |

## I. PURPOSE AND SCOPE

- A. To restate and confirm that it is a policy of the City to utilize the program/line account method of budget preparation and labor and expense reporting.
- B. To assure that program budget and expense reporting conform to published procedures and instructions.
- C. To assure that program budget and expense reporting are true and accurate reflections of actual utilization of labor, materials and services for the performance of City authorized programs.

## II. GENERAL

- A. It is a policy of the City of Carson to utilize the published City program/line account budgeting and expense reporting system to provide the City with:
  1. Effective, accurate visibility as to the planned use of City resources.
  2. Accurate and timely visibility and accountability records of actual expenditures for labor, materials, equipment and services.
  3. Comparative financial information to accurately display the performance of actual operational expenditures against the program and line account budgets.
- B. The City Administrator, Department Directors, Division Managers and all supervision shall assure that actual labor and expenses are recorded and reported accurately in accordance with published financial management and program budgeting procedures, schedules and instructions, and that such reporting is a true representation of actual labor and expenses utilized in the performance of authorized programs.

III. PROCEDURE - N/A

IV. EXCEPTIONS

Exceptions to this policy shall be authorized by the City Council.

V. AUTHORITY - Agenda Item No. 24 Dated February 17, 1981

By authority of the City Administrator.



E. FREDRICK BIEN  
CITY ADMINISTRATOR

| CITY OF CARSON            |                      | POLICY/PROCEDURE                       |
|---------------------------|----------------------|--|
| NUMBER: 1.5               |                      | SUBJECT<br><br>CHURCH SIGNS            |
| ORIGINAL ISSUE<br>1/19/81 | EFFECTIVE<br>1/19/81 |  |
| CURRENT ISSUE<br>2/17/81  | EFFECTIVE<br>2/17/81 | CATEGORY<br><br>I. CITY COUNCIL POLICY |
| SUPERSEDES 1/19/81 ISSUE  |                      |  |

I. PURPOSE AND SCOPE

- A. To establish the policy and assign responsibilities for placement of church direction signs in city right-of-way.

II. GENERAL

- A. The City will place a maximum of three church direction signs for each church which requests permission to place direction signs on city right-of-way.
- B. The church shall place a deposit with the City to cover the cost of signs, installation and administration.
- C. The Department of Public Works is assigned the responsibility to administer the church sign procedure including:
1. Sign specifications and procurement.
  2. Placement locations determination.
  3. Actual installation of the sign.
  4. Determination of costs.
  5. Processing of deposits and permits.
- D. Church direction signs shall be placed along major streets near intersections in the vicinity of the church.
- E. The City shall not be responsible for replacement or maintenance of damaged or deteriorated signs. If a sign needs to be replaced for any reason, the church shall submit a request to the Dept. of Public Works and submit the required deposit to cover costs.
- F. Request for placement of church signs shall be submitted in writing by the church to the Director of Public Works.
- \*G. Any sign or sign post observed to be damaged, or any sign observed to be unreadable due to wear will be removed from the right of way by the City, and the church will be notified.

IV. PROCEDURE - Not applicable.

\*Indicates added item.

CHURCH SIGNS  
2/17/81  
1.5

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V. EXCEPTIONS

Exceptions to this policy shall be authorized by City Council.

VI. AUTHORITY

Agenda Item # 25 Dated February 17, 1981.

*E. Fredrick Bien*

E. FREDRICK BIEN  
CITY ADMINISTRATOR

|                           |           |                        |
|---------------------------|-----------|------------------------|
| CITY OF CARSON            |           | POLICY/PROCEDURE       |
| NUMBER: 1.9               |           | SUBJECT                |
| ORIGINAL ISSUE            | EFFECTIVE | SERVICE CLUB SIGNS     |
| 8/18/80                   | 8/18/80   |                        |
| CURRENT ISSUE             | EFFECTIVE | CATEGORY               |
| 8/18/80                   | 8/18/80   |                        |
| SUPERSEDES 11/16/70 ISSUE |           | I. CITY COUNCIL POLICY |

CITY COUNCIL POLICY NO. 1.9

I. PURPOSE AND SCOPE

A. To establish the policy governing the installation of service club signs in the City right of way.

II. GENERAL

A. The placement of service organization signs in the City right of way is hereby authorized within the following limitations:

1. There shall be a total of four (4) signs permitted for each approved organization, one at each of the following locations:
  - a. Avalon Blvd. near Sepulveda Blvd.
  - b. Avalon Blvd. near Abertoni St.
  - c. Carson St. west of Wilmington Ave.
  - d. Carson St. east of Figueroa St.

B. The specific post or pole to be used shall be designated by the Director of Public Works.

C. Each service organization desiring to place signs in the City public right of way shall apply in writing to the City Administrator. Final approval of the sign shall be by City Council.

D. Upon approval by the City Council, the service organization shall apply to the Department of Public Works for a permit to have the signs placed on the designated pole in the public right of way. Such placement shall be done by the Department of Public Works.

E. Signs shall be placed on the pole beginning at the lowest designated point, seven (7) feet above grade in order determined by date and time that the application for a permit is received by Public Works. The first sign will be at the lowest point on the post with each succeeding sign placed above in order of date and time of the permit.

SERVICE CLUB SIGNS

8/18/80

1.9

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- F. Service organizations should use the standard service club signs which shall not exceed 18" x 18" in dimensions. Signs may be of metal, wood or plastic material.
- G. Any sign which is damaged, becomes detached or becomes unreadable will be removed by the City, and the service club organization will be notified.

III. PROCEDURE - Not applicable.

IV. EXCEPTIONS - There shall be no exceptions to this policy.

V. AUTHORITY - Agenda Item No. 18 Dated: August 18, 1980

By authority of the City Administrator.

E. Fredrick Bien

E. FREDRICK BIEN  
CITY ADMINISTRATOR



| CITY OF CARSON   |                      | POLICY/PROCEDURE   |
|--|----------------------|--|
| NUMBER: 1.27   |                      | SUBJECT<br>RECORDS MANAGEMENT,<br>DESTRUCTION AND MICROFILMING |
| ORIGINAL ISSUE<br>4/21/80  | EFFECTIVE<br>4/21/80 |  |
| CURRENT ISSUE<br>4/21/80   | EFFECTIVE<br>4/21/80 | CATEGORY<br>I. CITY COUNCIL POLICY                             |
| SUPERSEDES<br>NEW  |                      |  |
| <p style="text-align: center;">CITY COUNCIL POLICY NO. 1.27</p> <p>I. <u>PURPOSE AND SCOPE</u></p> <p>A. To establish the policy governing management, destruction and microfilming of City records.</p> <p>B. To assure that destruction of records is properly reviewed, authorized and accomplished; and, is in compliance with State law.</p> <p>C. To establish a length of time after which original records may be destroyed.</p> <p>II. <u>GENERAL</u></p> <p>A. The City Administrator is responsible to establish records management storage, destruction and microfilming procedures, and may assign Citywide records management responsibility to a Department Director.</p> <p>B. The following original records shall not be destroyed:</p> <ol style="list-style-type: none"> <li>1. Records relating to title to real estate.</li> <li>2. Minutes, Ordinances and Resolutions of City Council and City boards and commissions.</li> <li>3. Records under five (5) years old from, but not including the year of origination.</li> </ol> <p>C. Original records five (5) years old or more may be destroyed after review and authorization, in conformance with this policy and City records management procedures.</p> <p>D. Written approval by the City Attorney and City Council shall be required prior to the destruction of any City records that have not been microfilmed.</p> <p>E. Written approval by the City Administrator shall be required prior to the destruction or microfilming of any City record.</p> |                      |  |

F. Records Management Committee

1. The City Administrator shall establish a Records Management Committee to review and recommend the retention, destruction and microfilming of City records.

