

Navigating the Transition

*Empowering New Council & Board
Members for Effective Governance*

Introductions



Kerry Bigelow, MMC
City Clerk
City of Chula Vista



Diana Fuentes
City Clerk
City of San Diego



Tony Russell, CRM, MMC
Director of Board Services/Authority Clerk
San Diego County Regional Airport Authority

Onboarding is the process of helping new people adjust to the social and performance aspects of their new jobs quickly and smoothly

Source: Tayla Bauer, Ph.D.

www.shrm.org/foundation/ourwork/initiatives/resources-from-past-initiatives/Documents/Onboarding%20New%20Employees.pdf

What is Onboarding?

Why is Onboarding Important for New Elected/Appointed Officials?

- Increase their knowledge, leadership, and decision-making capabilities
- Become familiar with your organization's culture
- Understand their role and authority
- Clarify mutual expectations



6 Cs of Onboarding

Compliance

Clarification

Connection

Culture

Confidence

Checkback



City of San Diego

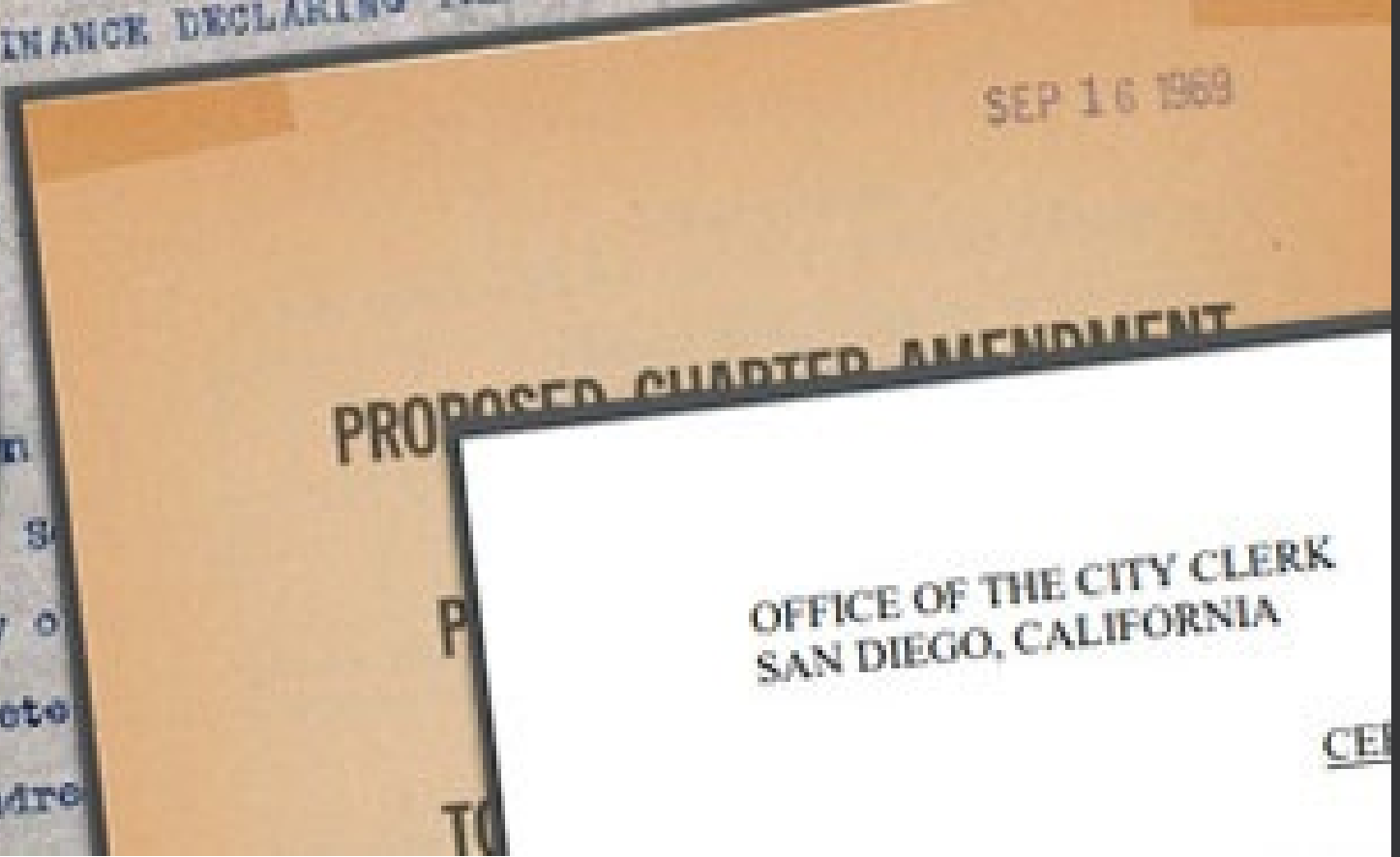


San Diego County
Regional Airport
Authority



City of Chula Vista

Onboarding Practices



City of San Diego

Diana Fuentes
City Clerk

About City of San Diego

Organization

- Charter city

Elected Officials

- 9 Councilmembers (by district)
- Mayor
- City Attorney

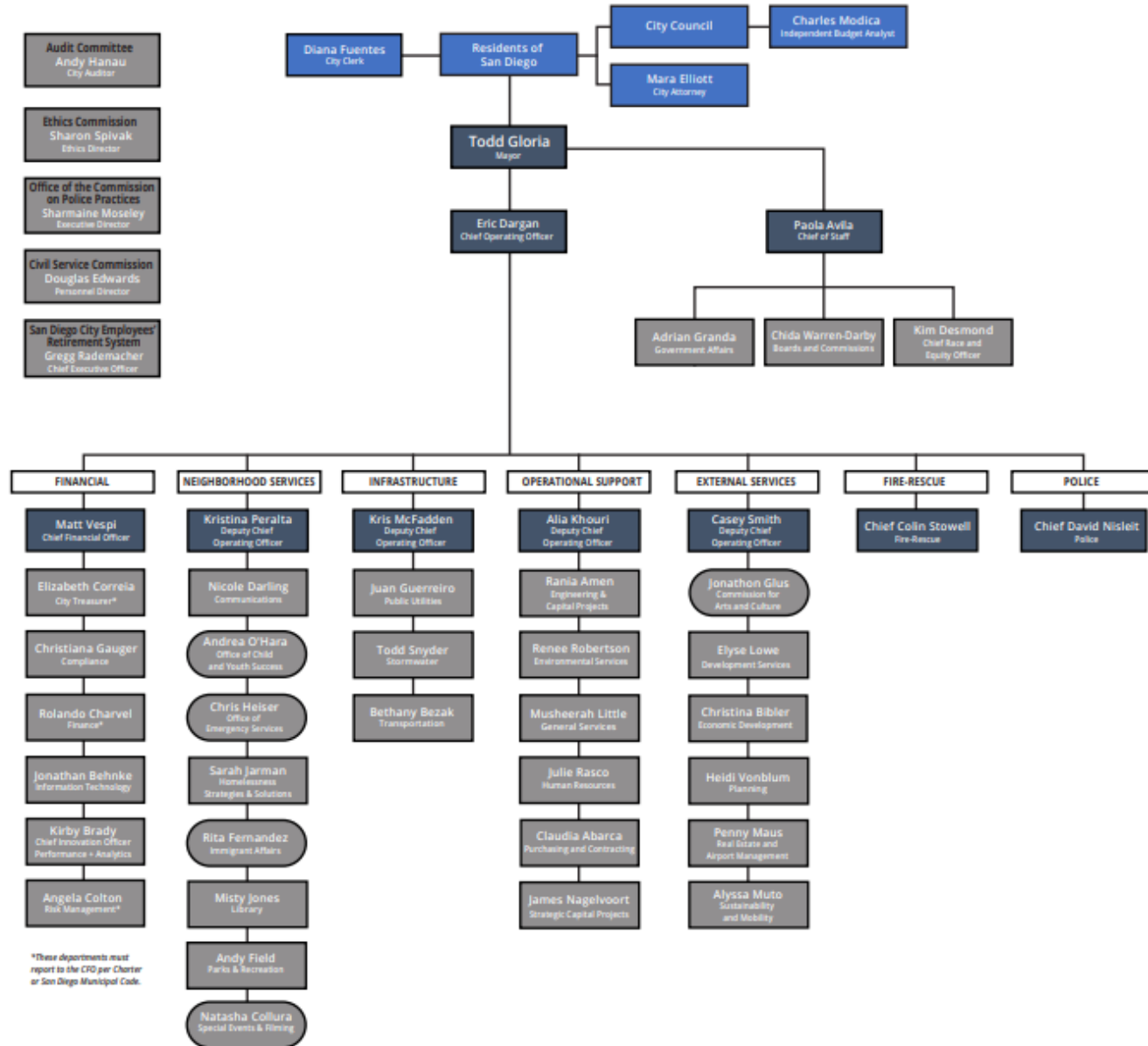
Form of Government

- Strong Mayor

Other City Officials

- City Clerk appointed by City Council
- Independent Budget Analyst appointed by City Council
- Chief Operating Officer appointed by Mayor and confirmed by City Council

City Departments Organizational Chart



Organizational Chart: Strong Mayor Form of Government

Early Challenges

- Change in form of government -Strong Mayor
- Independence of the Office of the City Clerk
- Information-overload
- Managing expectations

San Diego's Approach

Coordinated one training in December

- Overview of Chambers with my office, SDPD and Council Administration.
- Followed by a presentation by my 3 Deputy Directors and myself
 - Explaining our place in government and our overall Mission
"To provide accurate information and maximize access to municipal government."

Follow up training in February

- In-depth records management training
- Overview training for any new staff onboarded



San Diego County Regional Airport Authority

Tony R. Russell, CRM, MMC
Director of Board Services/Authority Clerk



About San Diego Regional Airport Authority

Organization

- Special District

Appointed Officials

- 9 Voting Board Members
- 3 Ex Officio Board Members

Form of Government

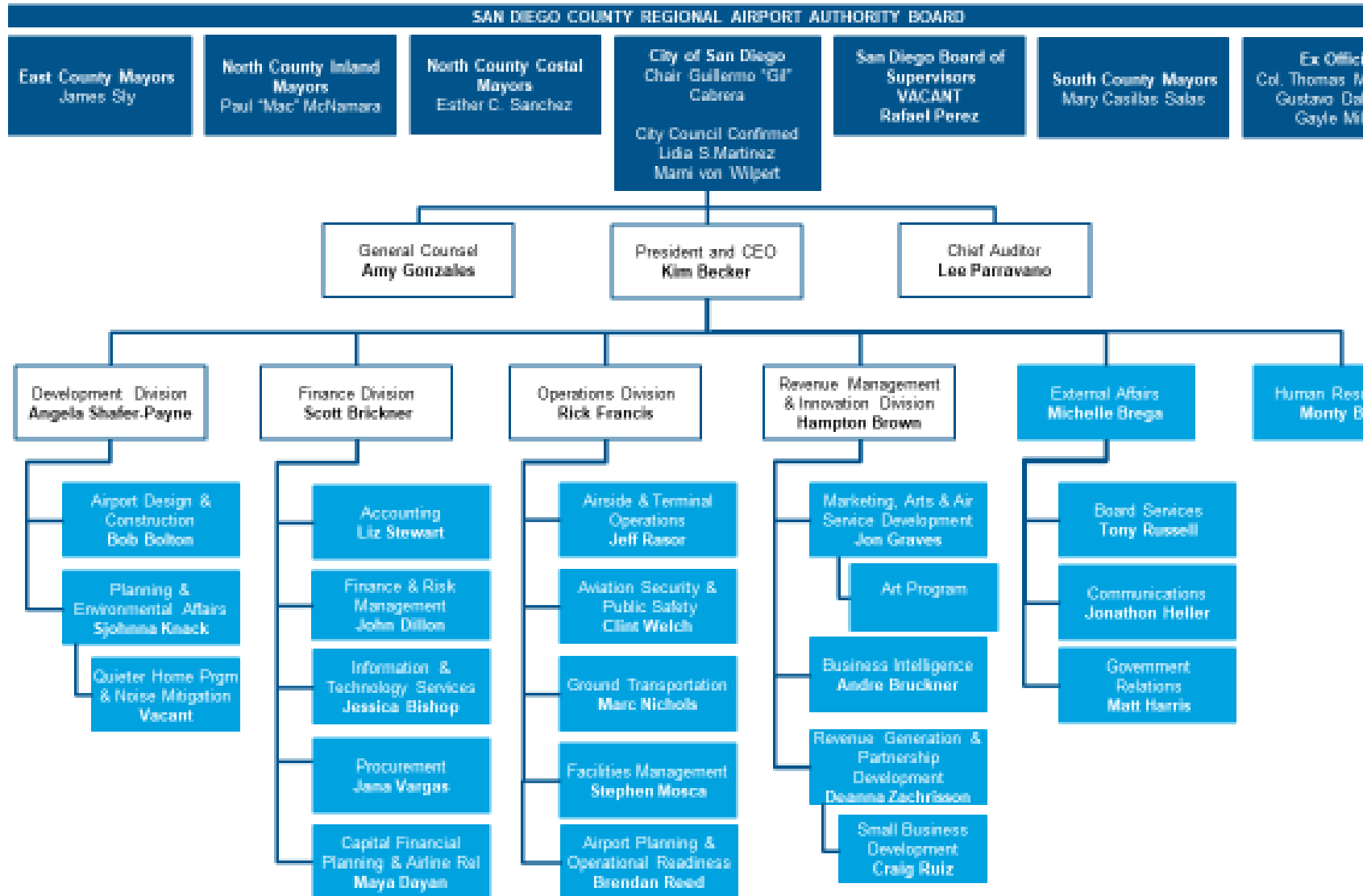
- Board – President/CEO

Other officials

- President/CEO, Chief Auditor and General Council appointed by the Board
- Authority Clerk

Airport Authority FY 2023

Organizational Chart



Early Challenges

Airport funding, laws and regulations

Airport and meeting operations

Compliance with mandated training requirements

Mixture of elected and non-elected board members

Expectations, roles and responsibilities

Authority's Approach

Created a Comprehensive Onboarding Checklist

- Basic Overview of Board Operations and Oath of Office
 - Access Control, Address, Bios, Form 700, Meeting Operations, Stipend Process and Swearing in
- Training Requirements and Tracking
 - AB 1234 – Ethics
 - AB 1661 – Harassment
 - Business Travel and Reimbursement

Implemented Board Orientation Sessions

- Overview of Agency and Airport Operations
- Airport Law and Governance
- Airport Development
- Airport Finances



City of Chula Vista

Kerry Bigelow, MMC
City Clerk

About Chula Vista

Organization

- Charter City

Elected Officials

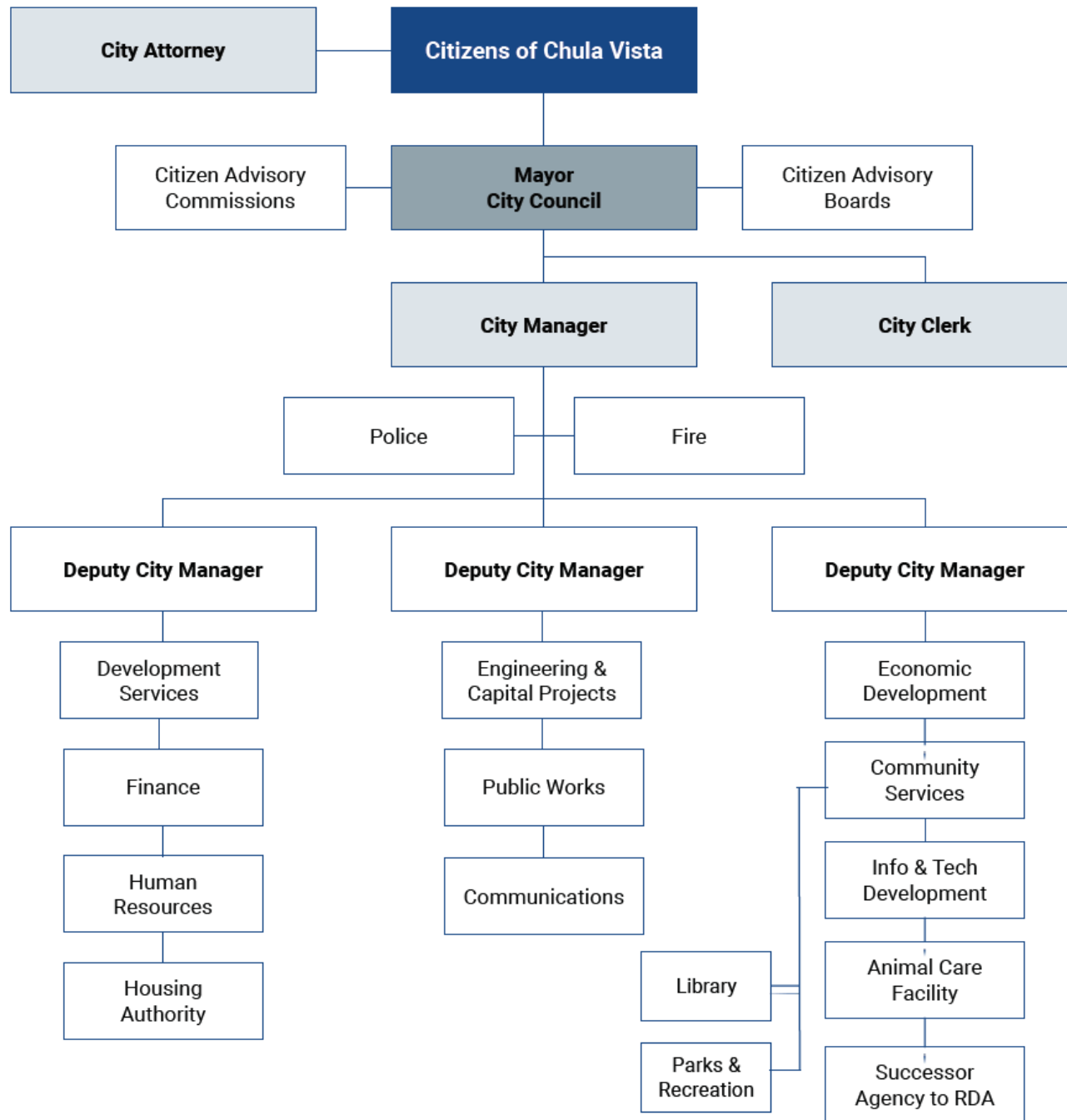
- Directly Elected Mayor, Full-Time
- 4 Councilmembers (By District), Part-Time
- City Attorney

Form of Government

- Council-Manager

Other officials

- City Clerk and City Manager Appointed By City Council



Organizational Chart

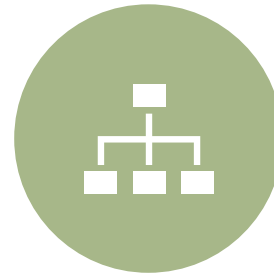
Early Challenges: 2022 Election Outcome

Mayor	NEW to position; 16 years as Councilmember
Councilmember	2 years on the City Council
Councilmember	NEW ; formerly elected in another local agency
Councilmember	NEW ; formerly staff in another local agency
Councilmember (appointed)	NEW ; formerly staff in another local agency
City Attorney	Vacant

Chula Vista's Approach



Internal working group to address initial logistics



Developed a “Guide to City Council Processes & Procedures”



City Council Staff Training



Budgeted for and encouraged attendance at Cal Cities Mayors and Council Members Academy training



Welcome to Chula Vista

A Guide to City Council Processes & Procedures

DRAFT- DEC 2022



S T R U C T U R E

Chapter 1

Introduction

Chapter 2

City Council: Powers and Responsibilities

Chapter 3

City Council Meetings

Chapter 4

City Council Communications

Chapter 5

Interactions with City Staff

Chapter 6

Support Provided to City Council

Chapter 7

Financial Matters

Chapter 8

Conflicts and Liability

Chapter 9

Boards and Commissions

Chapter 10

City Records

Chapter 11

Additional Training and Resource Materials

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- A. List of City Council Committee/Subcommittee Appointments
- B. Nomination Processes for Boards and Commissions
- C. Sample Memo Language
- D. List of Commonly Referred to City Council Policies
- E. Meeting Procedures
- F. 2023-2024 Legislative Platform (draft)
- G. City Manager Code of Ethics
- H. FY2022 Annual Report
- I. Administration Organizational Chart



Council Staff Training

February 28, 2023

Agenda



City Organization
• Legislative Program



City Clerk



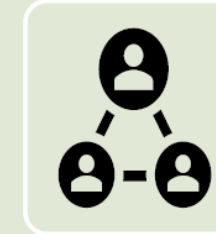
Communications



Finance



Housing & Homeless Services



Human Resources



Constituent Services

Small Group
Discussion

What onboarding strategies have been effective in your agency?

Resources

- League of California Cities (Cal Cities)
 - Mayors and Council Members Academy
 - Your Role as a Local Elected Official:
https://www.calcities.org/docs/default-source/new-mayors-and-council-members-academy-session-materials/10-your-role-as-an-elected-official.pdf?sfvrsn=fceb70b8_3
- Institute for Local Government (ILG):
 - Newly Elected Officials Orientation Materials: <https://www.ca-ilg.org/newly-elected-officials-orientation-materials>
- International City/County Management Association (ICMA)
 - The Essentials of Council-Manager Relations:
www.icma.org/articles/article/making-it-work-essentials-council-manager-relations

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BOARD ONBOARDING CHECKLIST

Upon your appointment, the Authority's Board Services Department will contact you to complete the following tasks:

- Provide contact mailing addresses, phone numbers and email address, plus same for all assistants, if applicable
- Provide Bio/Picture and confirm name for Board letterhead and name plates
- Take Oath of Office, administered by the Authority Clerk, prior to attending your first Board or Committee meeting
- Receive an overview of the Board and Committee meeting process to include the electronic agenda packet and voting processes

Within 30 days of your appointment, Board Services will assist you with the following tasks:

- Complete required Access Control Forms to obtain an Airport Badge
- Complete Personnel Action Form and W-9 for stipend payments
- Complete the Form 700, Statement of Economic Interests (must be filed **within 30 days** as required by the Political Reform Act)
- Receive an overview of the stipend and business and travel reimbursement process
- Determine if you would like business cards
- Determine if you would like to receive daily news clippings
- Issuance of parking card from ACE

In addition, there are a number of **training sessions** that need to be completed:

- Board Orientation – *Government Relations staff will work with you to schedule*
- Harassment training – *must be completed **within six months** of taking office as required by AB 1661*
- Ethics training – *must be completed **within one year** of taking office as required by AB 1234*
- Business and Travel Reimbursement Policy training – *must be completed **before Authority travel***



OnBase Agenda

- Begin by receiving all relevant information for the upcoming agendas through OnBase.
- Collect input from Director of Legislative Affairs, with regards to item placements.

Agenda Creation (Monday & Tuesday)

- Start the process of creating the Monday and Tuesday Agendas simultaneously.
- Organize the information into a structured agenda format.

Proofing of Agendas

- Thoroughly review and verify all information to ensure accuracy.
- Cross-reference data from item supporting documents.

Monitoring any Revision

- Constantly monitor for any updates or Swaps/Adds/Revisions to the agenda items.
- Ensure that any changes are documented and reflected accurately in the agendas.

Coordination within our teams, Agenda Team, Imaging and Distribution Team and Notice Hearing Team

- Maintain ongoing communication with the team responsible for physical copies.
- Ensure that online and physical agendas along with all supporting documents are always identical.

Finalizing Agendas

- Carefully review and finalize the Monday and Tuesday Agendas.
- Prepare them for online publishing and distribution. (Wednesday 10am)
- Comply with the California Brown Act
- Repeat process for the following city council meetings.

Agenda Accuracy

- Acknowledge the increased room for error during last-minute revisions.
- Implement strict quality control measures to minimize errors.

Mission of the City Clerk

To Provide Accurate Information and Maximize Access to Municipal Government.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9/3/2023	9/4/2023	9/5/2023	9/6/2023	9/7/2023	9/8/2023	9/9/2023
WEEK 1	<p>Continue working on WEEK 2, FINISH PROOFING GET DRAFT APPROVED</p> <p>Holiday</p> <p>Adjourned Meeting WEEK 1</p>	<p>Continue working on WEEK 2, FINISH PROOFING GET DRAFT APPROVED</p> <p>Adjourned Meeting WEEK 1</p>	<p>PUBLISH Monday and Tuesday Agendas for WEEK 2 At 10am</p> <p>BEGIN receiving Monday and Tuesday items for WEEK 3</p>	<p>*Closed Session submitted and published</p> <p>Continue working on Week 2 agendas/ SWAPS/ADDS/REVISIONS</p> <p>Continue working on WEEK 3, get agendas ready to PROOF</p>	<p>**Supplementals for Monday due by 2:00 PM. Supplementals for Tuesday due by 5:00 PM</p> <p>Continue working on Week 2 agendas/ SWAPS/ADDS/REVISIONS</p> <p>Continue working on WEEK 3, get agendas ready to PROOF</p>	
9/10/2023	9/11/2023	9/12/2023	9/13/2023	9/14/2023	9/15/2023	9/16/2023
WEEK 2	<p>Continue working on WEEK 3 agendas, FINISH PROOFING GET DRAFT APPROVED</p> <p>Monday Meeting</p>	<p>Continue working on WEEK 3 agendas, FINISH PROOFING GET DRAFT APPROVED</p> <p>Tuesday Meeting</p>	<p>PUBLISH Monday and Tuesday Agendas for WEEK 3</p> <p>BEGIN receiving Monday and Tuesday items for WEEK 4</p>	<p>*Closed Session submitted and published</p> <p>Continue working on Week 3 agendas/ SWAPS/ADDS/REVISIONS</p> <p>Continue working on WEEK 4, get agendas ready to proof</p>	<p>**Supplementals for Monday due by 2:00 PM. Supplementals for Tuesday due by 5:00 PM</p> <p>Continue working on Week 3 agendas/ SWAPS/ADDS/REVISIONS</p> <p>Continue working on WEEK 4, get agendas ready to proof</p>	
9/17/2023	9/18/2023	9/19/2023	9/20/2023	9/21/2023	9/22/2023	9/23/2023
WEEK 3	<p>Continue working on WEEK 4, FINISH PROOFING GET DRAFT APPROVED</p> <p>Monday Meeting</p>	<p>Continue working on WEEK 4, FINISH PROOFING GET DRAFT APPROVED</p> <p>Tuesday Meeting</p>	<p>Publish Monday and Tuesday Agendas for WEEK 4</p> <p>BEGIN receiving Monday and Tuesday Items for WEEK 5</p>	<p>*Closed Session submitted and published</p> <p>Continue working on Week 4 agendas/ SWAPS/ADDS/REVISIONS</p> <p>Continue working on WEEK 5, get agendas ready to proof</p>	<p>**Supplementals for Monday due by 2:00 PM. Supplementals for Tuesday due by 5:00 PM</p> <p>Continue working on Week 4 agendas/ SWAPS/ADDS/REVISIONS</p> <p>Continue working on WEEK 5, get agendas ready to proof</p>	

Agenda Team:

- Collaborate with the City Council President’s Director of Legislative Affairs and City Attorney’s Office.
- Coordinate agenda items for City Council meetings.
- Ensure completeness and accuracy of City Council Agendas.
- Publish agendas while ensuring compliance with the Brown Act.
- Process supplemental items, swaps, supporting documents, revisions.
- Simultaneously work on four agendas per week.

Distribution and Imaging Team:

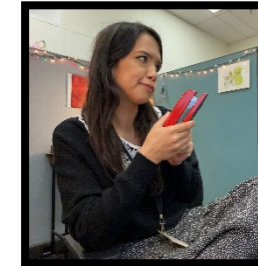
- Coordinate agenda supporting documents printed materials, ensuring completeness and accuracy.
- Oversee the printing of all materials.
- Ensure availability of accurate information for City Council meetings and the public.
- Handle the distribution of exhibits.
- Manage the posting of agendas in the digital kiosk.
- Keep public updated with any revisions to agendas, through Constant Contact (email).
- Print supplemental items and revised pages as necessary.

Notice Hearing Team:

- Collaborate with the City Council President’s Director of Legislative Affairs, City Attorney’s Office, and Development Services Department Project Managers.
- Collaborate and receive direction from Program Managers, with regards to Notice Hearing items.
- Process Hearing items for City Council meetings.
- Ensure completeness and accuracy of Notice Hearing items for City Council meetings.
- Prepare and provide Appeal Logs, Notices of Determination (NODs), and status reports of resolutions of intentions.



Jacky Herman



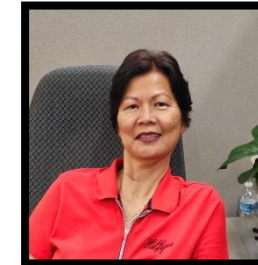
Cynthia Tecson



Yahaira Soria-Flores



Lorraine Ramirez-Ortiz



Elsa Villegas

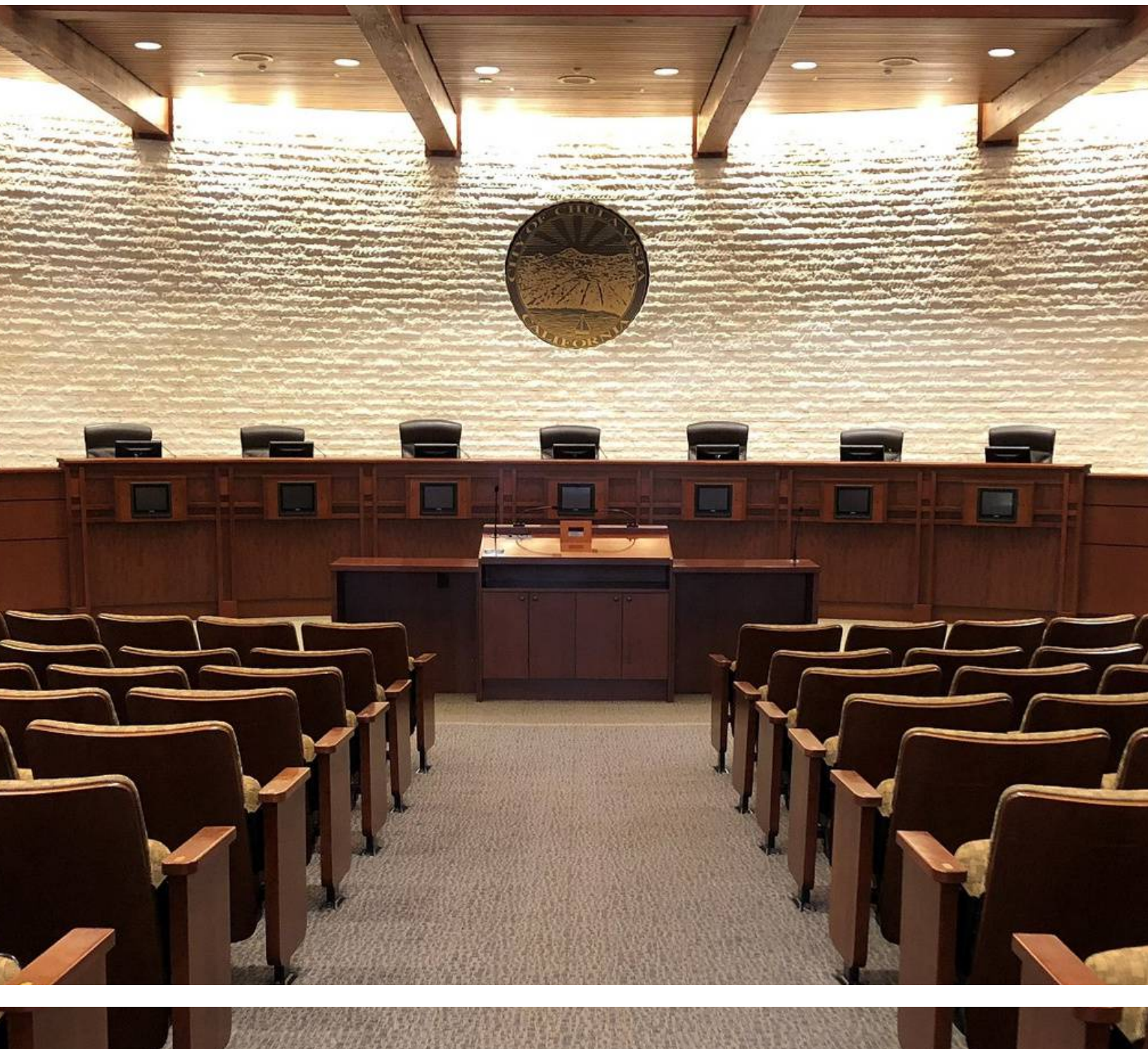


Cassandra Romero



Monique Ross

Each team within the Agenda Management Section plays a crucial role in the seamless coordination and execution of City Council meetings, ensuring the accuracy and compliance of agenda items and materials



Welcome to Chula Vista

A Guide to City Council Processes & Procedures

DRAFT- DEC 2022



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CHAPTER 1 INTRODUCTION

The Chula Vista City Council establishes policies and priorities for the community and is responsible for the fiscal health of the City.

Purpose of the Processes and Procedures Guide

City of Chula Vista staff prepared a guide to assist the City Council by documenting currently accepted practices. Through agreement of the City Council and staff to be bound by these practices, the effective administration of City Council affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Councilmembers in their actions.

Overview of City Documents

This guide provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of the City Council. Many other laws, policies, plans, and documents exist which bind the City Council to certain courses of action and practices. Summaries of some of the most notable documents that establish City Council direction are provided below.

City Charter

In California, there are two kinds of cities: charter cities and general law cities. Of the 482 cities in the state, about 120, including Chula Vista, are chartered meaning that the legal authority for the City's acts originates with a city charter, rather than from the laws of the State of California.



The City Charter serves as the City “constitution,” defining the organization, powers, functions, and essential procedures of city government. The City Charter also describes the duties and powers of the Mayor and City Council, the appointments of certain City staff positions, and various other laws.

The City Charter, recently updated through voter approval of Measure K, is available on the City [website](#). Any changes to the City Charter require a vote of the people. Changes can be initiated through a resident-driven initiative process or by action of the City Council, typically after a proposal from or review by the City Charter Review Commission.

Municipal Code

The Municipal Code contains local laws and regulations. Various chapters describe rules and responsibilities related to City Council meetings, appointments to City Boards and Commissions, and the organization of the Department of Mayor and City Council.

In addition to these administrative matters, the Municipal Code contains a variety of laws. The Municipal Code is available on the City [website](#). Changes to the Municipal Code are typically made by the City Council's adoption of ordinances.

Annual Budget

The annual City budget provides a description of city services and the resources used to provide services. The document contains a broad overview of the budget as well as descriptions of programs and services. The City operates on a July 1 through June 30 fiscal year. The annual budget is adopted by the City Council by resolution, in accordance with the procedures set forth in Charter Sections 1001-1004. Changes to the adopted annual budget require a four-fifths vote of the Council as set forth in Charter Section 1005.



General Plan

The General Plan is a land use document required by the California Government Code. It provides a comprehensive, long-term guide to development within the City. It also can govern land uses outside City boundaries within the City designated "sphere of influence."

Orientation of New Councilmembers



It is important that Councilmembers understand the full range of services and programs provided by the organization. As new members join the City Council, the City Manager coordinates with department heads to provide tours of City facilities and meetings with key staff.

There also are additional training and resources available such as the League of California Cities (Cal Cities).

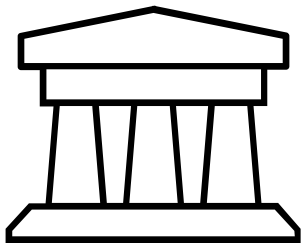
Cal Cities

The League of California Cities (Cal Cities) is an association of virtually all cities in California. It provides many services including the production of educational conferences for local officials, publication of various newsletters and the monthly magazine *Western City*.

Cal Cities offers a New Mayors and Council Member Academy held in January of each year in two California cities. More information can be found on their [website](#).

CHAPTER 2

CITY COUNCIL: POWERS & RESPONSIBILITIES



City Council Generally

The City has the full power and authority to make all laws, regulations, and policies related to municipal affairs, subject only to such restrictions and limitations as may be provided in the City Charter and to which the City is subject under state and federal law.

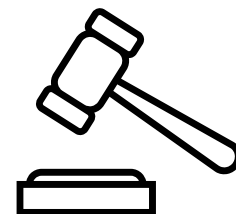
The City Council acts as a single body. No member has any extraordinary powers beyond those of other members. The Mayor, and Deputy Mayor in the Mayor's absence, have additional duties as the presiding officer at Council meetings, as the City spokesperson, as the lead administrator of the Mayor and Council offices, and in other significant areas. However, all members of the City Council, including the Mayor and Deputy Mayor, have equal roles and votes in making City policy.

Policy decisions and other actions require at least a majority vote of the City Council. While individual Councilmembers may disagree with decisions of the majority, a decision of the majority binds the City Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the City Council is carried out. Actions of staff to pursue the policy direction established by a majority of the City Council do not reflect any bias against Councilmembers who held a minority opinion on an issue.

The Mayor and Councilmembers often participate and provide leadership in regional and state programs and meetings. Councilmembers are strongly encouraged to report to the City Council on matters discussed at subcommittees and other regional or state board/agency/group activities in which they have been involved.

Role of Mayor and Deputy Mayor

In accordance with City Charter Section 304, the Mayor has all powers and rights of a Councilmember. Specific duties of the **Mayor** include:



- Reporting to the City Council annually on the affairs of the City;
- Being the official head of the City for all political and ceremonial purposes and signing of all legal documents, unless other signature authority is granted by law or by the City Council;
- Carrying out specified duties, including maintaining order, in emergency situations; (continued on next page)

CHAPTER 2

CONTINUED...

- Having primary, but not exclusive, responsibility for communicating City policies, programs and needs, and representing the City in all matters involving other governmental agencies; the Mayor, however, cannot make commitments on behalf of the City unless authorized by the City Council;
- Representing the City in all regional public agencies that require an elected City official, unless otherwise determined by the City Council;
- Supervising the operation and personnel of the Mayor and City Council Office;
- Carrying out other duties provided for in the Charter or as determined by the City Council;
- Exercising the full-time function as Mayor during business hours and other times as necessary; and
- Designating a Councilmember to serve as Deputy Mayor, subject to the approval of the City Council.

Deputy Mayor

The Mayor designates a Deputy Mayor, subject to approval of the City Council, in accordance with City Charter Section 304(C). The Deputy Mayor performs the duties of the Mayor during the Mayor's absence or disability.

Historically, the appointment of the Deputy Mayor has been made in December or January with a one-year term. The Deputy Mayor is always seated to the Mayor's right on the City Council dais where the technology is set up to run the meeting, if necessary.

Appointment of the City Manager and City Clerk

The City Council appoints two positions within the City organization: the City Manager and City Clerk (Charter Section 500(A)). Both positions serve at the will of the City Council. The City Manager and City Clerk are employees of the City and have employment agreements that specify certain terms of employment including an annual evaluation by the City Council. Except for employees of the City Council, City Clerk, and City Attorney offices, the City Manager is responsible for all personnel appointments within the City.

Role During a Disaster

The City Council has some special, extraordinary powers in the case of a disaster. Some meeting restrictions and expenditure controls are eased in such extreme situations. In critical situations, the City Council may be directed by the City Manager to assemble in the City



Emergency Operations Center (EOC), located within the basement of Building C of the Civic Center, to provide policy guidance and to receive information in an emergency. During an emergency, the City Manager has the authority to declare a local emergency; such declaration must then be formally ratified by the City Council.

CHAPTER 2

CONTINUED...

The City Council also has the independent authority to declare a local emergency, with three affirmative votes, at a properly noticed Council meeting. Emergency proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property caused by natural or man-made situations. The local proclamation can be necessary or helpful to activate eligible State and Federal disaster relief programs that provide financial relief to both local government and the public.

Appointments

Outside Agencies



Members of the City Council represent the City on various agencies throughout the County, including the San Diego Association of Governments (SANDAG), Metropolitan Transit System (MTS) Board of Directors, Chula Vista Veterans Home Support Foundation, and the South County Economic Development Council.

In accordance with the City Charter, the Mayor represents the City in all regional public agencies that require an elected City official, unless otherwise determined by the City Council. Due to the number of appointments and need for alternates, the appointments to the various agencies are spread among the members of the City Council.

Appointments to approximately 30 seats on the various outside agencies are typically proposed by the Mayor and voted on at a City Council meeting in December or January for the year.

See Appendix A for a full list of City Council Committee/Subcommittee Appointments.

Boards and Commissions



City residents are appointed, reappointed, and subject to removal, by the affirmative vote of at least three Councilmembers. The nomination process varies depending on the particular commission and the particular seat involved. See Appendix B for a summary of boards and commissions nomination processes.

Once a nomination has been made to appoint a member, an item is placed on a meeting agenda for a vote by the City Council. Most board and commission members serve up to two four-year terms. See more on boards and commissions in Chapter 9.

CHAPTER 3

CITY COUNCIL MEETINGS

General Procedures

The City Council meeting rules and procedures are set forth in Article III of the City Charter and Chapter 2.04 of the Municipal Code.

Presiding Officer

The Mayor is the presiding officer and acts as chair at City Council meetings. In the absence or incapacity of the Mayor, the Deputy Mayor serves as presiding officer.

Seating Arrangement

The Deputy Mayor is seated to the right of the Mayor on the dais. The Mayor, with the approval of individual Councilmembers, establishes the seating arrangement for regular City Council meetings. The seating is typically updated each year when the Deputy Mayor is appointed.

Quorum

Three-fifths of the Councilmembers constitute a quorum for the transaction of business. Some items by law require a four-fifths vote; these items will be identified as such on the agenda and in the staff report.



Meeting Schedule

Regular Meeting Schedule

The City Council meeting schedule is established in the Municipal Code Section 2.04.020. Regular meetings are held in the City Council Chambers on the first four Tuesdays of each month at 5 p.m. (no meeting is held on the 5th Tuesday).

Regular Workshops

The first Thursday of each month at 4 p.m. is set aside for City Council workshops, in accordance with Municipal Code Section 2.04.050. Topics are determined by the City Manager based on City Council interests and priorities.

Cancelations

Meetings may be canceled from time to time by the City Manager depending upon the flow of business and the availability of a quorum of Councilmembers. When this occurs, an updated schedule will be distributed accordingly.

Holidays

The Municipal Code Section 2.04.020 calls for the cancelation of any meetings in the last week of June and the first week of July, the week of Thanksgiving, the week following Easter, the Tuesday following Labor Day, and the week of Christmas and New Year's. Any of these meetings may be reinstated, if necessary, by a majority of the City Council.

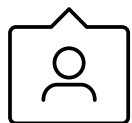
CHAPTER 3

CONTINUED...