III. PROCEDURE - Not applicable.

IV. EXCEPTIONS

There shall be no exceptions to this City Council Policy unless authorized by the City Council, and no exceptions to paragraph II, D, hereinabove may be granted under any circumstances.

V. AUTHORITY

Agenda Item No. 29 Date: April 21, 1980

By authority of the City Administrator.

E. Fredrick Bien  
E. FREDRICK BIEN  
CITY ADMINISTRATOR

| CITY OF CARSON            |                      | POLICY/PROCEDURE  |
|---------------------------|----------------------|---|
| NUMBER: 1.15.1            |                      | SUBJECT<br><br>COUNCIL PARTICIPATION IN<br>EVENTS OR ACTIVITIES -<br>APPROVAL |
| ORIGINAL ISSUE<br>4/21/80 | EFFECTIVE<br>4/21/80 |   |
| CURRENT ISSUE<br>4/21/80  | EFFECTIVE<br>4/21/80 | CATEGORY<br><br>I. CITY COUNCIL POLICY  |
| SUPERSEDES<br><br>NEW     |                      |   |

CITY COUNCIL POLICY NO. 1.15.1

I. PURPOSE AND SCOPE

- A. To establish the policy and assign responsibilities governing the committing of City Council, the Mayor, or any Council member to be present or participate in any event or activity.
- B. To assure that such commitments are authorized and approved by City Council, the Mayor and affected Council members, before being made or disseminated.

II. GENERAL

- A. No communication, written or oral, committing the City Council or any member thereof to be present or participate in any event or activity, shall be issued or disseminated unless specifically authorized by the City Council, or by the Mayor, or by affected Council members.
- B. All such communications shall be submitted to the City Administrator for approval prior to publication or dissemination.
- C. Communications relating to official events and activities shall be coordinated with the Public Information Director.
- D. The affected Department Director shall be responsible to assure that all aspects of such Council participation are properly coordinated with affected Council members, organizations and citizens, including facilities to be used.
- E. Also refer to City Council Policy 1.15, "Communications Affecting City Policies and Programs - City Council Approval."

III. PROCEDURE

A. Department or Originator

1. When an official City event or activity requires participation of City Council, the Mayor and/or Council members, prior to any notice or publication of any information on the matter, the Department Director or originator shall:
  - a. Notify the City Administrator in writing of the need for Council participation, detailing the nature of the event, date and time, location, Council members to participate, and the type of notice to attendees or citizens.
  - b. Upon receipt of approval by the City Administrator, the department will prepare final documents for dissemination to recipients, or those invited or expected to attend the event.
  - c. Submit final drafts of communications and notices to the Public Information Director who shall assure proper distribution.

B. City Administrator

1. Receive and review all notices involving Council participation in City events and activities.
2. Submit notices and communications to City Council, and affected Council members for approval, and signature, if necessary.
3. Upon receipt of final Council approval of the notice or communication, transmit it to the responsible department and to the Public Information Director for distribution.

C. Public Information Director

1. Assure that communications and notices involving Council participation in City events are properly prepared and distributed.
2. Maintain close coordination with Departments, the City Administrator and affected Council members in all communications involving City Council participation in events and activities.

COUNCIL PARTICIPATION IN EVENTS OR  
ACTIVITIES - APPROVAL

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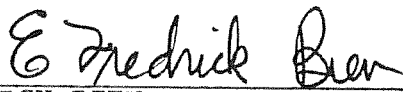
4/21/80  
1.15.1

IV. EXCEPTIONS

There shall be no exceptions to this policy.

V. AUTHORITY - Agenda Item No. 28 Dated April 21, 1980

By authority of the City Administrator.



E. FREDRICK BIEN  
CITY ADMINISTRATOR

| CITY OF CARSON               |                       | POLICY/PROCEDURE  |
|------------------------------|-----------------------|---|
| NUMBER: 1.15                 |                       | SUBJECT<br><br>COMMUNICATION AFFECTING CITY<br>POLICIES AND PROGRAMS--<br>CITY COUNCIL APPROVAL |
| ORIGINAL ISSUE<br>7/18/72    | EFFECTIVE<br>7/18/72  |   |
| CURRENT ISSUE<br>11/21/77    | EFFECTIVE<br>11/21/77 | CATEGORY<br><br>I CITY COUNCIL POLICY   |
| SUPERSEDES<br>1.15 (7/18/72) |                       |   |

## CITY COUNCIL POLICY NO. 15

### I. PURPOSE AND SCOPE

- A. To establish the policy and assign responsibilities governing written and oral communications from Commissions, Committees, Boards and City departments which:
  1. Establish a City position or policy before approval of such position or policy by the City Council.
  2. Request an official action of another government agency, or commit the City of Carson to provide any services not previously authorized by City Council under an approved, existing project or program.
  3. Express an opinion or comment on any City policy or program which would tend to alter or create confusion as to such policies or programs.
  4. Are distributed to citizens or agencies in the form of questionnaires pertaining to City policies, programs or business.
  5. Confer or recommend official City recognition or commendation upon any person or organization.
- B. To assure that all such communication are submitted to City Council for approval prior to being issued, and that oral communications are approved by the Mayor, and written communications are signed by the Mayor.
- C. It is not the intent of this policy to restrict in any manner, routine day-to-day instructions and communications between City organizations and other agencies or citizens required in the conduct of established functions, relationships, programs or business of the City.
- D. Since it is not practical to specifically define "routine" or "day-to-day" for all possible situations, any questions as to whether a particular item is or is not routine shall be submitted to the City Administrator for resolution.

COMMUNICATION AFFECTING CITY POLICIES  
AND PROGRAMS--CITY COUNCIL APPROVAL

PAGE 2 OF 3

11/21/72  
1.15

II. GENERAL

- A. No communication delineated hereinabove shall be initiated or issued without prior approval of the City Council.
- B. All such communications shall be submitted to the City Administrator who shall submit them to City Council for final disposition or action.
- C. Commissions, Committees and Boards shall advise and coordinate such communications with the affected Department Director who shall confirm the need and validity, and transmit it to the City Administrator.
- D. No mailing lists or labels shall be produced from City records or procured from outside sources without prior approval as required by this policy.

III. PROCEDURE

A. Originator of Communications

- 1. When any officially assigned project requires communications as delineated hereinabove, the originator shall:
  - a. Coordinate the matter with the affected Department Director.
  - b. Notify the City Administrator orally or in writing of the need for such communications detailing the purpose, recipients, content and results expected.
  - c. Upon approval by the City Administrator to proceed with preparation, the originator shall prepare the communication and submit it to the City Administrator for review and transmittal to the City Council.
  - d. Upon receipt of final Council approval, prepare final documents for distribution or mailing to designated recipients.
  - e. When documents are ready for mailing or distribution, advise the City Administrator, who will provide final instructions before distribution or mailing.