Special Meetings

Special meetings may be called by the Mayor or by three members of the City Council, in accordance with Municipal Code Section 2.04.040. The City Clerk is required to publish the agenda (i.e., provide notice) of a special meeting, including all items to be discussed, at least 24 hours before the meeting. Special meetings are called from time to time for reasons such as conducting interviews of potential board and commission members and other topics that may be urgent.

Methods of Receiving Public Input



In-person

The public may comment in person on one or more items appearing on a City Council agenda at a regular or special meeting. Public comments on an item are generally taken after any staff presentation and before Council deliberation. In addition, each regular agenda includes a “Public Comments” section, under which any member of the public may address the City Council on items that do not appear on the agenda but are within the jurisdiction of the City Council.

The time limits for public comment are specified in the Municipal Code Section 2.04.230 and 2.04.240. The limit for public comment on items appearing on the agenda is five minutes for individuals and up to 30 minutes for a spokesperson of a group. The limit for matters not on an agenda is three minutes for an individual or a group.

Electronic Comments (eComment)

The public may submit an eComment on an agenda item. eComments appear on the eScribe app that will be installed for each Councilmember and on the City website at www.chulavistaca.gov/councilmeetings. eComments may be received beginning when the agenda is published and until the conclusion of the commenting period for each item. The City Clerk will announce the number of eComments received for each item. The public may also email comments to the City Clerk, which are either attached to the Council item or forwarded to the City Council.

Email

Councilmembers may receive direct email messages from constituents or interested parties about agenda items. Any communication that is received by a majority of the City Council must be made part of the public record without delay. Councilmembers are requested to forward such messages as soon as possible to cityclerk@chulavistaca.gov to be added to the record.

CHAPTER 3

CONTINUED...

Councilmember Absences

Notify Staff

If a Councilmember will not attend a meeting, whether due to illness, emergency, or another reason, they should notify the City Manager, City Clerk, and City Attorney as soon as possible. A courtesy notice to the Mayor is also recommended.

Requesting an Excused Absence

A request for an excused absence can be submitted to the City Clerk for placement on the agenda and consideration by the City Council. There is no prescribed format for the request, but a typical method is a signed or initialed memo from the member with the request, meeting date, and a general description of the reason. See Appendix C for sample language.

The request will be a public document, so providing general information about the reason is recommended. The request should be submitted as soon as possible, but no later than 3 p.m. on the meeting date to be considered at that meeting. Requests received after that time will be placed on the next meeting agenda.

Consecutive Absences

In accordance with City Charter Section 303, if a member of the City Council is absent from four consecutively scheduled and held regular meetings of the City Council without permission or excuse approved by the City Council, the office shall become vacant as of the date of the last absence.

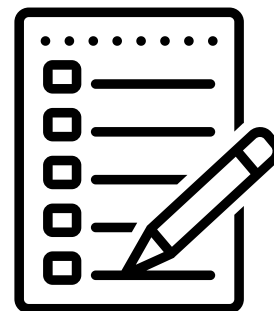
Placing Items on the Agenda

Regular Items

Items of business may be placed on the agenda by: 1) the City Manager, 2) the City Attorney, 3) the City Clerk, 4) a majority of the City Council; 5) a City Council-approved board, commission, or committee, in accordance with the Municipal Code Section 2.04.090.

The Mayor or a Councilmember may place an item on the agenda with approval of a majority of the Councilmembers. This can be accomplished in two ways.

The preferred method is for a member to request consensus of a majority of the City Council at a meeting to place an item on a future agenda. Or, for urgent matters that do not allow sufficient time for a public vote, a request can be made to the City Clerk by 9 a.m. on the Thursday before the meeting. The City Clerk will email the request to the rest of the City Council. At least three members are required to respond by 2 p.m. on Thursday to approve placing the item on the agenda. The process is fully described in Council Policy 111-04 (see Appendix D).



CHAPTER 3

CONTINUED...

Emergency and Non-Agendized Items

In most cases, the City Council is prohibited by state law from discussing matters that are not on the agenda. Discussion on non-agendized matters usually need to be delayed until the matter can be properly noticed on an agenda.

Emergency and non-agendized items may be added to an agenda only in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters, and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare.

After the agenda is posted, a matter may arise that the City Council would like to act on. Non-agendized items may be added to the agenda only if the City Council makes findings that 1) the need to consider the item arose after the posting of the agenda, and 2) there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a four-fifths vote of the City Council; if fewer than five members of the City Council are present, the findings require a unanimous vote of those present.

Standard Documents Accompanying Agenda Items

The City Council agenda packet includes items listed below and other backup materials for items on the agenda. The packet is often around 500 pages, but can be 2,000 pages or more, depending on the items and materials included.

Staff Report

A staff report typically accompanies business items that require action by the City Council. The staff report includes background information for the City Council and the public to better understand the item and the action that is being recommended. Other components of the staff report include a fiscal impact, statement of known conflicts of interest, and the name of the staff member who can best answer questions about the item.

Ordinance

Ordinances are legislation enacted by the City. Adoption of an ordinance is required to change the Municipal Code and for some other purposes. Ordinances are typically presented to the City Council to vote on a first and second reading at two consecutive Council meetings. Once adopted on second reading, ordinances become effective after 30 days, unless otherwise stated in the ordinance.

Resolution

Resolutions are used to memorialize a decision or position of the City Council. They are commonly used to approve agreements and other documents, as well as approve and amend the budget.

CHAPTER 3

CONTINUED...

Meeting Notices and Minutes

All meetings comply with the notice requirements of the Brown Act. Regular meetings are required to be noticed (i.e., the agenda be published) at least 72 hours in advance of the meeting. Action minutes of each meeting are taken by the City Clerk or designee. Following the City Council's approval of the minutes, they are posted on the City's website at www.chulavistaca.gov/councilmeetings.

In addition to legal notices, the City endeavors to publicize matters of significant neighborhood or community public interest that appear on a City Council agenda.

Access to Agenda and Materials

The agenda is published online on Thursday evening for the following Tuesday's meeting, in accordance with the Municipal Code Section 2.04.090. City Councilmembers will receive an email notification that the agenda is available. If additional attachments are added or the agenda is revised, another notification will be sent.



Councilmembers can access the agenda and associated materials on their iPad, computer, or other device using the eScribe app, or on the publicly accessible webpage www.chulavistaca.gov/councilmeetings. Within the eScribe app, Councilmembers can make notes on specific items, highlight, underline, and otherwise annotate attachments, as well as view eComments that are received. The City Clerk's office will provide eScribe access and training.

Councilmembers are encouraged to check eScribe periodically for additional eComments that may be received. eComments can be submitted beginning when the agenda is published through the end of the commenting period of each item.

Order of Business

The City Council established the order of business for meetings through the adoption of Council Policy 104-01 (see Appendix D). The order of the agenda is listed below with a description of each section. As the presiding officer, with consensus of the City Council, the Mayor may take items out of order.

Section	Description
Roll Call	After calling the meeting to order, the Mayor will ask the City Clerk to call roll.

CHAPTER 3

CONTINUED...

Section	Description
Pledge of Allegiance to the Flag/ Moment of Silence	The Mayor will lead, or will ask another Councilmember or individual, to lead the Pledge of Allegiance. Following the Pledge, the Mayor may call for a moment of silence in recognition of a significant event.
Special Orders of the Day	Special orders of the day are brief ceremonial items, such as the issuance of a proclamation to honor significant achievements by community members, highlight an event, promote awareness of community issues, and recognize City employees. Requests by City Councilmembers for items to be placed under special orders must be made in writing to the Mayor no later than 5 p.m. on the Wednesday preceding a Tuesday Council meeting. See Council Policy 111-02 in Appendix D.
Consent Calendar	The consent calendar is a group of items that have been determined to be routine or otherwise not requiring special consideration. All consent items are considered for approval at the same time with one vote. The Mayor, Councilmembers, or staff may request an item be removed from the consent calendar for individual consideration. If a member of the public wishes to speak on a consent calendar item, it will also be removed. Items removed from the consent calendar are discussed immediately following the vote on the remaining consent calendar items.
Public Comments	The public comment section provides the public with an opportunity to address the Council on any matter not listed on the agenda that is within the jurisdiction of the City Council. In compliance with the Brown Act, the City Council cannot take action on matters brought up under public comment. The City Council may refer a matter to staff, or a majority of the Council may add an item to a future meeting agenda for discussion.
Public Hearings	Public hearings are held on matters specifically required by law. The Mayor asks for presentations from staff and from the proponent or applicant involved (if applicable) in the matter under discussion. Following questions from the Councilmembers, the Mayor opens the public hearing and asks for public comments. When there are no further members of the public who wish to speak, the Mayor closes the public hearing. The City Council may then deliberate and take action.

CHAPTER 3

CONTINUED...

Section	Description
Board and Commission Reports	Items may be placed on the agenda by a majority of a City board or commission. These items typically include periodic reports and updates to the City Council but may include requests or recommendations for action.
Action Items	Action items are expected to cause discussion and/or require action by the City Council but do not legally require a formal public hearing. Staff may make a presentation, which is followed by questions of the City Council, public comment, and then deliberation and action, if needed.
City Manager Reports	The City Manager may provide brief updates and reports on City-related matters.
Mayor's Reports	The Mayor has the opportunity to make brief announcements, pose questions of staff, and seek consensus to place an item on a future agenda. Items not listed on the agenda may not be discussed at the meeting but may be referred to staff or added to a future agenda with consensus of a majority of the City Council.
Council Comments	Councilmembers have the opportunity to make brief announcements, pose questions of staff, and seek consensus to place an item on a future agenda. Items not listed on the agenda may not be discussed at the meeting but may be referred to staff or added to a future agenda with consensus of a majority of the City Council.
City Attorney Reports	The City Attorney may provide brief updates and reports on City-related legal matters including the required announcement of any items to be considered in closed session that night (see below).
Closed Session	Closed session consists of items that are not discussed in front of the public. Typically closed session is only attended by members of the City Council, the City Manager, any necessary support staff, the City Attorney, and their staff. Depending upon the matter, outside legal counsel retained by the City Attorney also may attend. (continued on next page)

CHAPTER 3

CONTINUED...

Section	Description
Closed Session (Cont.)	<p>The purpose of closed session is to avoid revealing confidential information that may prejudice the legal or negotiating position of the City or compromise the privacy interests of employees. Closed sessions may be held only as specifically authorized by law.</p> <p>Prior to holding any closed session, the items to be discussed must be disclosed and members of the public allowed the opportunity to comment.</p> <p>Allowable circumstances for closed session include:</p> <ul style="list-style-type: none">• Conference with real property negotiators to discuss the purchase, sale, exchange or lease of real property• Conference with legal counsel regarding litigation, including pending, significant exposure to, or initiation of litigation• Public employee appointment, performance evaluation, or discipline, dismissal, or release• Conference with labor negotiators <p>State law prohibits the disclosure of closed session confidential information unless the City Council authorizes disclosure of that confidential information. Councilmembers, City staff, or anyone else present must not disclose to anyone, including affected/opposing parties, the press, and other City staff, the content or substance of any discussion which takes place in a closed session without City Council authorization. Violation of state law regarding disclosing confidential information from closed session may result in disciplinary action against the disclosing party and, in severe cases, even criminal or civil penalties.</p>

CHAPTER 3

CONTINUED...

Discussion Rules/Motions/Voting Procedures

See Appendix E for detailed meeting procedures.

Identifying Potential Conflicts of Interest

City staff, along with the City Attorney's office, endeavors to identify potential property-related conflicts of interest on each item based on the Councilmembers' property holdings. Each Councilmember should notify the City Attorney and City Clerk as soon as possible of any change in real property holdings.

Councilmembers should read each staff report carefully. The final decision on whether to participate in the consideration of an item lies with each individual Councilmember. If a member is aware of any basis for a potential conflict on any item or would like to obtain a written opinion from the Fair Political Practices Commission, they should contact the City Attorney as soon as possible.

While the City Attorney will assist Councilmembers with conflict analysis, remember the City Attorney represents the City--not any individual Councilmember--in such matters. Also, please be aware that violations of conflict-of-interest laws, in severe cases, could result in criminal and civil penalties. Accordingly, it is advisable to stay vigilant and consult with the City Attorney's office as far in advance of as possible of any action that may raise conflict of interest issues.



Quasi-judicial Proceedings

A quasi-judicial hearing is a special type of public hearing. This type of hearing occurs when: (a) a hearing is held to apply a rule or standard to an individual person, project, or circumstance; (b) it involves the taking of evidence; (c) it results in the rendering of a written decision issued by the City Council (including the adoption of findings); and (d) the written decision is based on the facts and arguments submitted at the hearing.

Typical quasi-judicial proceedings are those in which a property owner makes an application to the City for a rezoning, a special use permit or variance. There are specific rules and standards set forth in the ordinances regarding these matters that will be presented to you at the hearing by City staff. City Councilmembers' quasi-judicial role is to apply these standards to the facts presented at the public hearing and to make a fair and equitable decision based on such facts.

Quasi-judicial hearings are subject to due process and other legal requirements. One example of such a requirement is that quasi-judicial decisions are supposed to be made based upon evidence "in the record," not privately obtained information. If a Councilmember obtains information outside the public hearing setting, this is known as "ex parte" information. If ex parte information is obtained by a Councilmember, to assure "due process" for all interested parties, such information should be disclosed at the hearing. The City Attorney's office will guide Councilmembers through this disclosure process, and other due process considerations, as the need arises.

CHAPTER 3

CONTINUED...

Open Meeting Laws (The Brown Act)

Operations and procedures of the City and City Council incorporate requirements of the State's open meeting law, commonly referred to as the Brown Act. Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below.

Applicability and Penalties

The City conducts its business in compliance with the Ralph M. Brown Act, California Government Code § 54950 et seq. The intent of the Brown Act is to ensure that deliberation and actions of local public agencies are conducted openly and at public meetings.



A. Applicability

The Act applies to the City Council and all City commissions, boards, and City Council-appointed “standing” subcommittees. There is a limited exception for City Council subcommittees comprised of no more than two Councilmembers, with no outside parties, and with a limited duration and scope. These are known as exempt “ad-hoc” subcommittees.

B. Meetings

All City Council meetings are required to be open and public. A meeting is a congregation of a majority of the members of the City Council at the same time and place to hear, discuss or deliberate an issue in the subject matter jurisdiction of the City Council. Even if no action is taken, a gathering may constitute a meeting. This includes informal gatherings, with or without public attendance or City sponsorship.

The following situations would not be considered a meeting if a majority of the City Council attends as long as: 1) matters within the City Council's jurisdiction are not discussed, unless they are part of the program; and 2) the meetings are open to the public:

- Conference open to the public
- Open and publicized meeting organized to address a topic of local community concern by a person or organization other than the City
- Open, noticed meeting of another meeting body of the City or another local agency
- Social or ceremonial event
- Open, noticed meeting of a standing committee (members of the City Council who are not members of the committee can attend but cannot participate)

CHAPTER 3

CONTINUED...

B. Meetings (cont.)

- Memoranda from City staff to all City Councilmembers (the memo will typically be considered a disclosable public record)
- Individual contacts or conversations among fewer than a majority of the members and a member of the public

Although the above examples are generally not considered meetings, the City Attorney should be consulted prior to a majority of the City Council attending any such “non-meeting.” It is often advisable to notice the meeting (which requires all actions for a regular meeting, including an agenda and minutes) or limit the attendance to less than a majority of the members to avoid even the appearance of a violation.

What to avoid:

1. **Serial meetings.** The Brown Act prohibits “serial meetings,” which are a series of communications, each involving less than a quorum, but which taken as a whole involves a majority of the City Council. Serial meetings are prohibited because they allow government discussions and decisions without the input or knowledge of members of the public. Examples:

- a. Daisy chain: A chain of communications (via phone, email, in person, etc.) involving contact from Member A to Member B, who then communicates with Member C would constitute a serial meeting in the case of a five-person meeting body.
- b. Hub-and-spoke: When a person acts as the hub of a wheel (Member A) and communicates individually with the various spokes (Members B and C) regarding a matter under the jurisdiction of the City Council, a serial meeting may have occurred.

To create a “meeting,” the communication does not need to be in person and can occur through a third party, such as City staff. For example, sending or forwarding email can be sufficient to create a serial meeting, as can a staff member’s polling the City Councilmembers in a way that reveals the Councilmembers’ positions to one another.

2. **Intermediary communications.** Communications between employees or agents on behalf of a majority of the members of a board or commission is prohibited. Example:

- A staff member emails or calls a majority of the City Council to ask for approval to submit a grant application and tells members that the other members were in support.

3. **Email, text message, or other electronic communications with a majority of members.** A Councilmember can inadvertently violate the Brown Act by texting, “replying all” to an email, or otherwise communicating with two or more other members. Councilmembers are advised to use caution when communicating with each other and seek advice from the City Attorney as necessary.

CHAPTER 3

CONTINUED...



Please do not reply all to avoid any potential violation of the Brown Act and open meeting laws.

B. Meetings (cont.)



4. **Social Media.** Great care should be taken in the use of social media. For example, direct responses to any communication on an internet-based social media platform regarding a matter that is within the legislative body's subject matter jurisdiction that is made, posted, or shared by any other member of the legislative body is now prohibited under state law. This includes comments or the use of "digital icons" (e.g., Facebook's like, love, haha, wow, sad, and angry reactions) to express a reaction to a communication from another City Councilmember.

In addition, especially where quasi-judicial decisions are involved, any social media indication that a Councilmember has already made up their mind on a matter may be viewed as a violation of an applicant's due process rights.

C. Agendas

The purpose of the agenda is to inform members of the public of what will be discussed at the meeting so they can determine whether to monitor or participate in the meeting. Agendas for regular meetings must be posted 72 hours in advance and for special meetings 24 hours in advance of the meeting. Agendas must meet certain requirements, including a description of each item of business to be discussed or acted upon. Items cannot be added subsequent to the 72-hour/24-hour prior notice periods unless an "emergency" or "urgency" finding is made (see below).

D. Items

No action can be taken, or discussion occur on any item not appearing on the posted agenda. Exceptions:

1. An emergency exists, as determined by a majority of the City Council in accordance with the Brown Act.
2. The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by a two-thirds vote of the City Council; or if less than two-thirds are present, by unanimous vote).
3. The item was continued to another meeting that was scheduled and posted within five days of the original agenda.

CHAPTER 3

CONTINUED...

E. Public Input

- Members of the public are permitted to speak on each item on the agenda and should be heard before deliberation and voting on the item.
- Public comment also must be permitted on items not on the agenda but under the jurisdiction of the City Council at all regular meetings during the general “Public Comment” period.
- Individuals may not be prohibited from criticizing policies, procedures, programs, or services.
- Reasonable time limits may be set for topics or individual speakers, as long as the rules are applied consistently. (See Page 7 or Municipal Code Section 2.04.230 and 2.04.240 for the established time limits.)

The City Council cannot discuss topics brought up under general public comments (i.e., matters not on the agenda); however, the Mayor or a Councilmember may acknowledge the comment and/or ask a brief/clarifying question. The matter also may be referred to staff or scheduled for discussion at a future meeting.

F. Public Disruptions

An individual or group creating a serious, ongoing disruption that makes the continued, orderly conduct of the meeting "unfeasible" may be asked or required to leave. The press may remain unless they participate in the disruption. The City Attorney should be consulted before any such action is taken.

G. Correspondence

All writings distributed for discussion or consideration at a public meeting are public records available for review by the public.

H. Special Meetings

Special meetings may be called by the Mayor or a majority of the City Council with strict notification requirements for delivery to the media and the City Council at least 24 hours before the time of the meeting.

I. Emergency Meetings

Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

J. Other Provisions

The Brown Act provides many other restrictions and requirements; this chapter is intended merely as a City Council summary and overview, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information.

CHAPTER 4

CITY COUNCIL COMMUNICATIONS

Overview

Communication with the public is a fundamental role of the City Council. Assessing community opinions and needs and communicating with staff to provide policy direction and gain an understanding of the implications of various policy alternatives is important. The City Council acts as a body (i.e., acting based on the will of the majority of Councilmembers as opposed to individual members), therefore it is important that general guidelines be understood when speaking as a member of the City Council. Equally important, when members are expressing personal views and not those of the City Council, the public should be so advised.



Councilmember Correspondence

As the official head of the City, the Mayor will be responsible for transmitting the City's position on policy matters to outside agencies on behalf of the City Council. Correspondence sent on behalf of the City Council is placed on official City letterhead and is signed by the Mayor or City Manager. Individual members of the City Council may prepare letters to constituents in response to inquiries or to provide requested information. Individualized councilmember letterhead is made available for this purpose, and staff can assist in the preparation of such correspondence by providing information as requested.

Councilmembers are required to preserve copies of any correspondence sent in their official capacity in accordance with the City's Records Retention Schedule. All correspondence in your capacity as a Councilmember is a public record and must be disclosed upon request.

On occasion, members may wish to transmit correspondence on an issue upon which the City Council has yet to take a position or about an issue for which the City Council has no position. In these circumstances, members should use their personalized letterhead and clearly indicate within letters that they are not speaking for the City Council as a whole, but for themselves as one member of the City Council.

Please refer to Council Policy 111-05 regarding Councilmember communications within their respective Council districts. Additionally, members must be mindful when transmitting a position publicly on an item that will be before the City Council to avoid potential inadvertent violation of the Brown Act and due process requirements. This is particularly important for matters being considered at quasi-judicial hearings.

CHAPTER 4

CONTINUED...

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official City Council title, and staff support should not be utilized in order to avoid confusion. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

Speaking for the City

Similar to written correspondence, when members are requested to speak to groups or are asked the City Council's position on an issue, the response should reflect the position of the City Council as a whole. Of course, a councilmember may clarify their vote on a matter by stating, for example, "While I voted against "X," the City Council voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual Councilmember.