COMMUNICATION AFFECTING CITY POLICIES  
AND PROGRAMS--CITY COUNCIL APPROVAL  
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1.15

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B. City Administrator


1. Receive and review each communication submitted for approval by the originating person, department, commission or organization.
2. Submit communications to the City Council for final approval and signature of the Mayor.
3. Upon Council approval and signature, transmit the communication to the originator for distribution.

IV. EXCEPTIONS

Exceptions to this policy are strictly prohibited.

V. AUTHORITY - Agenda Item No. 28 Dated: 21 November 1977.

By authority of the City Administrator.

  
\_\_\_\_\_  
E. Fredrick Bien  
City Administrator



| CITY OF CARSON             |                     | POLICY/PROCEDURE   |
|----------------------------|---------------------|--|
| NUMBER: 1.25               |                     | SUBJECT<br><br>NEWS MEDIA RELATIONS POLICY<br>DURING EMERGENCIES |
| ORIGINAL ISSUE<br>8/1/75   | EFFECTIVE<br>8/1/75 |  |
| CURRENT ISSUE<br>10/17/77  | EFFECTIVE<br>9/6/77 | CATEGORY<br><br>I. COUNCIL POLICY STATEMENTS                     |
| SUPERSEDES<br>8/1/75 ISSUE |                     |  |

## COUNCIL POLICY STATEMENT NO. 25

### I. PURPOSE AND SCOPE

- A. To establish the policy and assign responsibilities for the gathering, preparation and dissemination of information to the news media concerning events or activities affecting the City of Carson during a period of an emergency situation.
- B. It can be expected that news media will be well represented at any large scale operation. Their purpose will be to report the news and inform the public. If the premise is accepted that people have a right to know what is occurring, and if we recognize that we play a major role in informing them, we will be better able to understand our responsibility toward the news media.

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

- A. It will be our purpose to cooperate with the press to the fullest possible extent consistent with the position that in so doing, we in no way jeopardize personnel engaged in the operation, the public, the City or the operation.
- B. The Public Information Officer of the City of Carson is hereby assigned the responsibility of providing representatives of the news media with necessary information concerning normal City operations or emergency situations within or affecting the City of Carson.
- C. During such periods of emergency, except as provided in Para D herein, requests for information from representatives of the news media shall be directed to the office of the Public Information Officer who shall verify the validity of the request. Whenever, in the opinion of the Public Information Officer, additional information can be provided by other City employees, the Public Information Officer shall arrange for interviews with other knowledgeable City employees.

10/17/77

#1.25

## D. Statements by City Field Personnel

1. In response to news media inquiries, factual statements by field personnel regarding isolated incidents in which they are directly involved are permitted. Such inquiries should be responded to by a supervisor or the senior employee at the location.
2. Field personnel shall not make statements as to the overall or general status of the operation since rapid change of circumstances may make their observations obsolete. Operating personnel shall refer inquiries of this nature to the Public Information Officer.
3. If in doubt about facts, City policies and procedures, the matter should be referred to the City Public Information Officer.

E. Members of the Public Information Office staff will be available at both the Field Command Post and the Command Center to coordinate press releases so as to allow the Commander and his staff to work without undue interference. Public Information personnel will also be available to assist Tactical Unit Commanders and the news media to the extent possible.

F. Posed pictures shall be avoided as well as all forms of manufactured sensationalism.

## G. Access to Restricted Areas

1. The City has the authority to close a disaster area and to bar the public. Properly identified news media personnel are exempt from this restriction, subject to the following conditions:
  - \*a. The officer in charge of the emergency operation may exclude or limit entry of media personnel if in such officer's judgment such exclusion or limitation is necessary for the conduct of the emergency operation.
  - \*b. When feasible, media personnel entering closed areas should be advised of the existing dangers, but must assume the risk that the City officers may either not know the extent of danger or may not be in a position to communicate it in the emergency situation prevailing.

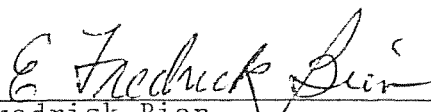
- \*c. Media personnel entering a closed area do so at their own risk, for which they assume the entire responsibility and the City or its officers or employees shall not be responsible for the safety of, or any injury to media personnel who elect to enter any area closed to the public for emergency, or for reasons of health or safety.
- \*d. Escort into afflicted areas will not be provided. This latter point should be made clear to media representatives, when possible.
- \*e. Access to restricted areas shall be limited to authorized representatives of the media in possession of a Sheriff's Press Pass. Press passes issued by the LAPD, the CHP, or the Los Angeles Fire Department shall also be honored.

### III. EXCEPTIONS

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

### IV. AUTHORITY

City Council Agenda Item No. 26, Council Agenda of 6 Sept. 1977.

  
\_\_\_\_\_  
E. Fredrick Bien  
City Administrator

|  |                      |  |
|--|----------------------|--|
| CITY OF CARSON   |                      | POLICY/PROCEDURE                       |
| NUMBER: 1.11   |                      | SUBJECT<br><br>HOLIDAYS                |
| ORIGINAL ISSUE<br>4/8/71   | EFFECTIVE<br>6/27/70 |  |
| CURRENT ISSUE<br>8/15/77   | EFFECTIVE<br>8/15/77 | CATEGORY<br><br>I. CITY COUNCIL POLICY |
| SUPERSEDES A.O. #6.22 (6-1-76)<br>Policy #1.11 (6-27-70)   |                      |  |
| CITY COUNCIL POLICY NO. 11   |                      |  |
| <p>I. <u>PURPOSE AND SCOPE</u></p> <p>A. To set forth the policy for granting of holiday leave for City employees, and to ensure conformance with current Memoranda of Understanding with city employee organizations, and City personnel rules.</p> <p>II. <u>GENERAL</u></p> <p>A. When any day recognized as a legal holiday falls on a Sunday, the following Monday shall be considered the holiday.</p> <p>B. When any day recognized as a legal holiday falls on a Saturday, the preceding Friday shall be considered the holiday.</p> <p>C. For an employee to be eligible for holiday pay, the employee must work the full scheduled work day immediately before and after the holiday, except that....</p> <p>D. If the employee's absence on the day before or after the holiday is the result of sick leave, emergency leave, or other leave which has been properly authorized in writing in accordance with established procedures, the employee shall receive holiday pay.</p> <p>E. The Personnel Director shall assure that city wide holiday schedules are published and distributed to all departments.</p> <p>F. Election Day Holiday</p> <ol style="list-style-type: none"> <li>1. City offices shall be open and function normally on City, State and National election days.</li> <li>2. A one day holiday shall be authorized to compensate employees for working on all City, State and National election days.</li> <li>3. In lieu of holidays on City, State and National election days, the Friday following Thanksgiving is designated as an annual holiday, which:</li> </ol> |                      |  |

HOLIDAYS - CITY, STATE AND NATIONAL ELECTIONS  
8/15/77  
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- a. Shall be taken in eight (8) hour increments the Friday following Thanksgiving Day.
- b. Shall not be accumulated from year to year if not taken.
- c. The one day holiday is in lieu of all election day holidays.
- d. The annual holiday shall apply regardless of whether or not an election is held in a given year.
- e. Holidays in lieu of time off on election days shall accrue to all regular employees present on election day, and employees absent under authorized leave. Part-time employees are not eligible for holidays.

G. Only regular full-time employees are eligible for holiday pay.

### III. PROCEDURE


Not applicable.

### IV. EXCEPTIONS

Exceptions to this policy shall be authorized by the City Council.

V. AUTHORITY - Agenda Item No. 44 Dated: 15 August 1977.

By order of the City Administrator.

  
\_\_\_\_\_  
E. Fredrick Bien  
City Administrator

| CITY OF CARSON              |                      | POLICY/PROCEDURE                           |
|-----------------------------|----------------------|--|
| NUMBER: 1.12                |                      | SUBJECT<br><br>BUS OPERATIONS - RECREATION |
| ORIGINAL ISSUE<br>9/20/71   | EFFECTIVE<br>5/1/72  |  |
| CURRENT ISSUE<br>8/15/77    | EFFECTIVE<br>8/15/77 | CATEGORY<br><br>I. CITY COUNCIL POLICY     |
| SUPERSEDES<br>Issue 9/20/71 |                      |  |

## CITY COUNCIL POLICY STATEMENT NO. 12

### I. PURPOSE AND SCOPE

- A. To establish the policy and assign responsibilities governing operations and maintenance, and charges for use of City recreation buses.

### II. GENERAL

- A. Operational responsibility for City-owned buses is assigned to the Recreation Division of the Parks and Recreation Department.
- B. Maintenance responsibility rests with the Maintenance Division of the Public Works Department. All bus maintenance shall be processed and coordinated through the Maintenance Division.
- C. Operational Range and Capacity
  - 1. Crown Bus: Restricted to use within 100 mile straight line radius of City Hall, within the State of California. Capacity - fifty-three (53) passengers.
  - 2. Greyhound Bus: Restricted to use within the State of California. Capacity - thirty-eight (38) passengers.
- D. Purpose and Area Restrictions
  - 1. City-owned buses are restricted to use as follows:
    - a. City-sponsored activities.
    - b. Community group activities for City of Carson community organizations.
  - 2. Areas of Operation
    - a. City-owned buses may operate within the City boundaries or for City-sponsored activities without restriction as to areas of operation.

- b. When rental to a group located in an area outside of the City, a determination as to possible infringement of charter rights should be made before contracting to such group.

#### E. Reservations and Cancellations

1. Reservations: All reservations are to be made through the Parks and Recreation Department. Reservations will be on a first come, first served basis. Reservations cannot be made more than 90 days in advance.
2. Cancellations: Cancellations must be made no later than two (2) days (48 hours) prior to scheduled pick-up time. Failure to meet deadline will result in forfeiture of deposit.

#### F. Fee Schedule

1. Fee schedules will be determined on the basis of residency and organizational affiliations. All Carson based non-profit organizations will be given the preferred rate, which is as follows:
  - a. Crown Bus - Thirty-six dollars for the first four (4) hours and ten dollars for each additional hour.
  - b. Greyhound Bus - Fifty-five dollars for the first four (4) hours and fifteen dollars for each additional hour.
2. All other agencies which are located outside the City of Carson will be charged the commercial rate, which is as follows:
  - a. Crown Bus - Sixty dollars for the first four (4) hours and twelve dollars for each additional hour.
  - b. Greyhound Bus - Seventy-five dollars for the first four (4) hours and fifteen dollars for each additional hour.

#### G. Billing

1. Billing will occur approximately fourteen (14) days after the return date.

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2. Failure to make payment of outstanding balance within 60 days of return date will result in cancellation of all future permit requests, and City action to collect unpaid fees.

#### H. Passenger Conduct

1. It will be the responsibility of all organizations to maintain a safe standard of conduct while on board City buses. Specific requirements will be as follows:
  - a. One (1) adult per 15 children.
  - b. Passengers will remain seated at all times.
  - c. No smoking at any time.
  - d. Hands and arms must be kept inside the bus at all times.
  - e. Eating will be permitted with the responsibility of clean-up resting with each group.
  - f. Excessive noise and loudness will be prohibited.
2. Failure to adhere to any of the above-mentioned rules will result in termination of the trip in progress or the loss of future permit service.
3. If at any time the conduct of the passengers is such that the driver feels it is unsafe to continue, the bus is to be pulled over immediately. The group leader is to be confronted and he alone is to correct the situation. If the group leader is unable to correct the problem, the driver will return the group to the pick-up point immediately.

#### J. Conduct of the Driver

1. Illness: In case of illness, the supervisor is to be notified immediately. As soon as a replacement is found, the schedule will be altered.
2. Conversation with passengers while the bus is in motion is to be minimal. The trip chief is to be seated directly behind the driver at all times to handle disruptive problems. Communication between the trip chief and the driver may occur whenever the driver feels the safety of the group is in jeopardy.



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K. Breakdowns - In the event of a breakdown, the following procedure will be followed:

1. The driver will determine the extent of the problem.
2. If it is a minor maintenance problem and can be repaired under the supervision of the driver, the group will be delayed while the repairs are completed.
3. If it is a major maintenance problem, the nearest operating charter agency is to be called and all passengers returned to their original pick-up point.
4. If a breakdown occurs on the way to a destination point, it shall be the decision of the group leader, depending upon availability of an immediate charter replacement, to determine a timetable for the continuance of the trip or cancellation and return.
5. After the passengers' departure have been arranged, Maintenance personnel shall be called using the priority list. The driver shall remain with the bus until a mechanic arrives. It will be the decision of the mechanic as to tow or repair procedure.

### III. PROCEDURE

#### A. Applicant for Use of a City Bus

1. Complete Form # 53118, "Bus Use Application and Agreement."
2. Submit the completed application form to the Recreation Division.

#### B. Recreation Division

1. Application Processing
  - a. Assure that the application is properly and completely filled out and signed by the organization representative.
  - b. Review the application considering the date and time schedule requested in relation to existing bus utilization and availability.
  - c. Advise the applicant as to costs and conditions of bus use.
  - d. Approve or deny approval of the application.

BUS OPERATIONS

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- e. Furnish written rules of conduct to the group using the bus.
- f. Prepare invoices for bus rental and forward them to Accounting Division in conformance with established invoicing procedures.
- g. Assure that all deposits received are receipted and transmitted to the City Treasurer.

2. Operations

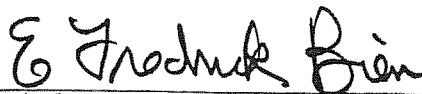
- a. Provide rules and procedures for bus drivers as to bus operation, scheduling maintenance and safety, assure that drivers are qualified and conform to all City and State Charter Bus Regulations applicable.
- b. Assure that City buses are equipped to provide safe operation and that all applicable City and State Charter Bus Regulations as to bus safety and equipment are complied with.
- c. Assure that all bus maintenance is processed through and coordinated with the Public Works Maintenance Division.
- d. Assure that each City bus is equipped with a Speed-O-Graph to record highway speeds driving trips.

IV. EXCEPTIONS

Exceptions to this policy shall be authorized by the City Council.

V. AUTHORITY - Agenda Item No. 30 Dated: 15 August 1977.

By authority of the City Administrator.



E. Fredrick Bien  
City Administrator

| CITY OF CARSON           | POLICY and PROCEDURES                      |
|--------------------------|--|
| NUMBER: 1.28             | SUBJECT:<br><br>EMPLOYEE INCENTIVE PROGRAM |
| ISSUED: March 7, 1977    |  |
| EFFECTIVE: March 7, 1977 |  |
| CANCELLATION DATE:       | SECTION:<br><br>I. COUNCIL POLICY          |
| SUPERSEDES: NEW          |  |

## CITY COUNCIL POLICY NO. 28

### I. PURPOSE AND SCOPE

- A. To establish an Employee Incentive Program to improve efficiency and productivity, and to reward employees for outstanding performance and beneficial contribution to City government.
- B. To assign management responsibilities for implementation and administration of the Employee Incentive Program.