When dealing with members of the media, it is usually the Mayor who represents the position and interest of the City Council. Similarly, when the City issues a Press Release, the Mayor may be consulted in terms of any quotes or interviews. The City Communications Office should be notified when responding to media inquiries. In matters involving litigation or pending disputes with the City, the City Attorney advises that no public statements be made without first consulting with the City Attorney's Office. In general, it is best to refer such matters to the City Attorney.

Local Ballot Measures

At times, measures that affect City Council policy may be placed on the ballot. There are restrictions regarding what actions a City Council or individual Councilmembers may take on ballot measures. Guidelines as to what is permissible are available from the City Clerk or City Attorney upon request.

State Legislation and Propositions

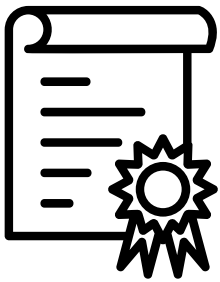
The City has been a member of the League of California Cities (Cal Cities) for many years. In addition, the City has a contracted with Nielsen Merksamer Parrinello Gross & Leoni, LLP (Nielsen Merksamer) to provide state legislative advocacy and implementation of the City Council adopted Legislative Platform. Cal Cities and Nielsen Merksamer actively track legislation at the state level. Either through the advisories received from these two organizations or as a result of City staff following key legislative bills of importance to the City, the Council is at times requested to take a position or an action on pending state legislation.

CHAPTER 4

CONTINUED...

Requests will be analyzed for conformance with the adopted Legislative Platform and forwarded to the City Manager or Mayor for final consideration. Important legislation relating to issues not addressed by the City's existing Legislative Platform may be referred to the full City Council for consideration.

The Draft 2023-2024 Legislative Platform is included as Appendix F.



Proclamations

Ceremonial proclamations are often requested in recognition of an event or individual. Proclamations are not statements of policy but a form of special recognition of an event (e.g., Fire Prevention Week) or individual. As part of their ceremonial responsibilities, the Mayor is charged with administration of proclamations. Individual Councilmembers do not issue proclamations. Proclamations can be sent to the requester or presented at a City Council meeting as arranged with the requesting body and at the Mayor's discretion.

CHAPTER 5

INTERACTIONS WITH CITY STAFF

Overview

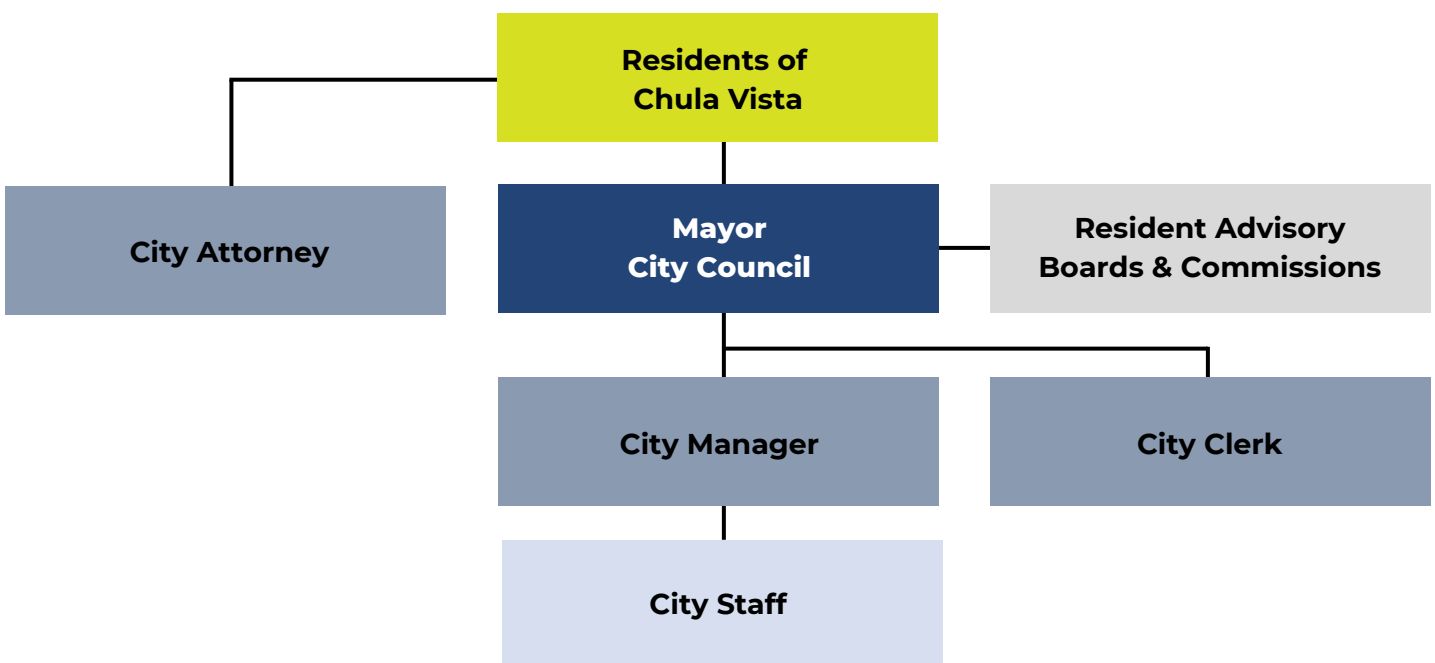
The City of Chula Vista has a long tradition of positive relationships between City Council and City staff. City staff is responsible for implementing City Council policies on a daily basis, therefore, it is critical that the relationship between City Council and City staff be well understood so that policies and programs may be implemented successfully. To maintain these effective relationships, it is important that roles and responsibilities are clearly recognized.

City Council-Manager Form of Government

In 1949, and like most California cities, Chula Vista adopted a City Council-City Manager form of government. The City Council appoints a City Manager to implement policy, enforce laws in coordination with the City Attorney's office, direct the daily operations of city government, and prepare and monitor the City's budget. The City Charter Section 305 specifies roles and responsibilities and requires that Councilmembers work through the City Manager in dealing with City staff unless simply requesting information from department heads. The City Manager is responsible to the City Council as a body rather than to individual Councilmembers.



Organizational Chart



CHAPTER 5

CONTINUED...

City Council-Manager Relationship

The City Manager is the executive officer of the City and has an employment agreement with the City Council. Regular communication between the City Council and City Manager is important in maintaining effective interpersonal relations. All dealings with the City Manager, whether in public or private, should be consistent with the authority of the City Manager in administrative and personnel matters. Members of the City Council should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more Councilmembers. Further, Section 305 of the City Charter prohibits City Council from attempting to unduly influence the City Manager, or other officer appointed or confirmed by the Council, directly or indirectly, by suggestion or otherwise, in their performance of duties. City Councilmembers also are prohibited from performing any administrative or executive functions themselves. This would include a prohibition on Councilmembers involving themselves in matters regarding individual City employees, with the exception of City Councilmembers own staff.

The City Council evaluates the City Manager's performance on an annual basis to ensure that both the City Council and City Manager are in agreement about organizational performance, goals and priorities.

The City Manager respects that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager keeps the City Council informed and that occurs in various ways. In addition to the formal City Council meetings, there are weekly briefing meetings with individual Councilmembers, written memoranda, and email. Communication must be undertaken in such a way that all Councilmembers are treated similarly and kept equally informed. It is encouraged that the City Council provide ongoing feedback, information and perceptions to the City Manager including responses to written communications.

City Council Code of Ethics

The City Manager is subject to a professional code of ethics that binds the City Manager to certain practices that are designed to ensure their actions are in support of the City's best interests. Violations of such standards can result in censure. The City Manager's Code of Ethics can be found in Appendix G.



CHAPTER 5

CONTINUED...

City Council-City Attorney Relationship

The City Attorney is the legal adviser for the City Council, City Manager, City Clerk, and City departments. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) keep the City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual Councilmembers, but the City as a whole.

An excellent summary of the role of the City Attorney's Office, their ethical requirements, and the nature of their relationship with the City Council is detailed in the recently updated Cal Cities publication entitled Counsel and Council that can be found [here](#).



City Council-City Clerk Relationship

The City Clerk's duties and responsibilities are mandated by the City Charter, Municipal Code, Council Policy, and federal and state statutes. The general responsibilities of the City Clerk are to: 1) Ensure the timely notice of City Council agendas; 2) Record and maintain all legislative proceedings of the City Council;

3) Maintain and preserve official City records; 4) Serve as the City's Elections Official, administering all City elections fairly and impartially; 5) Support board and commission members and staff liaisons; and 6) Ensure public access to City government through the support of public participation in public meetings, opportunities for service in an elected position or on boards and commissions, and access to City records and public official/candidate financial disclosure filings.

The City Clerk has an independent responsibility to consistently administer their duties without prejudice or interference from outside influence. Like the City Manager, the City Clerk is responsible to the City Council as a body rather than to individual Councilmembers.

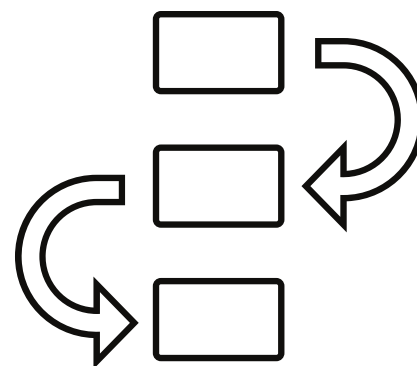
CHAPTER 5

CONTINUED...

Roles and Information Flow

Objectives: It is the intent of staff to ensure Councilmembers have free and easy access to information from the City and to ensure that such information is communicated completely, with candor and without bias. Individual Councilmembers may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, or executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Councilmembers, and to allow staff to execute the priorities given by management and the City Council as a whole without fear of reprisal.

City Council roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, service levels, workloads and schedules, departmental priorities, and the performance of City business. Councilmembers who wish to influence the actions, decisions, recommendations, workloads, work schedule and priorities of staff, must act through their participation in public City Council meeting deliberations and actions. Should a Councilmember become dissatisfied about a department or any City staff, they should inform the City Manager.



Access to information: Individual Councilmembers as well as the City Council as a whole shall receive the full cooperation and candor of staff in being provided with any requested information. The City Manager or appropriate staff will inform Council when a critical or unusual event occurs about which the public would be concerned.

To assist the City Manager in their ability to monitor the flow of information, requests for information are best tracked if submitted in writing, either in memorandum form or through email. And to ensure proper responsiveness, members of the City Council are asked to work through department heads and/or the City Manager.

There are limited instances when information cannot be provided. Draft documents (e.g., staff reports in progress, administrative draft EIRs) under review are not available for release until complete and after review by City management. In addition, there are legal restrictions on the City's ability to release certain personnel information even to members of the City Council. Certain aspects of Police Department affairs (access to restricted or confidential information related to crimes) also are not available to members of the City Council.

Councilmembers have a responsibility in this information flow as well. It is critical that they make use of the staff reports and support documents provided. Councilmembers should come to meetings well prepared – having read staff reports and attachments and requesting any available information from staff in advance.

CHAPTER 5

CONTINUED...

Councilmembers with questions on an agenda item should contact the City Manager before the meeting in order to allow staff members time to research a response for the meeting. Any legal issues or concerns Councilmembers may have in advance of Council meetings, ideally also should be brought to the City Attorney's attention prior to the meeting as some legal issues are complex and may need research, and others may not be suitable for discussion in public.

Staff roles: The City Council recognizes the primary functions of staff as serving the community, executing City Council policy and actions and in keeping the City Council informed. Staff is obligated to take guidance and direction only from the City Council as a whole or from the appropriate management supervisors through the City Manager.

Staff is directed to report to the City Manager any attempts by individual Councilmembers to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

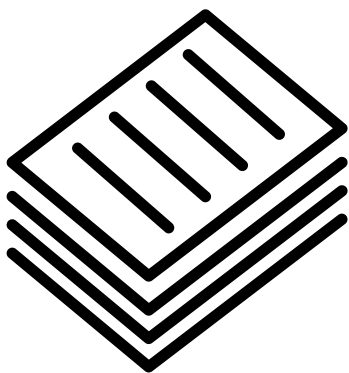
City staff will make every effort to respond in a timely and professional manner to all requests made by individual Councilmembers for information or assistance. The City Manager may determine that the magnitude of a request for information, either in terms of workload or policy, would be more appropriately assigned to staff through the direction of the full City Council. Per Council Policy 111-03, referrals made by a majority of the City Council, should be appropriately categorized for efficient processing and response.

Information Distribution

In cases where a staff response to an individual Councilmember request involves written materials that may be of interest to other Councilmembers, the City Manager, City Clerk, or City Attorney will provide copies of the material to all other Councilmembers. In making this judgment, the City Manager, City Clerk, or City Attorney will consider whether the information is significant, new, otherwise not available to the City Council, or of interest to the City Council.

Magnitude of Information Requests

Any information, service-related request, or revised policy position perceived as necessary by individual Councilmembers, and that cannot be fulfilled based on the above guidelines, should be submitted by the individual Councilmember to the City Council at a City Council meeting, so that the full City Council can decide whether and when to agendize the request for further consideration. The City Manager will seek necessary clarification as to whether the City Council desires staff research or a report prepared; and, if so, the relative priority that should be given to such a request in light of other priorities and potential workload impacts.



CHAPTER 5

CONTINUED...

Restrictions on Political Involvement by City Staff

Local governments are non-partisan entities. Professional staff, as reflected within the principles of the City Council-Manager form of government, formulates recommendations in compliance with City Council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement.

It is important to balance the Constitutional rights of employees as individuals with limitations on political activity in the workplace as established by California law and City Charter Section 707.

No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities in a City uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate and may result in discipline. The support of the City Council in these matters is requested. A Councilmember asking staff to sign petitions or similar items can similarly create an awkward or compromising situation and should be avoided.

Special Events and Communications

The City Council has adopted Council Policy 102-07 on City-sponsored and City-endorsed events. City-sponsored events should meet the following criteria: require Councilmember leadership of an event being proposed for Sponsorship to Council; a majority of the City Council must vote to “Sponsor” a special event.

The total allocation for City-sponsored special events shall be presented during the Fiscal Year budget adoption. The City Council has regularly sponsored three events: HarborFest at the Chula Vista Bayfront, the Starlight Parade on Third Avenue, and July 4th Fireworks at the Elite Athlete Training Center.



CHAPTER 6

SUPPORT PROVIDED TO CITY COUNCIL

Staff Support

The Mayor and each Councilmember office has an operating budget from which personnel and other items are covered. A copy of the budget will be provided to each new member upon arrival.

There also is an administration budget that supports the entire City Council office. General administrative support to Councilmembers is provided by the Council's Confidential Executive Secretary. The Executive Secretary reports to the Mayor and provides administrative services including scheduling of appointments and receipt of telephone messages for all members of the City Council.

At no time shall council require staff to sign any employment agreement/non-disclosure agreement (NDA) without the express review and approval of the City Attorney and Director of Human Resources.

Office Equipment

To enhance Councilmembers' ability to communicate with staff and the public, the City Council office is equipped with a computer and telephones with voicemail. The City Council can also receive and send email.

Information Technology staff will provide initial assistance in setting up necessary software and hardware. While staff will maintain those computer applications related to City affairs, staff cannot provide assistance for personal computer applications.

Each Councilmember is provided the use of a tablet device. When individual councilmembers have completed their term of office, any technology must be returned to the City.

Councilmembers' use of technology and how it relates to other matters is discussed in the following chapters:

- Chapter 3: Open Meeting Laws (The Brown Act)
- Chapter 7: City Council Expenditure Guidelines
- Chapter 10: Use of Personal Accounts and Devices



CHAPTER 6

CONTINUED...

City Council Offices

Each City Councilmember is provided with an office space and one cubicle for a Council Aide.

Meeting Rooms

A meeting room is available in the City Council's office for shared use by Councilmembers. Councilmembers can reserve this room and other larger meeting spaces by contacting the Executive Secretary.

Mail and Deliveries

Councilmembers receive a large volume of mail and other materials from the public, private interests, and staff. The Executive Secretary sorts and distributes mail for each Councilmember.

CHAPTER 7

FINANCIAL MATTERS

City Council Compensation

City of Chula Vista City Charter Section 302 mandates the Mayor shall receive an annual salary equivalent to 66 percent of the salary of a Judge of the Superior Court of the State of California. As mandated in City of Chula Vista City Charter Section 304(C), the four Councilmembers shall receive 40 percent of the salary of the Mayor. Salary adjustments will occur at the same time and be effective on the same date as the Superior Court Judges.

Benefits

Cafeteria Plan

Councilmembers also are eligible for participation in a Cafeteria Benefit Plan that includes medical, dental, vision, and life insurance plans available at the level provided to executive employees.

Retirement

Councilmembers are eligible to elect to participate in the CalPERS retirement system upon taking office. For further information on retirement programs, please visit the CalPERS [website](#) or consult with CalPERS directly.



Auto Allowance

The Mayor may elect to receive a monthly auto allowance up to \$1,000. Councilmembers may elect to receive a monthly auto allowance of up to \$550. The allowance is contingent upon evidence of adequate auto insurance.

Cell Phone Allowance

Councilmembers may elect to receive a cell phone allowance of up to \$60 per month.

Travel Reimbursements

The Mayor and Councilmembers shall receive reimbursement on order of the City Council for Council-authorized travel and other expenses when on official duty outside of the City.

Stipends

The Mayor and Councilmembers will receive \$50 stipend for attending Housing Authority meetings. No member shall receive compensation for attending more than four meetings of the Housing Authority during any calendar month.

CHAPTER 7

CONTINUED...

FY2023 Adopted Budget

The City's annual Budget is a policy document, financial plan, operations guide, and communication device all in one.

The General Fund budget, which funds the day-to-day operations of most City services, is required to be balanced, with budgeted expenditures equal to or less than budgeted revenues, plus other available sources. This means that annual budgeted revenues determine the resources available to be spent on General Fund operations for a given year.

The Fiscal Year (FY) 2023 General Fund budget is balanced with revenues and expenditures of \$248.9 million. This year's budget focuses on funding the highest level of municipal services possible based on available resources, enhancing core community services, strategically increasing operational and administrative support positions, and funding key programs and projects in support of the City's Strategic Plan.

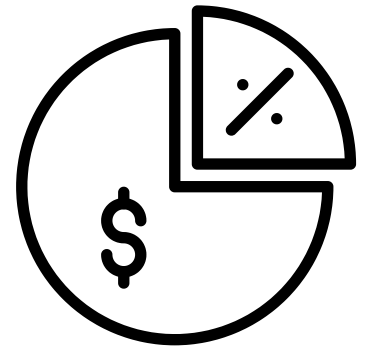
The Other Funds portion of the budget is made up of different City funding sources, major categories include: Development Services Fund, Successor Agency to the Redevelopment Agency and Housing Funds, Sewer Funds, Fleet Fund, Capital Project Funds, Debt Service Funds, and Other Funds. Due to various legal restrictions, these funds are limited in their uses and generally cannot be applied to fund day-to-day City operations.

The complete FY2023 Budget document can be found [online](#).

Annual Budget Process

The City's annual budget is created in conjunction with City Council, City staff, and City residents. The budget process begins each year with the development of the preliminary base budget in January and is completed with the City Council adoption of the budget in May/June. The budget development process provides City departments the opportunity to recommend budget adjustments based on department requests and/or one-time funding requests. Requests are reviewed by City Administration and are included in the City Manager Proposed Budget.

As required by the City Charter Section 1002, at least thirty-five days prior to the beginning of each fiscal year, the City Manager shall submit the City Manager Proposed Budget to the City Council. At the meeting where the City Manager Proposed Budget is presented, the City Council may accept the budget as their own proposed budget and, no sooner than ten days later, set a public hearing date to receive final public input. The City Council hears and considers any testimony presented at the required public hearing, makes any desired changes, and adopts the final budget by at least three affirmative votes.



CHAPTER 7

CONTINUED...

Under the City Charter Section 1004, the budget must be adopted prior to the July 1st commencement of the fiscal year.

As set forth in the City Charter Section 1005, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four (4) members. Throughout the year, the Finance Department provides the City Council with quarterly financial status reports comparing expenditure and revenue projections to budgeted amounts, highlighting any variances, and recommending corrective actions as necessary.

Budgetary Control

The City's budgetary control (which is the policy that actual expenditures may not exceed appropriations) is at the expenditure category level within each fund. Any budget modification which would result in an appropriation increase requires City Council approval. The City Manager and Finance Director are jointly authorized to transfer appropriations up to \$75,000 within a departmental budget. Any appropriation transfer between departments of greater than \$75,000 requires City Council approval. Amounts appropriated for each year in the operating budget lapse at the end of each fiscal year, unless carried forward through the encumbrance process.

City Council Expenditure Allowance

The City's annual budget includes limited funding for members to undertake official City business. Examples of authorized expenses include travel for attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. Personal expenses, expenses associated with political activity, or donations are not allowed. Available funds are limited to the City Council's budget. Council Policy 120-03, Expense Reimbursement for Legislative Body Members, adopts and implements procedures for reimbursing City Council members. Additionally, Council Policy 600-02, Policies Governing Travel and Conferences/Training, adopts policies on attendance at conferences/training and procedures regulating travel and prior approval of attendance and reimbursable expenditures.

City Council Expenditure Guidelines

It is important to note that any expense must be related to City authorized business. California law and the City Charter prohibit City Council members, other elected officials, appointed officials, employees, and contractors from using City resources for personal or political purposes. For example, reimbursement could not be allowed to pay for meals at a meeting designed to discuss political or campaign strategies or for an individual resident.