### II. GENERAL

- A. The City Administrator shall be responsible to organize, implement, and administer the Employee Incentive Program.
- B. The City Administrator shall establish an Incentive Awards Committee to administer the Employee Incentive Program.
- C. Employee Eligibility
  1. All employees of the City are eligible to participate in the Employee Incentive Program except:
    - a. The City Administrator.
    - b. Department Directors and Assistant Directors.
    - c. Assistant to the City Administrator.
    - d. Elected Officials.
- D. Categories of Award Programs
  1. The Incentive Awards Program shall have the following categories of awards:
    - a. Employee suggestions

- b. Heroic acts of employees
    - c. Employee service or longevity
  - 2. Separate administrative orders shall be published covering procedures and responsibilities for each of the above categories.
- E. Types of Awards - One or more of the following:
  - 1. Cash Award
    - a. Minimum award of \$25.00.
    - b. Maximum award of \$1,000; or
    - c. A fixed percent of the gross savings not to exceed \$1,000.
    - d. Payments shall be by check and subject to state and federal income tax.
  - 2. Award Certificate
  - 3. Presentation of a Plaque
  - 4. Written Commendation
- F. All Employee Incentive Awards shall be by City Council action.
- G. City Obligation
  - 1. Adoption of the Employee Incentive Award Program shall not obligate the City to continue the program on an annual or otherwise compulsory basis.
  - 2. The Incentive Program may be modified, amended or terminated by direction of the City Council.
- H. Appropriate accounting for administrative and award costs shall be provided and maintained.
- J. All Directors, Superintendents and Supervisors are directed to cooperate with the Incentive Awards Committee and to support the Incentive Awards Program.

### III. PROCEDURE

Not applicable.

EMPLOYEE INCENTIVE PROGRAM

PAGE 3 OF 3

MARCH 7, 1977

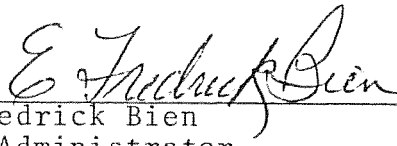
1.28

IV. EXCEPTIONS

Exceptions to this administrative order shall be authorized by the City Administrator.

V. AUTHORITY - Agenda Item No. 20      Date: 7 March 1977

By authority of the City Administrator.

A handwritten signature in cursive script, reading "E. Fredrick Bien", is written over a horizontal line.

E. Fredrick Bien  
City Administrator

| CITY OF CARSON                | POLICY and PROCEDURES  |
|-------------------------------|--|
| NUMBER: 1.26                  | SUBJECT: HCD ACT GRANT - CONDITIONS<br>OF PERSONNEL EMPLOYMENT |
| ISSUED: September 10, 1975    |  |
| EFFECTIVE: September 10, 1975 |  |
| CANCELLATION DATE:            | SECTION:<br>I City Council Policy                              |
| SUPERSEDES: New               |  |

City Council Policy Statement #26

- I. PURPOSE: To establish the rules governing the conditions of employment for personnel employed by the City under programs funded by the Federal Housing and Community Development Act Grant.
- II. POLICY:
  - A. All employment of personnel for positions under the HCD Act Grant shall be subject to the existence of funding under the grant.
  - B. Cancellation or discontinuance of such HCD grant funding shall result in cancellation of the program and all personnel requirements thereunder.
  - C. Personnel employed under cancelled or discontinued HCD Grant funding shall be terminated immediately.
  - D. During the period of the existing funded grant, personnel employed under grant funding shall receive all rights and benefits of employment as a regular City employee.
- III. EXCEPTIONS: There shall be no exceptions to this policy.
- IV. AUTHORITY: By order of the City Council.

Agenda Item No. 26

Agenda Date 2 Sept 75

  
 E. FREDRICK BIEN  
 City Administrator

| CITY OF CARSON  |  | POLICY and PROCEDURES |
|---|--|-----------------------|
| NUMBER: 123   | SUBJECT:<br><br>EMPLOYEE SERVICE AWARD PROGRAM   |                       |
| ISSUED:   |  |                       |
| EFFECTIVE:<br>11-15-73  |  |                       |
| CANCELLATION DATE:  | SECTION:<br><br>I. CITY COUNCIL POLICY STATEMENT |                       |
| SUPERSEDES:   |  |                       |
| <p style="text-align: center;">CITY COUNCIL POLICY STATEMENT NO.</p> <p><u>PURPOSE</u></p> <p>To establish a Service Award Program recognizing employees for their years of employment with the City.</p> <p><u>POLICY</u></p> <p>The Carson City Council approved and adopted, in accordance with the 1973-74 Memorandum of Understanding, a Service Recognition Program for full-time City employees. Upon the completion of the fifth, tenth, fifteenth and twentieth year of employment, each eligible full-time employee will be officially recognized for his service by the City Council at a regular scheduled Council Meeting.</p> <p><u>PROCEDURE</u></p> <p>Each eligible full-time employee will receive:</p> <ol style="list-style-type: none"> <li>a. "6" Service Wall Plaque. Inscribed on the plaque would be their name and the completed years of service.</li> <li>b. Female employees will receive service pendants inscribed with the completed number of years of service.</li> <li>c. Male employees will receive service pins inscribed with the completed number of years of service.</li> <li>d. Both the pendant and the pin will have a small stone located in the center. The stone on each different service award shall be as follows: <ol style="list-style-type: none"> <li>1) 5 years of service - Sapphire</li> <li>2) 10 years of service - Ruby</li> </ol> </li> </ol> |  |                       |

EMPLOYEE SERVICE AWARD PROGRAM

PAGE 2 OF 2

11/15/73

1.23

3) 15 years of service - Amethyst

4) 20 years of service - Diamond

EXCEPTIONS

There are no exceptions to this policy except by direct instructions of the City Council.

AUTHORITY

City Council motion, City Council Agenda November 5, 1973, Item No. 46.



E. Fredrick Bien  
City Administrator

EFB/mlt



| CITY OF CARSON     |                        | POLICY and PROCEDURES                 |  |
|--------------------|------------------------|---------------------------------------|--|
| NUMBER: 1. 22      | ISSUED: 1 October 1973 | SUBJECT: COUNCIL-STAFF CORRESPONDENCE | SECTION: I. CITY COUNCIL POLICY STATEMENTS |
| EFFECTIVE:         |                        |                                       |  |
| CANCELLATION DATE: |                        |                                       |  |
| SUPERSEDES:        |                        |                                       |  |

## CITY COUNCIL POLICY STATEMENT NO. 22

### PURPOSE

To establish a policy for Council/Staff correspondence.

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

A carbon copy of all correspondence from Council to Staff shall be addressed to the City Administrator.

### EXCEPTIONS:

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

### AUTHORITY

City Council motion, Council Agenda Item No. 45, 1 October 1973

*E. Fredrick Bien*

E. Fredrick Bien  
City Administrator

| CITY OF CARSON           | POLICY and PROCEDURES                             |
|--------------------------|---|
| NUMBER: 1.20             | SUBJECT:<br><br>EMERGENCY PLANNING AND PREVENTION |
| ISSUED: 17 SEPT. 1973    |   |
| EFFECTIVE: 17 SEPT. 1973 |   |
| CANCELLATION DATE:       | SECTION:<br><br>I. CITY COUNCIL POLICY STATEMENTS |
| SUPERSEDES:              |   |

### COUNCIL POLICY STATEMENT NO. 20

#### PURPOSE

To establish EMERGENCY PLANNING AND PREVENTION.

#### PROCEDURE

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

The City Government plans for and adequately prepares to cope with possible emergency situations. It takes all economically practical measures to reduce vulnerability to possible emergency related accidents and losses of life or property.

Prevention measures, and preparatory plans and actions are given a higher priority than routine City Government activities. Prevention and preparatory measures include:

- identification of areas of particular vulnerability to disaster,
- development of ordinances designed to afford reasonable protection to the City's residents and their property,
- physical protection of life and property,
- measures to assure the availability emergency facilities, supplies, equipment and needed skills during emergency periods, and
- provisions to assure the capability of the City's Government to continue functioning during prolonged emergency periods.

The Director of Community Safety is responsible for coordinating the City's emergency planning and prevention activities. Each Department head is responsible for developing internal plans and preparations, for his organization; in conformance with the City Emergency Plan.

EMERGENCY PLANNING AND PREVENTION

(Council Policy Statement No. 20 - continued)

Page-2 OF 2

9/17/73

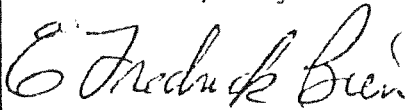
The City Administrator provides overall direction to assure timely development and maintenance of the total Emergency Plan.

EXCEPTIONS:

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

AUTHORITY:

Item No. 40, City Council Agenda of 17 September 1973.



E. Fredrick Bien  
City Administrator

| CITY OF CARSON     |         | POLICY and PROCEDURES                   |  |
|--------------------|---------|---|--|
| NUMBER:            | 1.18    | SUBJECT: BUSINESS LICENSE LISTS         |  |
| ISSUED:            | 4/23/73 |   |  |
| EFFECTIVE:         | 4/23/73 |   |  |
| CANCELLATION DATE: |         | SECTION: City Council Policy Statements |  |
| SUPERSEDES:        |         |   |  |

### CITY COUNCIL POLICY STATEMENT NO. 18

#### PURPOSE

To establish a policy of distributing business license lists.

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

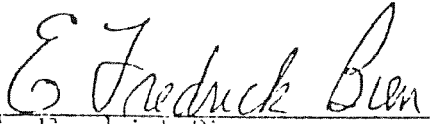
Business License Lists may be purchased from the City at \$35.00 per copy. The Carson Chamber of Commerce shall receive a free copy of the list.

#### EXCEPTIONS

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

#### AUTHORITY

City Council motion, City Council Agenda 23 April 1973, Item No. 38.

  
 E. Fredrick Bien  
 City Administrator

| CITY OF CARSON     |         | POLICY and PROCEDURES |   |
|--------------------|---------|-----------------------|---|
| NUMBER:            | 1. 19   | SUBJECT:              | Council, Commission and Staff Participation in Conferences and Meetings on State and National Level |
| ISSUED:            | 4/23/73 |                       |   |
| EFFECTIVE:         | 4/23/73 |                       |   |
| CANCELLATION DATE: |         | SECTION:              | City Council Policy Statements  |
| SUPERSEDES:        |         |                       |   |

## CITY COUNCIL POLICY STATEMENT NO. 19

### PURPOSE

To establish standard guidelines for the participation by the City Council, the various City Commissions and members of the City Staff in State and/or national meetings, conferences, or committees.

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

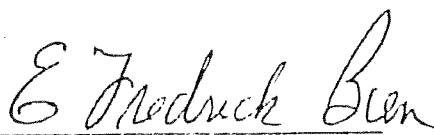
Any elected official, commissioner or staff employee is hereby instructed to notify the City Council when planning to discuss and/or represent the City in any matter before a state or national meeting, conference, or committee. A Statement of the purpose of such an endeavor which involves the expenditure of City funds must be approved by the City Council prior to said endeavor. Should an emergency situation occur, the City Council should be advised as soon as possible thereafter.

### EXCEPTIONS

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

### AUTHORITY

City Council motion, Council Agenda Item No. 9, 23 April 1973

  
E. Fredrick Bien  
City Administrator

| CITY OF CARSON     |   | POLICY and PROCEDURES   |
|--------------------|---|---|
| NUMBER: 1.24       | ISSUED: 7 January 1973<br>EFFECTIVE: 7 January 1973 | SUBJECT:<br>Responsibility for Response<br>Correspondence addressed to<br>Carson City Council |
|                    |   |   |
|                    |   |   |
| CANCELLATION DATE: | SECTION:<br>1. COUNCIL POLICY STATEMENTS            |   |
| SUPERSEDES:        |   |   |

### COUNCIL POLICY STATEMENT NO. 24

#### PURPOSE

To assign responsibility for distribution, acknowledgment and response to correspondence addressed collectively to the Carson City Council.

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

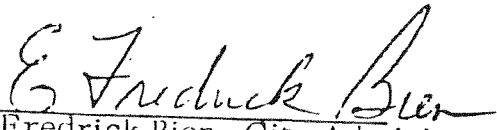
1. The Office of the City Clerk of the City of Carson is hereby charged with the receipt and routing of mail and correspondence addressed to the Carson City Council as the legislative body of the City; in addition, the Office of the City Clerk will open and date-stamp such mail, providing the Office of the City Administrator and members of the City Council, with a duplicate copy of such mail and correspondence as soon after receipt as possible.
2. The City Administrator, upon receipt of duplicate copy of mail or correspondence addressed to the Carson City Council, shall make an immediate acknowledgment of receipt of such mail, and by Council direction, shall be responsible for follow-up seeing that the action required by such mail or correspondence is taken.

#### EXCEPTIONS

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

#### AUTHORITY

City Council Agenda Item No. 50, Council Agenda of 7 January 1974

  
E. Fredrick Bien, City Administrator

| CITY OF CARSON     |         | POLICY and PROCEDURES |                               |
|--------------------|---------|-----------------------|-------------------------------|
| NUMBER:            | 1.17    | SUBJECT:              | ALLEY LITTER POLICY           |
| ISSUED:            | 10/2/72 |                       |                               |
| EFFECTIVE:         | 10/2/72 |                       |                               |
| CANCELLATION DATE: |         | SECTION:              | CITY COUNCIL POLICY STATEMENT |
| SUPERSEDES:        |         |                       |                               |

COUNCIL POLICY STATEMENT NO. 17

PURPOSE:

To establish a policy of requiring property owners adjacent to unimproved alleys to maintain their share of the alley in a litter-free condition.

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

In accordance with the provisions of Article V, Chapter 3 Section 5303.1 of the Carson Municipal Code, property owners adjacent to unimproved alleys shall be required to keep bulk material off the public right of way on such alleys. The Public Works Director is authorized to see that such regulations are vigorously enforced.

EXCEPTIONS:

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

AUTHORITY:

City Council motion, City Council Agenda, Item no 48, 2 October 1972.