City budgetary practices and accounting controls apply to expenditures within the City Council administrative budget. Reimbursement requests should be made through the Executive Secretary and submitted to the Finance Department. Expenditure records are public information.

CHAPTER 8

CONFLICTS AND LIABILITY

Conflict of Interest

State laws are in place to prevent an action by a Councilmember that would or may constitute a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. Any time a Councilmember believes a potential for conflict of interest exists, they are encouraged to consult with the City Attorney or private legal counsel for advice. Staff also may request an opinion from the City Attorney regarding a Councilmember's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

Senate Bill (SB) 1439

In 2022, Governor Newsom signed Senate Bill (SB) 1439, which amended California's "pay-to-play" law to apply to City Councilmembers. SB 1439 restricts Councilmembers from accepting a campaign contribution over \$250 from certain contributors within 12 months of making a decision regarding the contributor involving a "license, permit, or other entitlement for use." Prior to this new legislation, campaign contributions had not been considered gifts creating financial interests for elected officials for conflict-of-interest purposes. At the time of publication, the City Attorney and staff are continuing to determine the impacts and processes. Additional information will be provided to the City Council as it becomes available.

There are two primary laws that govern conflicts of interest for public officials in California - the Political Reform Act and Government Code §1090. In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; §1090 prohibits a public official from having an interest in government contracts.

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify themselves from acting on or participating in the decision before the City.

Government Code §1090 is similar to the Political Reform Act but applies only to City contracts in which a public official has a financial interest. The financial interests covered by §1090 are different from those in the Political Reform Act. A Councilmember having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating §1090 are severe. If a Councilmember believes that they may have any financial interest in a contract that will be before the City Council, the Councilmember should immediately apprise and seek advice from the City Attorney and the Councilmember's personal attorney.

CHAPTER 8

CONTINUED...

State law prohibits a Councilmember from simultaneously holding two public offices that are incompatible. Offices are incompatible when any of the following circumstances are present unless simultaneous holding of the particular offices is compelled or expressly authorized by law:

1. Either of the offices may audit, overrule, remove members of, dismiss employees of, or exercise supervisory powers over the other office or body.
2. Based on the powers and jurisdiction of the offices, there is a possibility of a significant clash of duties or loyalties between the offices.
3. Public policy considerations make it improper for one person to hold both offices.



There are a number of other restrictions placed on City Council actions that are highlighted in the League of California Cities' Guide. Such restrictions include prohibitions on secrecy and discrimination as well as assurance that all city funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual Councilmembers.

City Attorney Advice

The City Attorney has an affirmative duty to protect the City and City Council from conflicts of interest wherever possible. It is critical to note that while the City Attorney can render advice on the interpretation of State laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide binding interpretations on such matters is the State Fair Political Practices Commission (FPPC). Individual Councilmembers or the full City Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters. It is important to note that the City Attorney does not represent individual Councilmembers, but the City as a whole.

CHAPTER 8

CONTINUED...

Required Conflict of Interest Filings and Training

Form/Type	What	When	Where	Reference
Form 700 Filing	Statement of Economic Interests, reporting sources of income, property ownership, business positions,	Within 30 days of assuming or leaving office and annually on April 1	www.netfile.com/filer for City positions; filings for seats on other boards must be filed with that agency's filing official	City Clerk, City Attorney, www.fppc.ca.gov
Form 460 or 470 Filing	Campaign contribution form – required whether or not a campaign committee is open	Depends on whether campaign funds will be received during the year or a campaign committee is open	www.netfile.com/filer	City Clerk, www.fppc.ca.gov
Ethics Training	Ethics training for local government officials (2 hours)	Within one year of assuming office and every two years thereafter	https://locaethics.fppc.ca.gov/login.aspx Submit certificate of completion to City Clerk; must show minimum of 2 hours of training to meet the legal requirements.	City Clerk*

CHAPTER 8

CONTINUED...

Form/ Type	What	When	Where	Reference
Form 803 Filing	Behested Payment Report, required to report solicited donations used for legislative, governmental or charitable purposes	Within 30 days following the date on which payments meet or exceed \$5,000 in the aggregate from a single source in a calendar year	City Clerk's office (paper filing)	City Clerk, City Attorney, www.fppc.ca.gov

Liability

The City is a large institution offering a variety of services and may occasionally find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner that reduces risk to all involved; however, with such a wide variety of high-profile services, all risk cannot be eliminated. The City belongs to an agency with other governments to manage insurance and risk activities.

It is important to note that violations of certain laws and regulations by individual Councilmembers may result in that Councilmember being personally liable for damages that would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.

CHAPTER 9

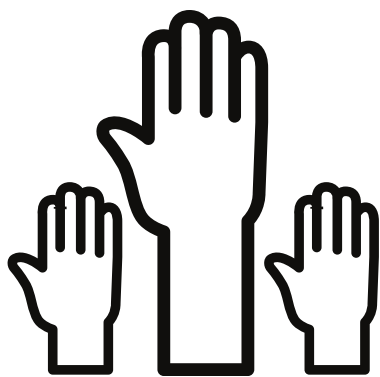
BOARDS AND COMMISSIONS

Background

Boards and commissions are important in that they enable residents to participate in the City's government processes. Their activities help shape and influence public policy, because they lend a more diverse viewpoint for the City Council to consider.

The City has approximately 20 boards and commissions, some created by the Charter and others by ordinance. Boards and commissions typically consist of five to nine members, although some are larger. Most members are required to be City residents. Some boards and commissions also have seats specified for youth members. The Chula Vista Municipal Code Chapters 2.25 through 2.63 contain general rules, appointment procedures, and roles and responsibilities of the individual boards and commissions.

Most board and commission members serve up to two four-year terms. Youth members serve two two-year terms. The City Clerk's office facilitates nominations, appointments, and reappointments in accordance with the Municipal Code.



Appointment

Members of boards and commissions are nominated in various ways, including nomination by the Mayor, a specified city council district seat, interviews by the full City Council, and other processes, as specified for each board and commission in the Municipal Code. Once a nomination has been made to appoint a member, an item is placed on a meeting agenda for a vote by the City Council. The affirmative vote of at least three Councilmembers is required to make an appointment. See Appendix B for a summary of boards and commissions nomination processes.

Reappointment

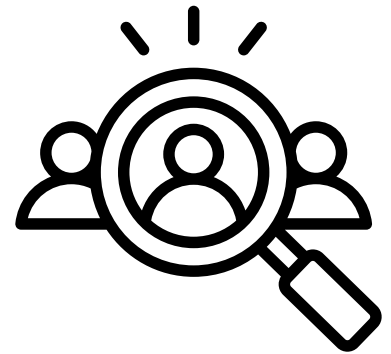
Reappointments typically occur in July of each year for those members who are eligible and interested in serving another term. Like initial appointments, reappointments require the affirmative vote of at least three Councilmembers.

CHAPTER 9

CONTINUED...

Removal

The Mayor is charged with monitoring attendance and training records, as well as reports of misconduct, and may make recommendations to the City Council for a vote on the removal of a member. The City Clerk's office assists in this process by providing attendance and training reports and coordinating communication with the member. Removal of a member requires the affirmative vote of at least three Councilmembers.



Recruitment

In addition to making appointments, the Mayor and Councilmembers play an important role in encouraging residents to apply to serve on boards and commissions. Applications are accepted throughout the year, regardless of any vacancies. Interested individuals can visit www.chulavistaca.gov/boards or contact the City Clerk's office.

Administration

The City Manager designates a staff liaison to each board and commission, as required by the City Charter Section 603, to assist them in carrying out the duties assigned by the City Council.

Boards and commissions do not have authority to direct City employees or the conduct of any department. While staff may work closely with boards and commissions, staff members remain responsible to their immediate supervisors and ultimately the City Manager and the City Council. The members of the boards are responsible for carrying out the duties assigned to them by the City Council by ordinance or resolution.

Staff support includes preparation and posting of the agenda and taking action minutes for each meeting, which are then filed in the City Clerk's office for permanent recordkeeping. Staff members also assist the meeting body chair to ensure appropriate compliance with state and local laws and regulations.

The City Clerk's office manages the application process for all boards and commissions, facilitates appointments and reappointments, manages member information, notifies members of required training and filings, gathers annual reports of attendance and activities, and provides support and training for staff liaisons.

CHAPTER 9

CONTINUED...

Board and Commission Meetings

Agendas for each board and commission meeting are required to be posted in accordance with the Brown Act, like City Council meetings. Agendas and minutes for upcoming and recent meetings are published on the City’s website at www.chulavistaca.gov/boardmeetings.

Boards and commissions use similar rules and procedures that the City Council uses when holding their meetings.

Council Relationship with Boards and Commissions

It is important that meeting bodies wishing to communicate recommendations to the City Council do so through approved City Council agenda procedures or by memoranda to the City Council. Each meeting body provides an annual report of activities in July, as required by the Municipal Code Section 2.25.280.

While City boards and commissions are ultimately responsible to the City Council, they are designed to be independent and to take actions (when authorized) and make recommendations to the City Council without undue influence from the City Council or any individual Councilmember. Therefore, it is usually not appropriate for an individual Councilmember to present to a Board or Commission. If a Councilmember wishes to attend a Board or Commission meeting, they should first consult with the City Manager and City Attorney to see if such attendance is appropriate.



CHAPTER 10

CITY RECORDS

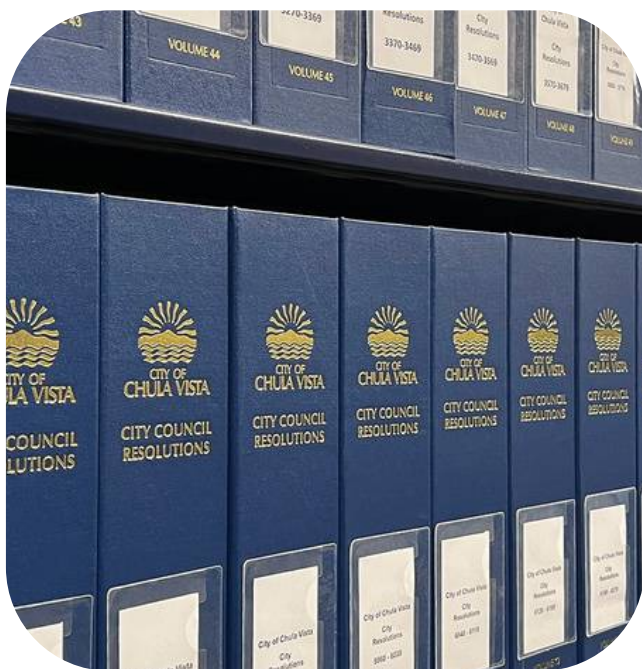
General

The California Public Records Act (PRA) was passed by the legislature in 1968 and was modeled after the federal Freedom of Information Act. The PRA details what government information is and is not available to the public.

The law defines a “record” as: “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” Records include paper documents, email messages, voicemail messages, text messages, and other physical and electronic information relating to City business.

In general, all records are open and available to any requester, except certain records that are specifically exempted. Exempted records include, but are not limited to, personnel and medical files, certain records related to litigation until the case concludes, and certain information related to a police investigation.

The vast majority of the City’s documents and records are disclosable to the public.



Public Records Requests

Any individual can request access to City records. The City Clerk’s office processes requests for all City departments, except the Police Department, which handles its own requests. Under state law, the City has 10 days to respond to a request and provide the records in a timely manner.

Members of the public who wish to request records can do so at the City Clerk’s office or online at www.chulavistaca.gov/cityclerk.

When processing requests for records, City Clerk staff work with necessary departments to gather the requested records.

CHAPTER 10

CONTINUED...

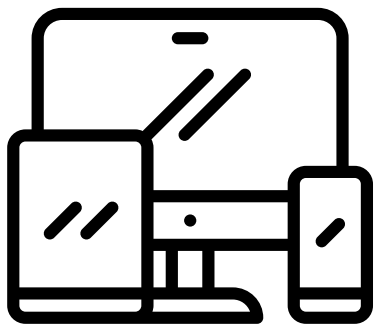
City Clerk staff reviews the records, determines which records are responsive to the specific request, and may redact certain information. Personal information, such as an address, email address, phone number, or information related to a juvenile, is redacted before the records are released. Information of a personal nature that is not related to City business may also be redacted or withheld from disclosure. The City Attorney's office provides legal support and guidance for the records request process.

Use of Personal Accounts and Devices

In 2017, the California Supreme Court, in *City of San Jose v. Superior Court of Santa Clara County (Smith)*, held that "when a city employee uses a personal account to communicate about the conduct of public business, the writings may be subject to disclosure under the California Public Records Act (CPRA or Act)."

City records on personal accounts and devices may include, but are not limited to, communications related to City business via: text message, personal email accounts, and social media accounts.

In accordance with the City's Electronic Communications Policy (provided in Appendix D), all employees, including City Councilmembers and their staff, who are issued official City Electronic Communication accounts and/or devices, including but not limited to a City email account or a mobile device, must use their City-issued accounts or devices, instead of their private accounts or devices, when communicating City business. If City business is conducted on a personal device or account, all records should be emailed to a City email account or otherwise filed and retained on a City device in accordance with the City's records retention practices.



Common Requests for City Councilmember Records

The following records created or in the possession of the City Councilmembers are periodically requested:

- A Councilmember's calendar of appointments
- Email messages
- Text messages
- Letters and correspondence

Whenever a request for a Councilmember's records is received, the City Clerk will work with the Councilmember or their staff to identify and gather responsive records.

CHAPTER 10

CONTINUED...

Locating Common Records Online

Frequently requested records are available on the City website at www.chulavistaca.gov/cityclerk, including City Council agenda packets, minutes, resolutions, ordinances, building permits, campaign finance filings, and Form 700 filings.

City Councilmember Request for Records

City Councilmembers can request records directly from the City Clerk's office. Requests can be sent to the City Clerk directly or to cityclerk@chulavistaca.gov. Requests for records that may be of interest to other City Councilmembers will be shared with all other members, in accordance with the City's communication practices.

Records Retention

Federal and state law dictates the minimum length of time the City must retain records; however, in some cases, the City may decide to keep certain records longer than required because they provide historical or other value.

The City Council has adopted a records retention schedule, which describes the minimum period of time the City must retain its records, accounting for legal requirements and the City's preference. Retention periods range from two years to indefinite or permanent, depending on the type of record.

Common records for Councilmembers, such as calendars and general correspondence (paper or email), have a minimum retention of two years. Proclamations that may be issued by the Mayor have a 10-year retention.

To discard records after they have reached their retention or for any other questions, contact the City Clerk.



CHAPTER 11

ADDITIONAL TRAINING AND RESOURCE MATERIALS

League of California Cities (Cal Cities)

The League of California Cities (Cal Cities) is an association of virtually all cities in California. It provides many services including the production of educational conferences for local officials, publication of various newsletters and the monthly magazine Western City. The League has lobbyists on staff to represent the interest of cities before the state Legislature and federal government and supports committees having local officials as members that are organized to address issues as they arise. The City of Chula Vista participates in Cal Cities activities through the San Diego County and Imperial County Divisions.

Cal Cities produces a number of publications on substantive issues in city and local government. These publications are available for purchase from Cal Cities.

Cal Cities offers a New Mayors and Council Member Academy held in January of each year in two California cities. More information can be found on their [website](#).

Institute for Local Government (ILG)

The Institute for Local Government also produces publications. For ILG publications please go to www.ca-ilg.org/publications.

APPENDICES

A-I

- A.** City Council Committee/Subcommittee Appointments
- B.** Board and Commission- Reference and Appointment Types
- C.** Sample Language for Common Memos
- D.** Commonly Referred to City Council Policies
- E.** Meeting Procedures- City Council
- F.** 2023-2024 Legislative Platform (draft)
- G.** ICMA Code of Ethics
- H.** FY2022 Annual Report
- I.** Administration Organizational Chart

ACKNOWLEDGEMENTS

This guide was prepared by:

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Council Staff Training

February 28, 2023

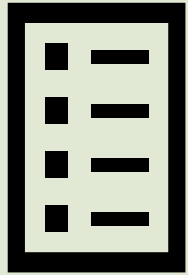


Agenda



City Organization

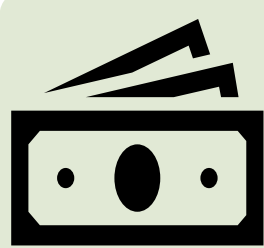
- Legislative Program



City Clerk



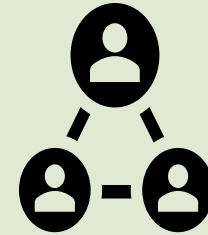
Communications



Finance



Housing & Homeless Services

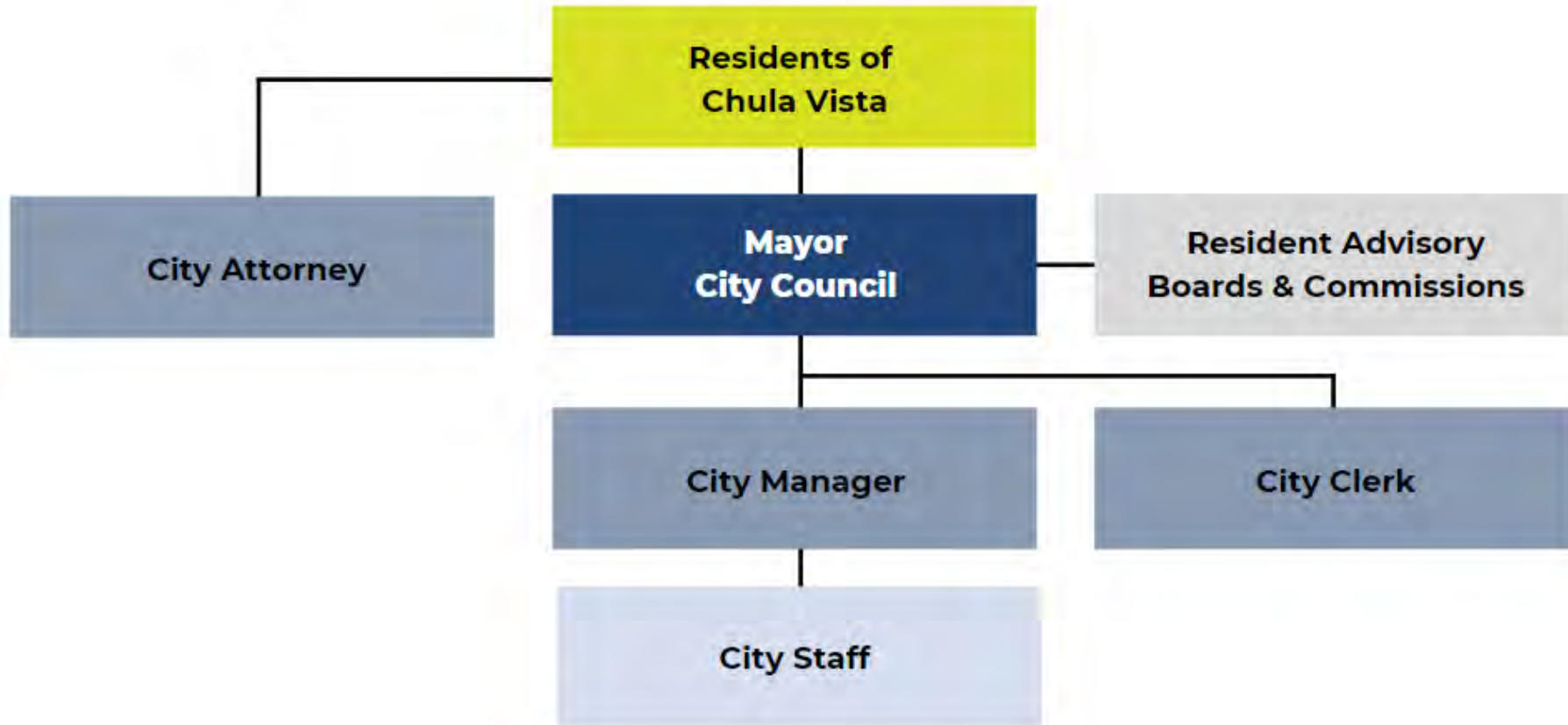


Human Resources

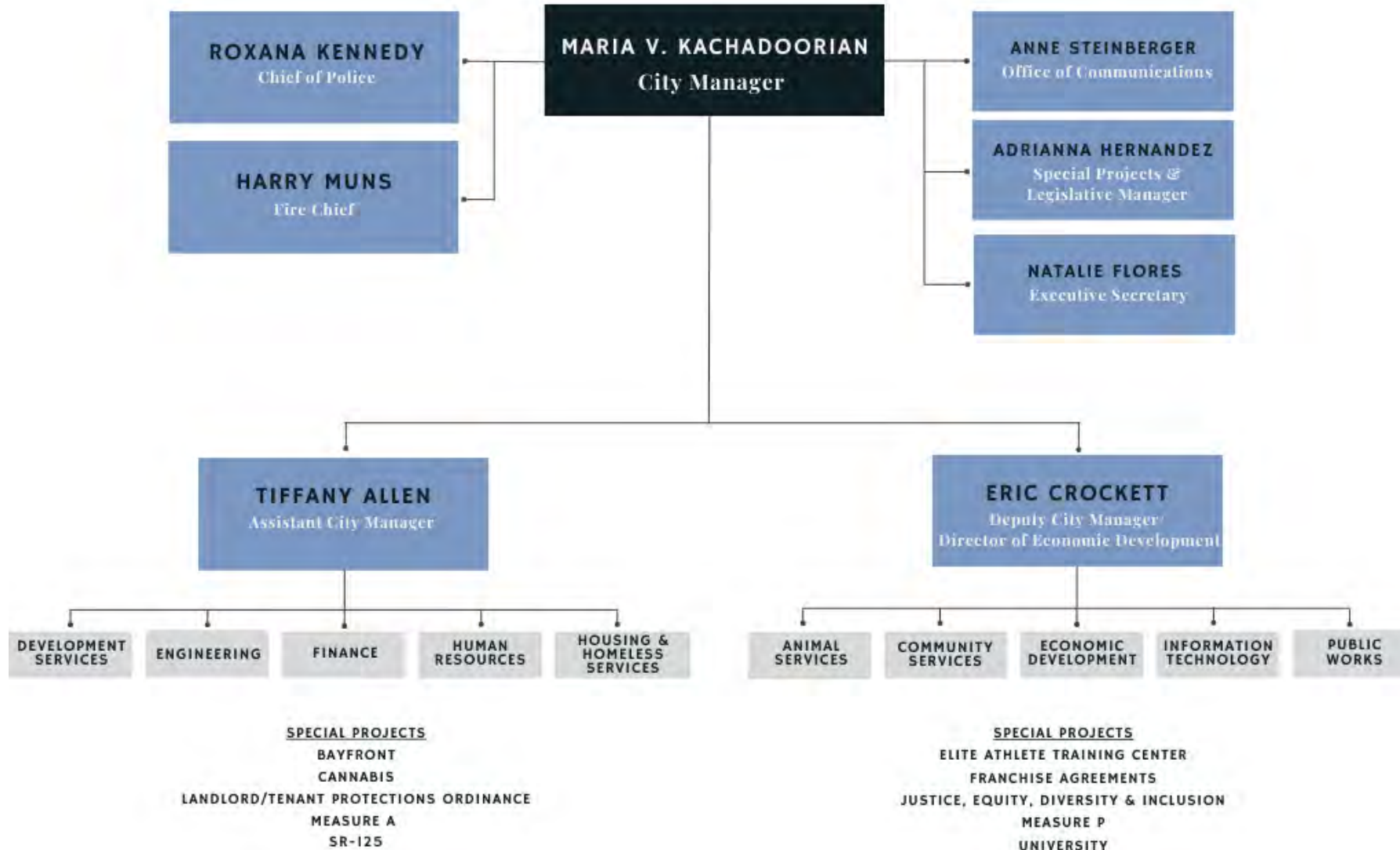


Constituent Services

City Organizational Chart



City Administration



Legislative Program

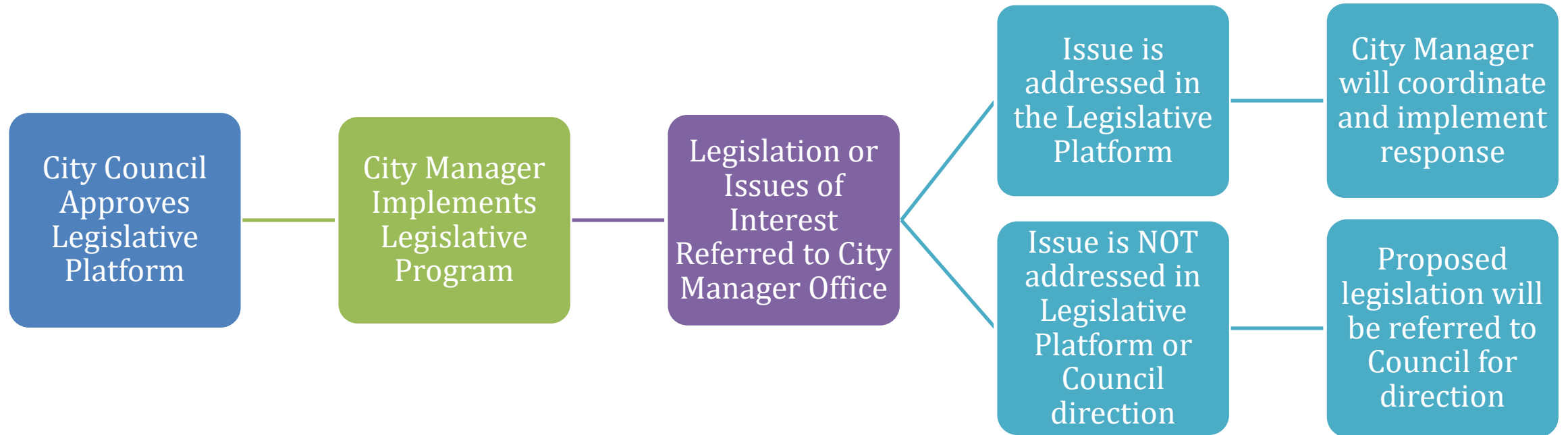
2023-2024 Legislative Platform



Guiding Principles

1. Maintaining Local Control
2. Promoting Fiscal Responsibility
3. Promoting Economic Development
4. Supporting Funding Opportunities

Coordination of Legislative Program



City Clerk



City Clerk

Elections

City Council Agendas

Citywide Records Management

State-Mandated Disclosure Filings

Boards and Commissions

Liaison Between City and the Public



City Clerk Organization Chart

Kerry Bigelow, MMC x3590
City Clerk

- Elections Official
- Local Legislation Auditor
- Municipal Officer
- Political Reform Filing Officer
- Legislative Services
- Notary

The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Ralph M. Brown Act, and the Public Records Act. The City Clerk manages public inquiries and relationships and provides support and information to the City Council, City boards & commissions, and City staff.

Tyshar Turner x3574
Assistant City Clerk/Records Manager

- City Clerk Office Operations
- Citywide Records Management, Maintenance & Research
- Council Meetings & Agenda Oversight
- Public Records Request Oversight
- City Clerk Primary Backup
- Notary

Cristina Hernandez x5869
City Clerk Analyst

- Elections
- Budget, Procurement, Contract Management
- Special Projects, Continuous Improvement, Software Lead
- Department Council Items Lead
- Form Filings & Maintenance (700, Ethics, Campaign, Other)
- Board and Commission Program Oversight

Sheree Kansas, CMC x3717
Deputy City Clerk II

- Agenda Item Coordination
- Council Agenda Preparation & Distribution
- Resolution & Ordinance Finalization
- eSCRIBE Support for Council Agenda
- Notary

Tamisha Woods x5961
Deputy City Clerk II

- Citywide Records Maintenance & Research
- Public Records Requests
- Routing/Document Recording
- Records Storage and Retrieval

Vacant
Sr. Records Specialist

- Public Records Requests
- Records Research
- Routing/Document Recording
- Records Storage and Retrieval

Karina Lafarga x2300
Deputy City Clerk I

- Boards and Commissions Recruitment & Staff Support
- Fiscal Office Specialist and Deputy City Clerk II Backup
- eSCRIBE Support for Boards and Commission
- Website & Intranet Lead

Marion Reynoso x5632
Fiscal Office Specialist

- Customer Service
- Department Payroll
- Purchasing and Accounts Payable
- Department Administrative Assistance

City Clerk – City Council Meetings



Agenda Publication

- Thursday before Tuesday Council Meeting
- eScribe Pro-App (Council Access)
- www.chulavistaca.gov/councilmeetings (Public Access)



eComments & Emails on Items

- Begin accepting when agenda is published through the end of the comment period
- Available in eScribe app or website
- Emails included as attachments; may be forwarded during the meeting

City Clerk – City Council Meetings

Emails Sent to a Majority of the City Council

- Forward to cityclerk@chulavistaca.gov for Brown Act compliance

City Clerk Ambassador Program

- Staff in lobby from 4:30 pm – 5:30 pm at regular Council meetings

Councilmember Absence

- Notify City Manager, City Clerk, and City Attorney ASAP
- Send memo to City Clerk to request an excused absence (be general; public document)

City Clerk – City Council Meetings

Adding an Item to the Agenda

- Proclamation (Council Policy 111-02); request to Mayor by 5 pm on Wednesday before the Tuesday meeting
- Regular Item (Council Policy 111-04); ideally request consensus to add to a future agenda

Teleconferencing

- Requires approval by Council (Council Policy 104-02)
- Teleconference location printed on agenda, open to public, and must be ADA accessible (other requirements apply)

City Clerk

Records & Information Management
Program (RIM)

<http://cv360/programs-projects/citywide-records>

City Clerk – Council Policy 112-01

COUNCIL POLICY CITY OF CHULA VISTA			
SUBJECT: Records and Information Management (RIM) Program	POLICY NUMBER	EFFECTIVE DATE	PAGE
	112-01	10/04/2022	3 OF 6
ADOPTED BY: Resolution No. 17577		DATED: 8/2/1994	
AMENDED BY: Resolution No. 2022-214 (10/4/2022)			
<p>Instant messaging such as text messages are to be limited to brief communications to establish contact, identify a location, or confirm appointments. Text messages should not be used to create and communicate directives, conduct City business, or send files.²</p> <p>Social media is used exclusively for the distribution of City information. Original documents are not to be created within social media, but attached and original communication posted to social media is to be limited to City announcements.</p> <p>Records and/or information that are received or sent as part of an Electronic Communication, including the communication itself are subject to the City's Electronic Communications Policy No. 909.</p> <p>Electronic Communication systems are intended to be a medium of communication and not repositories for City Records. Although Electronic Communication may seem to be less formal than other written communication, the same definition of Records applies, as do the rules for storage and retention. Electronic Communication that meets the definition of a record is to be stored in an official City repository.</p> <p>8. Records of Exiting Elected Officials, Council-Appointed Boards, Commissions, and Committees, Employees, Volunteers, and Contractors</p> <p>8.1. When an elected or appointed official's term ends, the elected or appointed official is to work with the City Clerk to transfer Records and information to the City Clerk's Office to comply with the requirements of this Policy and any supporting procedures for retaining and managing the Records and information of the exiting official.</p> <p>When an employee, volunteer, or contractor leaves the City, the exiting individual's supervisor or manager or the contractor's City point of contact is responsible for complying with the requirements of this Policy and any supporting procedures for retaining and managing the Records and information of the exiting employee, volunteer, or contractor.</p>			
9. Supplemental Retention Requirements			

EXHIBIT A

CONVENIENCE INFORMATION AND INCIDENTAL DOCUMENT EXAMPLES

Catalogs, Conference Handouts, and Trade Journals

Catalogs, trade journals, bulletins, magazines, manuscripts, brochures, conference/seminar handouts, manuals, external newsletters, and supplier fliers that are external publications.

Duplicate/Extra Copies

Exact copies of Records and information; duplicates of a document, such as printed publication.

Personal Working Files

When there is a final document (the "Record") in place, the drafts of that document and any rough notes are considered Convenience Information.

Reference Materials

Materials used as review or reference by an employee, but which are not documents of the City's business activities.

Templates

Unused or blank templates that have not been filled out or completed.

Transitory Correspondence

Casual correspondence (including e-mail) used for administrative purposes or internal communications (such as notification of a change in a meeting room or scheduling a working lunch).

RETENTION RULE!

Convenience Information can be shredded after it is no longer needed -- provided it is not subject to an active legal hold. When in doubt, ask the City Clerk before shredding.

City Clerk – Public Records Act Requests

California Public Records Act Requests

- Receipt of Request
- Clearance Process
- Response Deadlines

Types of Requests

- Requests for Emails
- Requests for Calendar
- Requests for Correspondence
- Requests for Text Messages

City Clerk – Public Records Act Requests – San Jose Case

City of San Jose v. Superior Court (2017)

“When a city employee/volunteer uses a personal account to communicate about the conduct of City business, the writings may be subject to disclosure under the California Public Records Act.” The City does not seek correspondence that is personal in nature but only records that relate to City business

City Clerk – Public Records Affidavit


CITY OF CHULA VISTA
AFFIDAVIT

**Re: California Public Records Act Request
CPRAR _____**

I, the undersigned, do hereby swear, certify and affirm the following:

- I conducted a search of all my personal devices and accounts/ which may include, but is not limited to, mobile and smart phones, tablets, computers, calendars, and email and social media accounts that I use or have used to conduct City business, for records that would be responsive to CPRAR _____; and*
- That the following are facts of the search conducted:*
 - Date and time of search:* _____
 - Results of search:* All relevant records provided to the City Clerk
No responsive records found
Other _____

Based upon the above, I hereby declare, to the best of my knowledge, that the foregoing is true and correct.

Respectfully submitted,

Date: _____

Name: _____

Title: _____

Signature: _____

Attest: _____
City Clerk

¹ City of San Jose v. Superior Court (2017). "When a city employee/volunteer uses a personal account to communicate about the conduct of City business, the writings may be subject to disclosure under the California Public Records Act." The City does not seek correspondence that is personal in nature but only records that relate to City business.

276 Fourth Avenue, Building 3 • Chula Vista, CA 91910 | (619) 391-8800 | cityofchulavista.com | www.chulavista.org

City Clerk – Internal Requests for Records

Self- Service Options

<https://www.chulavistaca.gov/departments/city-clerk/public-records>

- [City Clerk Public Records](#)
- [City Council Agenda Packets 2014 and later](#)
- [City Council Agenda Packets 2013 and earlier](#)
- [Closed Session Reportable Actions](#)
- [Meeting Minutes 2014 and later](#)
- [Meeting Minutes 2013 and earlier](#)
- [Resolutions](#)
- [Ordinances](#)
- [Building Permits 1992-current](#)



Need Assistance?

Tyshar Turner, Assistant City Clerk – Ext. 3574
Tamisha Woods, Deputy City Clerk – Ext. 5961

City Clerk – Boards and Commissions

- 18 City Boards and Commissions
- City Clerk administers appointments and reappointments; facilitates annual reports, training, and filings; and supports City staff with administration



City Clerk – Boards and Commissions

- General Rules established in CVMC 2.25
 - Membership, appointment processes, absences, election of chair, required reports, etc.
- Copies of agendas and minutes forwarded by City staff assigned to the board or commission
- Councilmembers generally do not attend meetings
- Agendas, packets, minutes, video (Planning Commission only), and audio (all other boards/commissions):
www.chulavistaca.gov/boardmeetings

City Clerk – Boards and Commissions

- Vacancies – www.chulavistaca.gov/boards
- Applications – Always accepted, even if no vacancy exists; remain on file for one year
- Unredacted applications sent to Councilmembers and staff are confidential – request a redacted copy for distribution
- When a vacancy occurs, City Clerk staff will reach out to the appropriate Councilmember to make a nomination
- All appointments require at least three affirmative votes of the City Council

Type	Appointment Process Description	Applicable Boards & Commissions/# of Seats
A	<p>GENERAL APPOINTMENT PROCESS (CVMC 2.25.052(A))</p> <p>When a vacancy occurs, the City Clerk shall forward applications received for the vacant position to the Mayor, who shall review the forwarded applications, select applicants to be interviewed, interview selected applicants, and make nominations for appointment, subject to the City Council's approval.</p> <p>*Cultural Arts Commission has a slightly modified version of this process.</p>	<ul style="list-style-type: none"> • Board of Appeals & Advisors/5 Seats • Board of Library Trustees/5 Seats • Charter Review Commission/5 Seats • Civil Service Commission/2 Seats • *Cultural Arts Commission/10 Seats • Health, Wellness, and Aging Comm/6 Seats • Housing and Homelessness Adv Comm/9 Seats • Human Relations Commission/12 Seats • Measure P Citizens Oversight Committee/1 Seat • Mobilehome Rent Review Commission/3 Seats • Parks and Recreation Commission/3 Seats • Sustainability Commission/9 Seats • Traffic Safety Commission/7 Seats • Veterans Advisory Commission/7 Seats • Wildlife Advisory Group/3 Seats
B	<p>FULL COUNCIL INTERVIEW APPOINTMENT PROCESS (CVMC 2.53)</p> <p>The Mayor and each Councilmember shall independently review forwarded applications. If five or more applications are received, at an open meeting, the Council makes nominations for interviews. Candidates receiving two or more nominations are invited to interview. If four or fewer applications are received, all applicants are invited to interview. The City Council shall then set a time collectively to interview the applicants. Following interviews, the Mayor and City Council shall select one individual for each available position.</p>	<ul style="list-style-type: none"> • Planning Commission/7 Seats
C	<p>DISTRICT-BASED APPOINTMENT PROCESS (CVMC 2.25.052(C))</p> <p>Seats are tied to a particular Council district seat. When a vacancy occurs, the City Clerk shall forward applications to the Councilmember filling the corresponding district seat. The Councilmember shall review the applications, select applicants to be interviewed, interview selected applicants, and make nominations for an appointment, subject to the City Council's approval.</p>	<ul style="list-style-type: none"> • Health, Wellness, and Aging Comm/4 Seats • Measure A Citizens Oversight Committee/4 Seats • Measure P Citizens Oversight Committee/4 Seats • Mobilehome Rent Review Commission/4 Seats • Parks and Recreation Commission/4 Seats

<i>Type</i>	<i>Appointment Process Description</i>	<i>Applicable Boards & Commissions/# of Seats</i>
D	<p>DESIGNATED MEMBER APPOINTMENT PROCESS (CVMC 2.25.052(D))</p> <p>1. When a vacancy occurs, designated members shall be selected for nomination by the Nominating Authorities specified in the applicable Commission section in accordance with policies and procedures that each Nominating Authority establishes for itself. Up to three nominees may be presented for consideration. If any of the listed Nominating Authorities decline to exercise their nominating authority in a timely fashion, or if any ceases to function or exist, that party's nominating authority shall pass to a substantially similar organization selected by the City Council.</p> <p>2. Nominating Authorities shall submit the names and contact information for their nominee(s) ("Designated Nominees") to the City Clerk on a form prescribed by the City Clerk. The City Clerk shall provide the Designated Nominees with instructions to complete and submit applications to the City Clerk within a specified time period. Completed applications timely received by the City Clerk shall be forwarded to the Mayor.</p> <p>3. The Mayor shall interview all Designated Nominees who timely completed applications, and make nominations for appointment, subject to the City Council's approval.</p> <p>4. If a Nominating Authority presents the Mayor with two or three nominees for consideration, and those nominees properly apply, the Mayor shall make the nomination by choosing among the two or three nominees presented. If a Nominating Authority presents the Mayor with only one nominee, the Mayor may reject <u>such</u> nomination and request an alternative submittal. Once rejected, a nominee may not be resubmitted for the term at issue, but may be submitted for consideration for future terms.</p>	<ul style="list-style-type: none"> • Measure A Citizens Oversight Committee/7 Seats • Measure P Citizens Oversight Committee/9 Seats
O	<p>Other</p> <p>Please see the board or commission's Municipal Code Chapter or originating document.</p>	<ul style="list-style-type: none"> • Board of Ethics/7 Seats • Civil Service Commission/3 Seats • Redistricting Commission/7 Seats • Wildlife Advisory Group/1 Seat • Bayfront Cultural & Design Committee/3 Seats

City Clerk – Boards and Commissions Reappointments (CVMC 2.25.055)



Annual reappointments occur in July each year



Unless otherwise requested by the nominating authority, City Clerk schedules reappointments



For Planning Commissioners, a majority of the Council can interview members prior to reappointment



All reappointments require at least three affirmative votes of the City Council

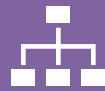
City Clerk – Disclosure Filings Form 700



File within 30 days of assuming office or leaving office, and annually on April 1



Online filing required for City (www.netfile.com/filer)



Filing required for Councilmember, Chief of Staff, Policy Aide, Council Assistant (incl. hourly); notify City Clerk of any changes



City Clerk is the filing officer for City Council and City staff



Filings for other agencies (e.g. MTS, SANDAG, Bayfront Financing Authority) must be filed with that agency, not City Clerk

City Clerk – Disclosure Filings

Campaign/ Officeholder Statements

Form 460 – Committee Campaign Stmt


- Required if Councilmember has an open campaign committee
- Deadlines in non-election years:
January and July


Form 470 – Officeholder Statement


- Filed *instead* of Form 460 if Councilmember does not have a controlled committee and does not anticipate receiving or spending \$2,000 or more in the calendar year
- Deadline is usually July 31

City Clerk – Disclosure Filings

Form 803 – Behested Payment Report

 “Behested payment” is made when an elected official solicits a donation to an organization that is used for legislative, governmental, or charitable purposes.

 Payments are not considered campaign contributions or gifts. No limits on behested payments.

 Must be reported if payments of \$5,000 or more are made per calendar year from a single source.

 Must be reported within 30 days of the date payment is made.

 Filed with the City Clerk.