E. FREDRICK BIEN  
CITY ADMINISTRATOR

EFB/ab

| CITY OF CARSON     | POLICY and PROCEDURES  |
|--------------------|--|
| NUMBER: 1.13       | SUBJECT: POLICY FOR THE USE AND RENTAL OF THE FILM "THE PUBLIC WILL" |
| ISSUED: 5-15-72    |  |
| EFFECTIVE: 5-15-72 |  |
| CANCELLATION DATE: | SECTION:<br><br>I. CITY COUNCIL POLICY STATEMENTS                    |
| SUPERSEDES:        |  |

### CITY COUNCIL POLICY STATEMENT #13

#### PURPOSE

To establish a fees policy for the use of the film "The Public Will".

#### GENERAL POLICY

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

1. The use and rental of the film "The Public Will" shall be made on the following basis:

##### A. COMMUNITY GROUPS AND ORGANIZATIONS

There shall be no rental charge to non-profit community groups and organizations which are located within the boundaries of the City of Carson or the unincorporated areas which are adjacent to such boundaries.

##### B. OUTSIDE COMMUNITY GROUPS AND ORGANIZATIONS

All other groups, organizations and persons not located within the prescribed area as stated in section "A" may rent the film at an established rate \$50.00 plus any mailing fees. The applicant shall be refunded \$25.00 of this deposit when film is returned in good condition.

#### 2. REQUESTS FOR FILM

When there are requests for the film for the same date, preference shall be given to City of Carson organizations. Should requests for the same date be both from Carson organizations preference shall be given to the earliest request. The Office of Public Information and Community Promotions shall be responsible for the administration and maintenance of the film. The City reserves the right not to refund the \$25.00 should the film be returned in poor condition.

#### PROCEDURE

Applicant

File film request form (Exhibit "A")



Director of Public  
Information

Process request form. Notify applicant if their request is approved and the date the film can be picked-up or delivered by mail.

Finance Department

If the organization is not in the City of Carson or unincorporated area adjacent to City boundary a invoice of \$50.00 plus any mailing fees shall be billed to the applicant prior to the mailing of the film.

Director of Public  
Information

If requested, the film shall be mailed special delivery parcel post to the applicant.

Applicant

After showing, the film shall be returned personally by the organization or by mail to the Office of Public Information.

Finance Department

When the film is returned and is found in good condition \$25.00 of the original deposit shall be returned to the applicant.

Director of Public  
Information

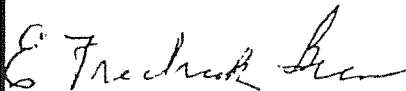
Responsible for the maintenance and all records regarding the film.

EXCEPTIONS

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

AUTHORITY

City Council motion, meeting of 15 May 1972, agenda item no. 28



E. FREDRICK BIEN  
City Administrator

EFB:sdw

| CITY OF CARSON     |                      | POLICY and PROCEDURES |   |
|--------------------|----------------------|-----------------------|---|
| NUMBER:            | 1.14                 | SUBJECT:              | POLICY FOR DISTRIBUTION AND SALE OF "THE HISTORY OF THE CITY OF CARSON" |
| ISSUED:            | May 15, 1972         |                       |   |
| EFFECTIVE:         | May 15, 1972         |                       |   |
| CANCELLATION DATE: |                      | SECTION:              | I. CITY COUNCIL POLICY STATEMENTS                                       |
| SUPERSEDES:        | 1.14 of May 15, 1972 |                       |   |

### CITY COUNCIL POLICY STATEMENT NO. 14

#### PURPOSE

To establish and define a policy for the distribution and sale of the publication "The History of Carson."

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

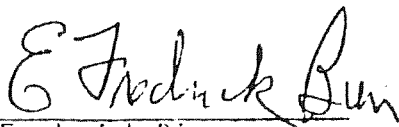
- (A) Distribution of all copies of the publication shall be under the supervision of the City Administration in accordance with these provisions:
- (B) With the following exceptions, no copies will be released except upon receipt of a publication charge of \$8.00 plus sales tax per copy.
- (C) Two complimentary copies will be provided without charge to
  - (1) each requesting public library located in and outside the City limits
  - (2) all elementary and secondary schools in the City, including Banning High School
  - (3) Harbor Junior College and Cal-State Dominguez Hills
  - (4) State Legislators representing Carson and United States Congressmen representing California
  - (5) Governor of California
  - (6) City Officials

#### EXCEPTIONS

There will be no exceptions to this policy other than by specific direction of the City Council.

#### AUTHORITY

City Council Motion Agenda of July 16, 1973, Item No. 58.



E. Frederick Bien  
City Administrator

EFB/mp

| CITY OF CARSON     |         | POLICY and PROCEDURES |  |
|--------------------|---------|-----------------------|--|
| NUMBER:            | 1.10    | SUBJECT:              | RECOGNITION OF COMMUNITY ORGANIZATIONS |
| ISSUED:            | 2-18-71 |                       |  |
| EFFECTIVE:         | 2-18-71 |                       |  |
| CANCELLATION DATE: |         | SECTION:              | I. CITY COUNCIL POLICY STATEMENTS      |
| SUPERSEDES:        |         |                       |  |

### CITY COUNCIL POLICY STATEMENT NO. 10

#### PURPOSE:

To establish and define guidelines for City Council recognition of community organizations.

#### BACKGROUND:

Various organizations, civic groups and committees will, from time to time, seek Council recognition as a means of establishing a status position in the Community. In addition, the Council, from time to time, will wish to name committees to perform specific functions in the name of the City and on behalf of the Council. The City Council has established a set of guidelines or standards which will be applicable to all and which will enable both Council and Staff to understand the respective roles which each will be expected to play.

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

Organizations, civic groups and committees may be recognized by the City Council and placed in one of three categories for official recognition. The following standards of recognition shall be in effect.

1. Sponsored. A sponsored group, organization or person may be underwritten financially by the City. In effect, their efforts may be guaranteed by the City. Such groups, organizations or persons are entitled to claim the City's sponsorship in advertising, literature, dresswear or other means. A budget may be required.
2. Official. An official group, organization or person has the approval or consent of the City Council to represent the City as an arm or extension of City Government. Such groups may have a budget, also approved by Council. A committee or group receiving official recognition status will be under City authority as prescribed by Council. Such committees or groups will be subject to all City policies and procedures. It may speak as an agency of the City and will be part of the City family. Whenever possible, a coordinating relationship will be established with a City Department. Official committees or groups may require the use of City personnel, materials, equipment and facilities.
3. Sanctioned. A sanctioned group, organization or person will be recognized by the City Council for the worthiness of their purpose or objective. A

1.10

group, organization or person receiving Council sanction does not claim relationship with the City and can not expect financial assistance. A sanctioned group, organization or person is not subject to City direction or control and is not subject to City policies and procedures. A sanctioned group may not speak for the City or represent the City in any way. Sanctioned groups, organizations, or persons are generally self sustaining and self directed.

PROCEDURE:

The following procedure is established to handle requests by organizations for City Council recognition.