City Clerk – Disclosure Filing Resources

Fair Political Practices Commission | www.fppc.ca.gov

- Fact Sheets:
 - Gifts, Honoraria, Travel, and Loans
 - Travel for a public Purpose Paid for by a 501(c)(3) or Gov't Entity
 - Behested Payments
 - Form 700 Reference Pamphlet
 - FAQ: Form 700 Disclosure
- advice@fppc.ca.gov / 1-866-ASK-FPPC (M-Th 9 – 11:30 am)

City Clerk – Ethics Training



Two-hour ethics training required by all Form 700 filers and City board/commission members



Deadline: Within one year of beginning service and every two years thereafter



City Attorney periodically offers training or free online course:
<https://localethics.fppc.ca.gov/login.aspx>



Submit certificate to City Clerk

Communications

Office of Communications Team

Anne Steinberger – Marketing & Communications Manager

Diane Howell – Public Information Specialist

Karen Schulman – Communications & Special Events
Coordinator

Karla Mendez – Community Engagement Specialist

Communications

Office of Communications is responsible for

- Public Information
- Media Relations
- Special Events
- External Communications: Website, Social Media, Community Connections Newsletter

Public Information

- www.chulavistaca.gov
- City Newsletters
 - City Manager Community Connections
 - Library newsletter
 - Sustainability newsletter
- City Calendar
- Printed Materials
 - Flyers, Brochures



Media Relations

- Communications distributes City press releases
- CVPD and CVFD distribute public safety press releases
- Press inquiries/Media interviews
 - Mayor is spokesperson for most City matters
 - Media inquiries for Mayor/Council interviews are referred to Mayor/Council offices
 - Mayor/Council are welcome to respond to interview requests
 - Legal issues (Closed Session, etc.) should be referred to Communications or City Attorney
 - Contact or refer reporter to Communications Manager

Special Events

- Communications coordinates City-sponsored events
 - July 4thFest, South Bay Earth Day, Starlight Parade/Nights
- Communications is lead for other events held in City
 - Road races, festivals, Third Avenue events, etc.
- District Events – coordinated by Council offices
- City endorsed events
- Refer event questions from constituents to Communications

Social Media

- @thinkchulavista
- Daily posts in English and Spanish
- Focus on City events, information, milestones and other announcements
- Staff Spotlight
- Social media tips



Finance



Purchasing Overview



Accounts Payable Overview



Payroll Overview

Purchasing



Purchasing Policy & Requirements

City Municipal Code [2.56 Purchasing System](#)

[Awarding Authority](#) (Summary of City Purchasing Procedures)

Common Purchases & Services

Where to Begin

Steps for Success

Procure to Pay (P2P) Workflow

Awarding Authority

(Summary of City Purchasing Procedures)

City Council Awarding Authority

- General Supplies, Services, Equipment & non-CIP Public Work >\$250,000
- Professional & Legal Services >\$50,000
- Public Work (CIP) & Cooperative Agreements >\$2,000,000

City Manager Awarding Authority

- General Supplies, Services, Equipment & non-CIP Public Work \$100,000 - \$250,000
- Professional Services \$10,000 - \$50,000

Purchasing Agent Awarding Authority

- General Supplies, Services, Equipment & non-CIP Public Work ≤\$100,000
- Professional & Legal Services ≤\$10,000
- Public Work (CIP) & Cooperative Agreements ≤\$2,000,000

Common Purchases & Services

Products and Equipment

- Office Supplies
- Furniture
- Technology / Mobile Devices

Services

- Printing
- Subscriptions
- Special Events

Memberships

- Dues
- Conferences/Travel
- Membership Meetings and Luncheons

Where to Begin

Determine Your Funding Source

- Is this part of your operating Budget
- Are you using contributions/donated funds

Do I need a purchase order (PO)?

- A PO should be the primary document of use when purchasing supplies and services

Can I use a City Issued Credit Card

- A City issued credit card is designed for low-risk single use transactions that generally do not exceed \$500
- Primary uses are for travel, approved meals, memberships and conference fees

Should I use my own money and request a reimbursement

- Approved reimbursements include meals, ground transportation, memberships

Steps for Success

Early Evolvment

Communicate with Cynthia, Purchasing
and/or Accounts Payable

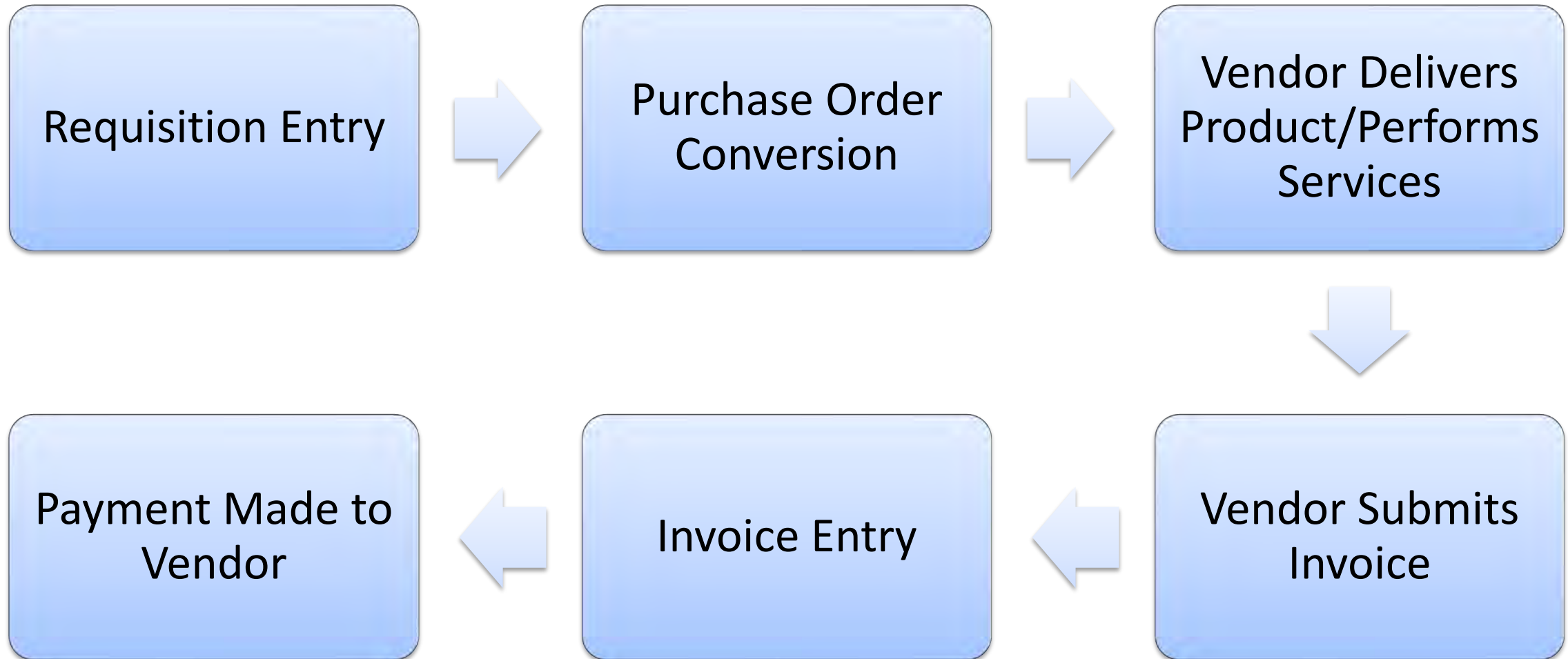
Promotes and allows standard processes to
work as designed

Avoid “After the Fact” Situations

Do not commit the City

This stops the normal course of business
and creates delays

Procure 2 Pay (P2P) Workflow



Accounts Payable



Invoices

- Invoices must be addressed to City
 - Prior approval needed before entering in Munis
 - Person ordering
 - Person receiving
 - Approval methods
 - Email
 - Wet signature on invoice
 - All approvals must be attached in Munis

odp
ADDRESS SOLUTIONS LLC

ORIGINAL INVOICE 10000

THANKS FOR YOUR ORDER

Contact Number For:
Account Inquiries: (888) 283-3423
Order Inquiries: (800) 721-6502

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
270072172001	\$23.04	1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
10/09/2022	Net 30	11/08/2022

Federal ID #: 88-2161888

Bill To: ATTN: ACCTS PAYABLE
CITY OF CHULA VISTA
278 4TH AVE BLDG A
MAYOR - COUNCIL
CHULA VISTA CA 91910-2699
11001001100110011001

Ship To: CITY OF CHULA VISTA
278 4TH AVE BLDG A
MAYOR - COUNCIL
CHULA VISTA CA 91910-2699

ACCOUNT NUMBER	ACCOUNT MANAGER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
6690764		MAYOR/COUNCIL	270072172001	10/04/2022	10/05/2022		
BILLING ID	PURCHASE ORDER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
17903980	2230372		SAMANTHA TRICKEY		01		
CAT/LOG ITEM # / MAKEUP CODE	DESCRIPTION / CUSTOMER ITEM #	UM TAX	QTY ORD	QTY SHIP	QTY BU	UNIT PRICE	EXTENDED PRICE
933123 / 7714211	MOVING SMALL BOX, PK 933123	PK	1	1	0	21.190	21.19

SUB TOTAL	21.19
DISCOUNT	0.00
DELIVERY	0.00
MISCELLANEOUS	0.00
SALES TAX	1.85
TOTAL	\$23.04

ALL AMOUNTS ARE BASED ON USD CURRENCY

In order to place, please attach original copy and retain our pricing list, or copy of the invoice. Please note orders to us may incur a profit of measurement, whatever you order. Please do not ship orders. Please do not return items or machines until you call us first for instructions. Shipping or damage must be reported within 3 days after delivery.

▲ DETACH HERE ▲

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
CITY OF CHULA VISTA	17903980	270072172001	10/09/2022	\$23.04	

CITY OF CHULA VISTA
TRAVEL EXPENSE AND REIMBURSEMENT REPORT

Print Form
 Reset Form

TYPE OR PRINT CLEARLY

ORIGINAL REQUEST
 ADDITIONAL REQUEST

ISSUE CHECK TO (IF OTHER THAN TRAVELER)

PURPOSE OF TRIP

TRAVELER'S NAME (LAST, FIRST, MIDDLE INITIAL)

DEPARTMENT ACTIVITY PERIOD COVERED TO PERIOD COVERED

ACCOUNT NUMBER (5 DIGIT ORG KEY) IN-COUNTY OUT-OF-COUNTY



EXPENDITURES RETURN THIS FORM WITHIN 30 DAYS AFTER COMPLETION OF TRAVEL
 ATTACH ALL RECEIPTS TO THIS FORM FOR EXPENDITURES REPORTED

ITEM	1. DATE	2. DATE	3. DATE	4. DATE	5. DATE	6. DATE	7. DATE	8. DATE	9. DATE	TOTALS
1. MEALS										
2. LODGING										
3. FARE (AIR-RAIL-ETC)										
4. TAXI, SHUTTLE, BUS										
5. TELEPHONE										
6. AUTO RENTAL										
7. OTHER										
8.										
9.										
10.										
11.										
12.										
ITEM TOTALS BY DATE										

ITEMS #6 THROUGH #12 REQUIRE EXPLANATION BELOW TOTAL APPROVED EXPENSES ▲

ITEM & COL #	EXPLANATION	TRAVELER'S RECONCILIATION	AMOUNT
		CASH ADVANCED	\$0.00
		LESS APPROVED EXPENSES	\$0.00
		BALANCE DUE TO CITY/(EMPLOYEE)	\$0.00

FOR FINANCE DEPT. USE ONLY			
ACCOUNT NUMBER	CHECK NO.	MISC. RECEIPTS	AMOUNT

I CERTIFY THAT THESE WERE AUTHORIZED CITY TRAVEL EXPENSES AND WERE ACTUALLY INCURRED BY ME

EMPLOYEE SIGNATURE

APPROVED BY

Travel Expense Reimbursement

- All travel reimbursement requests should have supporting documentation that includes:
 - Event date
 - Event location
 - Meals provided by event
- Meals - Itemized receipts required if not using per diem
 - Per diem rates:
 - Breakfast \$10.00
 - Lunch \$14.00
 - Dinner \$25.00
- Hotel - Itemized receipts required
- Airfare – support should include dates and location
- Taxi/Uber/Lyft – receipt should include dates and location
- Auto Rental – rental contract should include dollar amount
- Other – parking, toll fee, gas

All reimbursement forms can be found on the intranet under forms.

Policies can be found on the intranet under Policies

- 300-01 [Expense Reimbursement Legislative Body Members](#)
- 600-02 [Travel and Conferences/Training](#)

COUNCIL POLICY CITY OF CHULA VISTA			
SUBJECT: POLICIES GOVERNING TRAVEL AND CONFERENCES/TRAINING	POLICY NUMBER	EFFECTIVE DATE	PAGE
		600-02	09/14/2010
ADOPTED BY: 2010-220		DATED: 09/14/2010	
AMENDED BY: Resolution No. (date of resolution)			
<p>I. PURPOSE: The purpose of this policy is to establish policies with regard to attendance at conferences/training and procedures regulating travel and prior approval of attendance and reimbursable expenditures.</p> <p>II. POLICY</p> <p>A. BACKGROUND: Allowing City staff to attend conferences/training promotes the exchange of ideas, assists staff in keeping up-to-date with new laws and practices in their field, and enhances their abilities to improve services to the community. Attendance at conferences/training, as well as other events, may require local or non-local travel. It is, therefore, necessary that the City establish policies with regard to attendance at conferences/training, and procedures regulating travel and prior approval of attendance and reimbursable expenditures.</p>			

Payroll



Leave Time Accruals

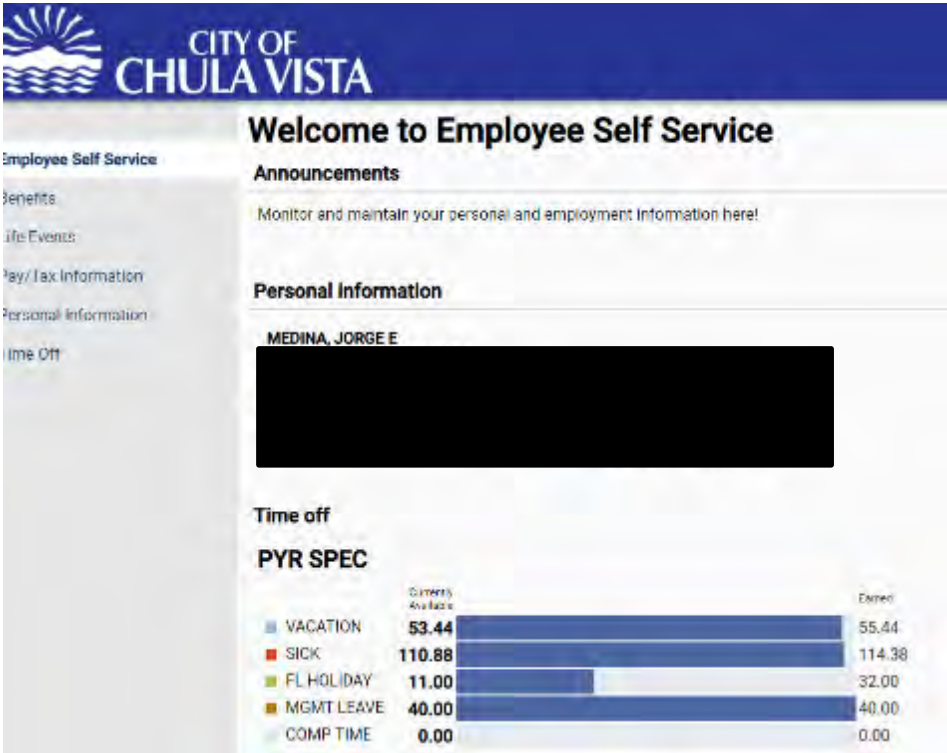
Accruals For Confidential

- Vacation
- Sick
- Floating Holiday(24hrs Full Time, 16Part Time Benefitted)

Accruals for Middle Management Unrepresented

- Vacation
- Sick
- Floating Holiday
- Management Leave(44 Hrs)

- You can keep up with your Accruals in ESS



Leave Requests

Deadline to turn in your approved leave request to Time Clerk is on Wednesday of Non-Pay Week

Must be approved by your immediate supervisor

Please check your balances before submitting leave request

The deadline to turn in your leave request for the pay period should be Thursday of non-pay week if not it will impact the time entry of Cynthia



LEAVE REQUEST

FULL NAME <u>Jorge Medina</u>		JOB TITLE <u>Payroll Specialist</u>		EMPLOYEE I.D.# <u>5180</u>
DEPARTMENT <u>Finance</u>	DATE(S) LEAVE REQUESTED		INDICATE HOURS REQUESTED <u>18</u>	
LIST TOTAL HOURS BY TYPE OF LEAVE REQUESTED				
COMP TIME USED (320) <input type="text"/>	JURY DUTY (300) <input type="text"/>	INJURY WC (363) <input type="text"/>	LWOP WITH BENEFITS (510) <input type="text"/>	
VACATION USED (330) <input type="text"/>	MILITARY LEAVE (361) <input type="text"/>	FURLOUGH USED (354) <input type="text"/>	LWOP WITHOUT BENEFITS (519) <input type="text"/>	
SICK LEAVE USED (348) <input type="text"/>	VOLUNTARY TIME OFF (305) <input type="text"/>	FMLA NO MATERNITY (500) <input type="text"/>	OTHER <input type="text"/>	
FLOATING HOLIDAY (352) <input type="text"/>	MANAGEMENT LEAVE (359) <input type="text"/>	FMLA MATERNITY (501) <input type="text"/>		
REASON FOR LEAVE: <input style="width: 100%;" type="text"/>				
I AM AWARE OF THE CITY'S LEAVE POLICIES AND CERTIFY THAT MY ABSENCE ON THE DATE(S) INDICATED WAS DUE TO THE REASON NOTED.				
<u>Jorge Medina</u> EMPLOYEE'S SIGNATURE			<u>12/27/2022</u> DATE	
CERTIFICATION	APPROVE	DATE	DISAPPROVE	
IMMEDIATE SUPERVISOR				
DEPARTMENT HEAD				
TIME CLERK VERIFICATION				
<small>PERS - 110 (REV 10/19)</small> <small>ORIGINAL - DEPT DUPLICATE - EMPLOYEE</small>				

Deferred Compensation

If you are starting your Deferred Comp you must send to:
CVPayroll@chulavistaca.gov
RPublic@Nationwide.com

Information we will need what account you want to change (Roth, 457, etc.) how much you want to change it to (increase or decrease) and when you would like this change to take place.

You do not need to contact Nationwide unless you are opening an account. You will only need to contact CVPayroll@chulavistaca.gov with any changes



Nationwide®

Chula Vista 457(b) Deferred Compensation Participation Agreement and Service Request

Page 1 of 4

Personal Information

Plan Name: Chula Vista 457(b) Plan and Trust Plan ID: 0041571001
Name: _____
SSN: _____ Date of Birth: _____ Primary Phone: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Email: _____

How would you like to be contacted if additional information is required? Phone Email

*Nationwide strives to provide excellent customer service to our Members. By providing your phone number, you authorize Nationwide associates to contact you using automated dialing technology to assist you with your account.

Paperless Delivery Consent

Paperless Delivery: By providing your email address you are consenting to electronic (paperless) delivery of documents related to your retirement plan, e.g. - statements, confirmations, terms, agreements, etc. Check the box below if you would prefer to receive paper copies of the documents via US Mail to the address provided above.

I do NOT consent to Paperless Delivery. Please provide the documents related to my retirement plan via US Mail.

Deferral Election

457(b) Pre-Tax \$ _____ Payroll Frequency: Bi-Weekly
457(b) Roth* \$ _____ Start Contribution On (Pay Period): _____
Total \$ _____

*Contributions to Roth are made on a post-tax basis. Use whole dollar amounts only; no decimals or fractions.

Enroll me in asset rebalancing I agree to comply with and be bound by the terms and conditions of the service including any restrictions imposed by the investment options. I understand I can obtain more information about the service, its terms and conditions by contacting The Nationwide Service Center.

Resources



Purchasing

- Victor De La Cruz - vdacruz@chulavistaca.gov
619-409-5959
- Elly Aguilar - eaguilar@chulavistaca.gov
619-409-3564



Accounts Payable

- Niki Kotselas – nkotselas@chulavistaca.gov
619-407-3571



Payroll

- Jorge Medina – jmedina@chulavistaca.gov
619-409-5916



Housing & Homeless Services





Core Services



Operations / Budget



Housing Element Implementation



Homeless Outreach Team



Healthy & Age-Friendly CM



HOUSING &
HOMELESS
SERVICES

ASSISTANT CM

Tiffany Allen

**DIRECTOR OF HOUSING &
HOMELESS SERVICES**

Stacey Kurz

**PRINCIPAL MANAGEMENT
ANALYST**

Dania Gonzalez

MANAGEMENT ANALYST II

Mark Barnard

**SENIOR FISCAL OFFICE
SPECIALIST**

Carlos Rodriguez

HOUSING MANAGER

Vacant

**HOMELESS SOLUTIONS
MANAGER**

Angelica Davis

MANAGEMENT ANALYST II

Vacant

SENIOR PLANNER

Vacant

**SENIOR FISCAL OFFICE
SPECIALIST**

Alekzander de la Cruz

Hourly

GRADUATE INTERN

Emily Tran

FY22/23 Grant

MANAGEMENT ANALYST II

Naader Ho

**HOMELESS SOLUTIONS
COORDINATOR**

Hugo Cardenas

Retired Annuitant

**HEALTH, WELLNESS &
AGING COMMISSION**

**AGE-FRIENDLY
TASK FORCE**

**HOUSING & HOMELESS
ADVISORY COMMISSION**

**HOMELESS STRATEGIES
TASK FORCE**

**HOUSING PRODUCTION
TASK FORCE**

Organizational Structure



HOUSING &
HOMELESS SERVICES

HUD Entitlement Grants

Empower individuals & families • Build community resilience • Promote housing opportunities • Enhance quality of life



Entitlement Grants

- Entitlement Communities receive annual formula allocations
 - Central cities of Metropolitan Statistical Areas (MSAs)
 - Cities populations > 50,000 and qualified urban counties populations > 200,000

Community Development Block Grant (CDBG) ≈\$2.3M

1. Benefit primarily low/moderate income families;
2. Aid in the prevention or elimination of slums or blight; or
3. Meet community needs due to a major emergency such as a natural disaster.

HOME Investment Partnership Funds (HOME) ≈\$900k




1. Low-income affordable rental housing; and/or
2. Homeownership opportunities.

Emergency Solutions Grant (ESG) ≈\$200k

1. Homeless Prevention;
2. Rapid Re-Housing (rental assistance);
3. Street Outreach;
4. Emergency Shelter; and/or
5. Homeless Management Information Systems (“HMIS”).