1. Every person, group, or organization shall formally file a written proposal with the Council. The proposal should explain the mission, purpose or objective of the group, etc. The proposal must provide a clear explanation of the nature of the recognition requested along with an explanation as to why Council recognition is needed and how it will be used. A copy of any by-laws, articles of incorporation, or any formal papers setting up the structure of the group must be submitted with the proposal. The proposal shall name all officers and their method of selection. It shall also name the groups existing and proposed financial support.
2. No Council recognition shall be considered except upon showing of a City or Civic purpose or a community benefit.
3. All Council recognition actions shall be by means of a resolution which will set forth the degree of Council recognition, including the amount of financial support, if any, along with the limits of assistance which are to be provided by a department of the City.
4. Any recognition by the City, except that of an official committee, shall not carry with it unrestricted rights to use the name of the City or to make use of its facilities, personnel or equipment. All special programs or projects involving same shall first be submitted in writing and signed by the appropriate officers of the group or organization.

EXCEPTIONS:

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

AUTHORITY:

City Council Motion, Item #39, Council Agenda, December 1, 1969.

*E. Fredrick Bien*

E. FREDRICK BIEN  
City Administrator

EFB/pln

| CITY OF CARSON     | POLICY and PROCEDURES                                      |
|--------------------|--|
| NUMBER: 1.7        | SUBJECT:<br><br>COMPLAINTS AGAINST SHERIFF'S<br>DEPARTMENT |
| ISSUED: 8-15-70    |  |
| EFFECTIVE: 8-15-70 |  |
| CANCELLATION DATE: | SECTION:<br>I. CITY COUNCIL POLICY STATEMENTS              |
| SUPERSEDES:        |  |

### CITY COUNCIL POLICY STATEMENT NO. 7

#### PURPOSE:

To establish a standard policy for filing written complaints against the City's law enforcement agency.

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

1. Any citizen desiring to make a complaint against a member of the Sheriff's Department serving as a law enforcement officer of the City of Carson, shall state the facts giving rise to such complaint, in writing, on a form provided by the City Administrator and verify and file the same with the City Administrator. If the complainant wishes to address the City Council on such complaint, such written statement shall be on file with the City Administrator at least (3) days before the Council meeting which the complainant wishes to address.
2. The City Administrator shall forthwith request a written report from the Sheriff's Department upon the receipt of a verified written statement as provided in Section 1, and shall furnish copies of such written report to the members of the City Council, provided that said time may be waived by the Council on recommendation of the City Administrator if warranted by an emergency. The Sheriff's Department shall be afforded an opportunity to appear before the City Council and respond to such complaint, if appropriate.
3. After receipt of any such written statement and written report, the City Council may make such further investigation or take such action as may be appropriate in the circumstances of the particular case.

#### EXCEPTIONS:

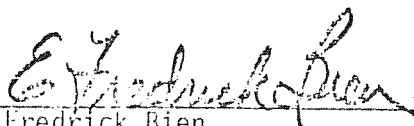
There shall be no exception to this policy except through direct instructions of the City Council.

COMPLAINTS AGAINST SHERIFF'S DEPARTMENT  
8/15/70  
1.7

PAGE 2 OF 2

AUTHORITY:

City Council Resolution No. 69-118, adopted 15 September 1969.

  
\_\_\_\_\_  
E. Fredrick Bien  
City Administrator

| CITY OF CARSON   |  | POLICY and PROCEDURES |
|--|--|-----------------------|
| NUMBER: 1,6  | SUBJECT:<br><br>ASSESSMENT DISTRICT PROCEDURES |                       |
| ISSUED: 7-20-70  |  |                       |
| EFFECTIVE: 7-20-70   |  |                       |
| CANCELLATION DATE:   | SECTION: I. CITY COUNCIL POLICY STATEMENTS     |                       |
| SUPERSEDES:  |  |                       |
| <p align="center"><u>CITY COUNCIL POLICY STATEMENT NO. 6</u></p> <p><u>PURPOSE</u></p> <p>To establish certain guidelines for processing assessment district petitions and for notifying property owners of impending improvements.</p> <p>IT IS HEREBY DECLARED TO BE THE POLICY OF THE CITY COUNCIL THAT:</p> <ol style="list-style-type: none"> <li>1. All petitions submitted for an assessment district shall be held for a period of thirty days.</li> <li>2. The City Administrator shall mail notices to all property owners within the proposed district informing them of the impending assessment proceedings.</li> <li>3. The City Administrator shall further notify the property owners that they have thirty days in which to complete the improvements, if they so choose, pursuant to building codes, inspections, etc. If the improvements are to be made by the property owner, they are to notify the City Administrator.</li> </ol> <p><u>EXCEPTIONS</u></p> <p>There shall be no exceptions to this policy except through direct instructions of the City Council.</p> <p><u>AUTHORITY:</u></p> <p>City Council motion, November 19, 1968 (date of motion).</p> <p align="center"><i>E. Fredrick Bien</i></p> <p>E. FREDRICK BIEN<br/>City Administrator</p> |  |                       |

| CITY OF CARSON     |  | POLICY and PROCEDURES  |  |
|--------------------|--|--|--|
| NUMBER: 1.4        |  | SUBJECT:<br><br>LETTERHEAD USE AND FUNDS<br>FOR PRIVATE GROUPS |  |
| ISSUED: 2-24-70    |  |  |  |
| EFFECTIVE: 2-24-70 |  |  |  |
| CANCELLATION DATE: |  | SECTION:<br><br>I. CITY COUNCIL POLICY<br>STATEMENT            |  |
| SUPERSEDES:        |  |  |  |

### CITY COUNCIL POLICY STATEMENT NO. 4

#### PURPOSE

To establish and define guidelines for (1) the use of City letterhead stationery and (2) the holding of funds for any private organization by City personnel.

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

1. City letterhead stationery is not to be signed by anyone other than City officials and City personnel. Committees affiliated with the City (Anniversary Committee, Teen Council, etc.) shall use their own letterhead, to be supplied by the City. The City Council will not accept responsibility for the contents of any correspondence, etc. written on this unauthorized stationary.
2. No member of the City administrative staff shall be custodian of funds for any private group or organization.

#### EXCEPTIONS

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

#### AUTHORITY

City Council motion, October 11, 1969.

*E. Fredrick Bien*

E. FREDRICK BIEN  
City Administrator

EFB/pn



| CITY OF CARSON     | POLICY and PROCEDURES                                   |
|--------------------|---|
| NUMBER: 1.3        | SUBJECT:<br><br>PARKING RESTRICTIONS -<br>FIRE HYDRANTS |
| ISSUED: 1/19/70    |   |
| EFFECTIVE: 1/19/70 |   |
| CANCELLATION DATE: | SECTION: I. CITY COUNCIL<br><br>POLICY STATEMENTS       |
| SUPERSEDES:        |   |

#### PURPOSE

To establish guidelines for reducing parking restrictions in these residential areas where fire hydrants have been placed in such a manner as to prohibit adequate use of the street for parking.

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

Under the provisions within 22514 of the State Vehicle Code, the City Council grants authority to the Public Works Director to reduce parking restriction zones surrounding fire hydrants in residential areas. Zones may be reduced to twenty feet overall (ten feet on either side) when in the opinion of the Public Works Director parking conditions and safety warrant such a reduction. Such reduction shall only be made with the approval of the Fire Chief.

When a decision is made to reduce such a zone, and approval by the Fire Chief has been given, the new zone shall be delineated by red stripes at the outer limits, and the Sheriff's Department shall be notified of each such action for enforcement purposes.

#### EXCEPTIONS

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

#### AUTHORITY

City Council motion, Item #36, Council Agenda, December 15, 1969.

*E. Fredrick Bien*

E. FREDRICK BIEN  
City Administrator