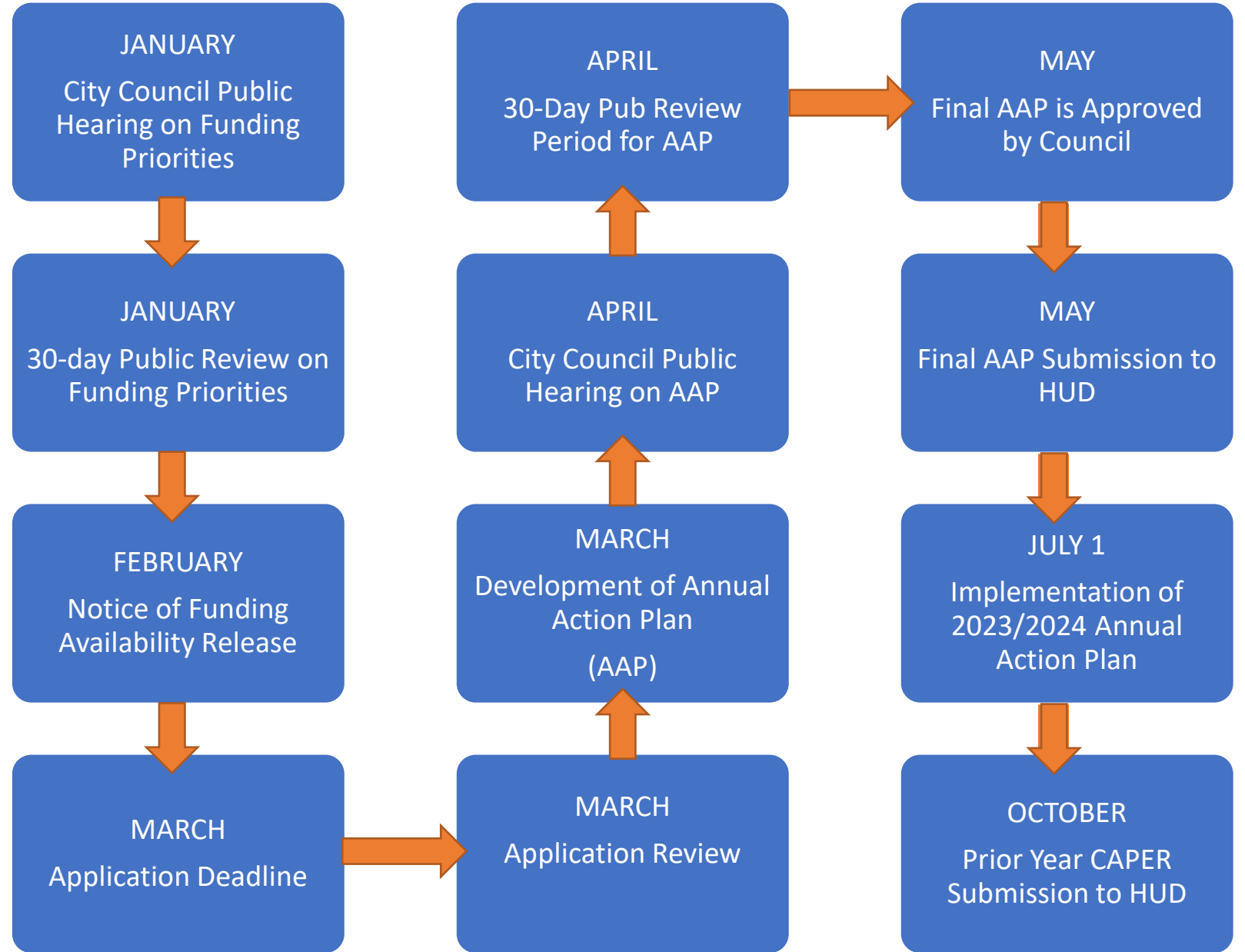


2020-2025 Funding Priorities

PRIORITY	GOAL	ACTIVITY TYPE
Homelessness 	Assist individuals and families to gain stable housing after experiencing homelessness or a housing crisis by providing appropriate services and housing solutions on a path to stability.	<ul style="list-style-type: none"> Shelter Operations Homeless Prevention Homeless Outreach Homeless Supportive Services
Social Service Programs 	Invest in community social services that promote equity and serve the most vulnerable of the community's population.	Public Services to Low/Moderate Income including the following population: <ul style="list-style-type: none"> Homeless; Veterans; Youth; Seniors; Victims of Domestic Violence; Special Needs/Disabled
Capital Improvement and Public Facilities 	Support the development of vibrant, equitable and accessible neighborhoods by investing in public facilities and infrastructure.	<ul style="list-style-type: none"> ADA improvements New streets and sidewalks Public facility improvements
Economic Development 	Enhance the City's economic stability by investing in inclusive economic growth initiatives that develop and strengthen small businesses, employment and workforce development programs and improving access to jobs.	<ul style="list-style-type: none"> Business Financial Assistance Programs Business Technical Assistance Job Training and Placement
Affordable Housing 	Increase affordable rental and owner-occupied housing to improve housing opportunities that reflect the community's needs.	<ul style="list-style-type: none"> New Construction Acquisition Rehabilitation First-Time Homebuyer Assistance Tenant-Based Rental Assistance



Federal Block Grant Annual Process





HOUSING &
HOMELESS SERVICES

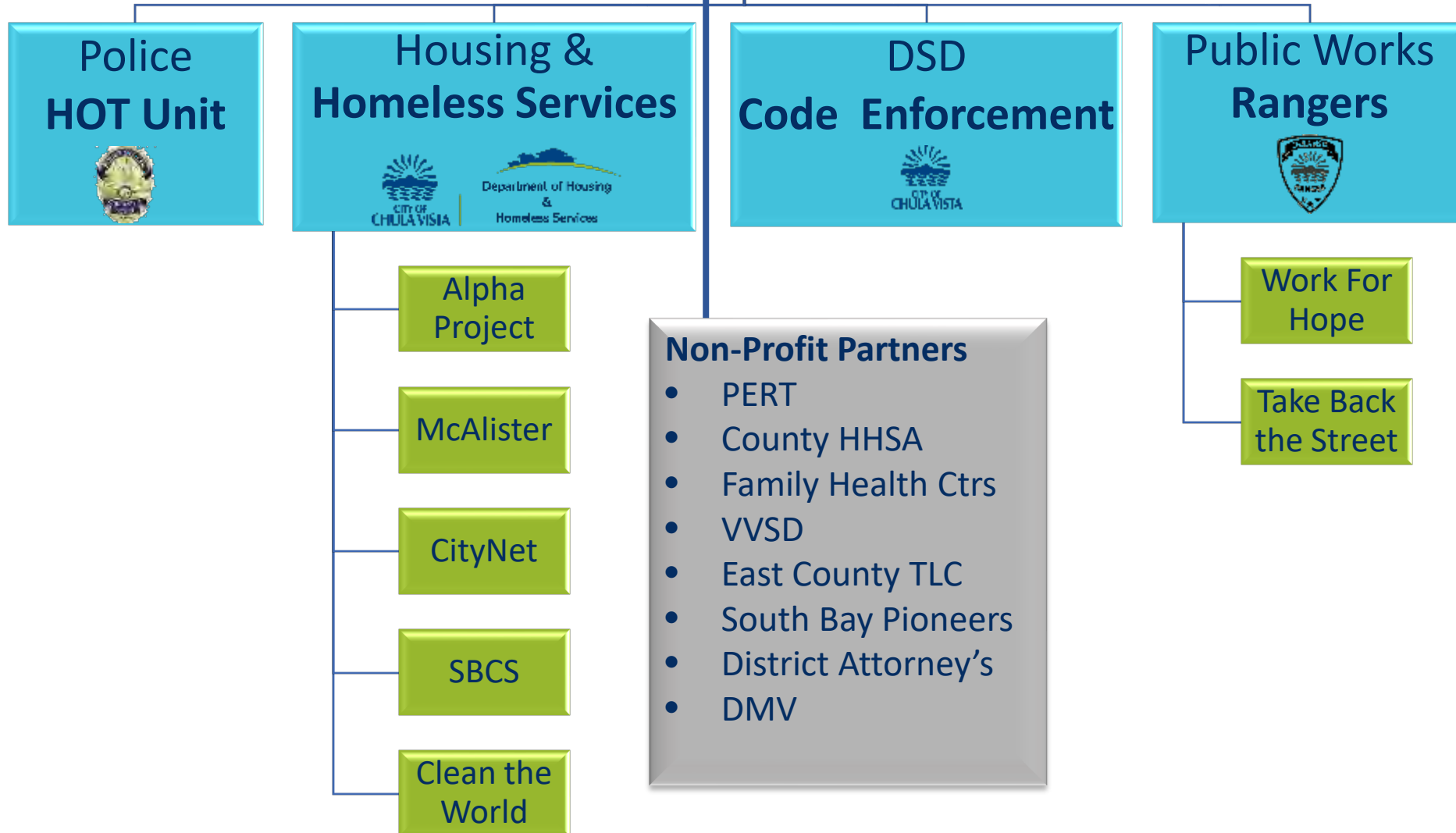
Homeless Services

Empower individuals & families • Build community resilience • Promote housing opportunities • Enhance quality of life



Homeless Outreach Team

“The Task Force”





Causes of Homelessness



Family-Related Issues



Job-Loss



Medical Issues



Mental Health



Cost of Living

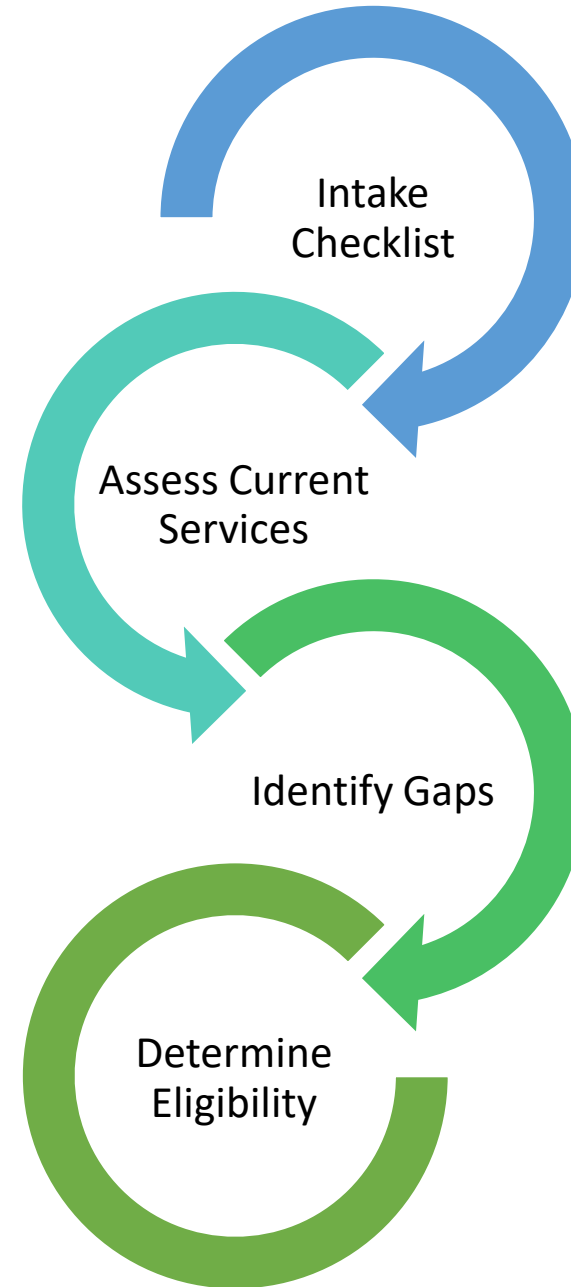


Substance Abuse



HOUSING &
HOMELESS
SERVICES

Homeless Prevention Resources





HOUSING &
HOMELESS SERVICES

Contact

Stacey Kurz, Director

Phone: (619) 585-5609

Email: skurz@chulavistaca.gov

Website: <https://chulavistaca.gov/housing>

Main Line: (619) 691-5047

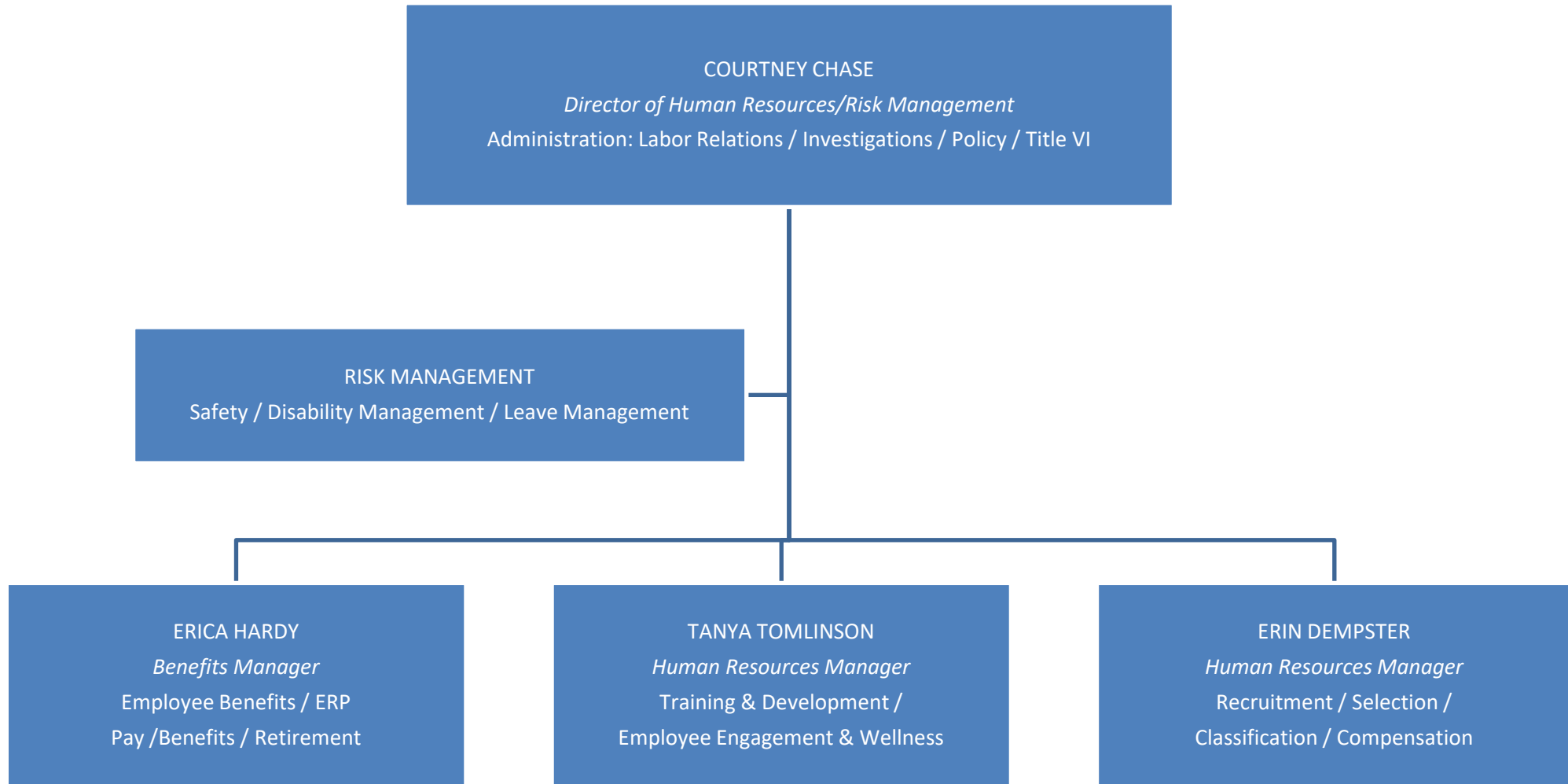
General Email: affhousing@chulavistaca.gov

Human Resources Overview for Council Staff Training

February 28, 2023



Human Resources



Human Resources

Human Resources Department Consists of Five (5) Divisions

- **Administration:** Labor Relations/Negotiations with City's six labor groups, Investigations, Policy, Civil Service Commission
- **Risk Management:** Occupational Health & Safety, Disability and Leave Management, Workers' Compensation Program, Cost Recovery
- **Employee Benefits:** City's Section 125 Cafeteria Benefits Plan (including Medical, Dental, Vision and other insurance), Retiree Medical Program, HRIS, New Hire Orientations, Employee Assistance Program (EAP) and Professional Enrichment Program
- **Training & Development:** Training and guiding departments and employees on variety of topics, including performance management, investigation, discipline process, teambuilding. Oversees the Employee Engagement & Wellness Committee
- **HR Operations:** Recruitment, Selection, Classification and Compensation

Human Resources

- Two categories of employees at the City
 - Classified Employees
 - Covered by Civil Service Rules
 - Gain “property right” to their position once they pass probationary period
 - Unclassified Employees
 - At-will and serve at the pleasure of the Appointing Authority
 - Similar to private sector employment
 - Includes temporary and seasonal employees

Human Resources

- Mayor and Council staff serve at the pleasure of the elected official. Those employed at the end of the Mayor or Councilmember's term are separated the same day as the Mayor or Councilmember.
- Mayor and Council staff are salaried employees, exempt from overtime (OT). Work directly with your Councilmember/supervisor on expected work hours.

Human Resources

- Hiring in Mayor/Councilmembers' offices:
 - Because of large turnover in staff at election time, HR handled all onboarding in December/January.
 - Going forward, names and contact information for prospective employees should be sent to HR for pre-employment process consisting of background (Livescan) and medical examination.
 - Employees cannot start until completion of pre-employment process.
 - Once cleared, employee will be invited to orientation and provided with access to online new hire portal (NEOGOV).

Human Resources

- Responsibilities in Mayor/Councilmembers' Offices:
 - Executive Secretary is responsible for new hires: ID Badge and Building Access, New User IT Setup (computer & email), Phone, and Business Cards
 - Executive Secretary is also responsible for time entry for all employees in the Mayor and Council Offices
 - Time entry is exception-based for regular, benefitted employees, so this requires (1) entering leave for regular employees and (2) entering all time for hourly employees

Human Resources

- Department heads, leads or designated Senior Managers are your direct contacts
 - Should not be providing direction to line staff

Human Resources

- We have six (6) represented bargaining units within the City of Chula Vista, and a current total of 1,479 employees (full and part time/hourly)
 - Bargaining units:
 - ACE (Association of Chula Vista Employees)
 - IAFF Local 2180 (International Association of Fire Fighters)
 - MM/PR (Chula Vista Mid Managers/Professional Association, SEIU Local 221)
 - Non-Safety IAFF Local 2180 (Transport)
 - POA (Police Officers' Association)
 - WCE (Western Council of Engineers)

Human Resources

- Contract Negotiations
 - Council authorizes HR Director & HR Manager as designated representatives for negotiations. Council gives direction to City's Negotiating Team on negotiations in Closed Session (Confidential).

Refer to staff communication section of Council Guide to avoid Brown Act violations and Unfair Labor Practices (ULP's)

Human Resources

Where can you find HR-related documents?

- MOU's and Civil Service Rules on City website

- All City Policies on Intranet-CV360 as well as in Target Solutions

- Internal City Forms on CV360

Human Resources

- Jobs with the City of Chula Vista
 - Information on the City's website; candidates can sign up for Job Interest Cards to be notified of future openings
 - Link: <https://www.governmentjobs.com/careers/chulavista>
 - Classified Civil Service positions have specific recruitment and selection requirements

Human Resources

- Volunteer/Interns with the City of Chula Vista
 - Links to applications and department contacts on HR website under “Volunteer and Internship Opportunities”
 - <https://www.chulavistaca.gov/departments/human-resources/about-us/volunteers>
 - Most larger departments have their own programs

Human Resources

- HR Main Line: 619/691-5096 (general inquiries)
 - Or Email: HumanResources@chulavistaca.gov

HR Front Counter hours in Building C:

- Monday-Thursday 8 a.m. to 5 p.m., Fridays from 8 a.m. to 12:00 p.m.

Human Resources

- Your HR contacts:
 - Courtney Chase, Director of Human Resources/Risk Management
 - Tanya Tomlinson, HR Manager
 - Erin Dempster, HR Manager
 - Erica Hardy, Benefits Manager

Constituent Services



Responding to Resident Inquiries



1. ACT Chula Vista
 2. Department Director, CC Assistant City Manager or Deputy City Manager
- More information available at: www.chulavistaca.gov/services

Tips for Tracking Issues/Concerns

Open Date	Name	Issue	Received Via	Staff Lead	Council District	Referred To	Contact Info	Summary	Outcome	Close Date
1/20/23	Sam Smith	Pothole	Email	Amanda Angulo	D2	Act Chula Vista	samsmith@me.com	Report of a pothole at 276 Fourth Avenue.	Pothole has been filled.	2/5/23
1/21/23	Ben Boogins	Speeding	Phone Call	Janette Chavez	D4	William Valle & Chief Kennedy	619-691-5254	Speeding along Palomar St. and Broadway. Been reported several times.	Staff evaluating traffic calming measures.	

An aerial photograph of a suburban town. In the foreground, there are rows of houses with reddish-brown roofs. A winding road with palm trees runs through the middle. In the background, a large blue lake is visible, followed by rolling green hills and mountains under a clear blue sky with some light clouds. A semi-transparent grey rectangle is overlaid in the center of the image, containing the word "QUESTIONS?" in white, bold, serif font.

QUESTIONS?