This manual includes policies and procedures that guide the City Council in carrying out their duties as the chief legislative body of the City of Irvine. These policies and procedures have been adopted through various actions including the Irvine Municipal Charter, City Council Ordinance, City Council Resolution, City Council minute order, and through adoption of this manual.

The City of Irvine and its City Council are guided by a number of legislative directives including, but not limited to the Irvine Municipal Code, the California Government Code, the “Brown Act” regarding public meetings, the California Fair Political Practices Commission Code of Regulations, Roberts Rules of Order, City of Irvine Rules of Ethical and Open Governance, City-wide administrative policies and procedures, and state and federal judicial rulings.

This manual is directed primarily towards operational areas that regularly impact the City Council. As such, it is recognized that this manual is not inclusive of all ordinances, resolutions and other legislative acts that have bearing on City Council operations.

The City Council Policy and Procedures Manual is updated on a regular basis and may be amended at any time by City Council direction.

May 25, 2021 Update
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City Council Policy / Procedure

City Council Meetings

Reference: Municipal Code: Div. 2
Minute Order 4-8-75
Resolution No. 87-05
Minute Order 2-14-06

Policies and procedures for the conduct of City Council meetings are delineated in the Irvine Municipal Code - Division 2 pertaining to the City Council. In addition to provisions in the City Code, the following policies and procedures have been adopted by the City Council.

Oral Communications

The City Manager shall include within each Council agenda an item providing for members of the public to address the City Council on items of interest to the public and within the subject matter jurisdiction of the City Council. The time allocated to each speaker shall be three (3) minutes unless extended by the Mayor or by a majority of the City Council. The time for public comment shall be reserved for the presentation of items which are not on the regular City Council agenda. Public Comment items on the agenda shall be taken at the time the matter is discussed by the City Council.

The Council shall not discuss items which are raised by the public as a part of the public comment period and not included within the posted agenda, but such items may be referred to the City Manager for consideration and inclusion in a subsequent agenda, if necessary. Individual Council members may at any time request that the City Manager consider specific items which the City Manager will agendize for subsequent meetings if Council action is required. (City Council Resolution No. 87-05)

Decorum

Public Safety will assign one (1) officer to remain present through all City Council meetings. His/her responsibilities will include: security; maintaining the peace at all times; enforcement of the no smoking regulation; escorting Council members to their vehicles if need be; and general enforcement of any order given by the Chief of Police or City Manager. The officer shall at all times be noticeably visible to the public and Council.
Seating Arrangements

The seating arrangement for the City Council shall be determined by the Mayor, unless overturned by a majority vote of the Council. (Adopted by City Council action on 4-08-75)

Motions

Whenever possible, motions of a substantive nature shall be drafted, copied and distributed on the dais at least one (1) hour prior to a Council meeting at which the motion is to be considered. Councilmembers must be notified by phone or in person that new material awaits them. This distribution and notification notice does not automatically indicate that appropriate time has been given for individual Councilmember's or staff's consideration, but serves to help address last minute information. (Amended by City Council action on 2-14-06)

Voting

By Council action roll call votes shall be taken by the use of electronic voting lights. (Adopted by City Council action on 1-10-95)

Supplemental Information

Councilmembers who wish to present supplemental information at a City Council meeting, i.e., overheads, visuals, handouts, etc., should provide that information to the City Manager no less than 24 hours prior to the scheduled City Council meeting to insure adequate time to arrange for the presentation. (Adopted by City Council action on 2-14-06)
The City Manager shall cause an agenda to be posted in accordance with the Irvine Sunshine Ordinance, Irvine Municipal Code Section 15-1-101 et seq. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting. The description shall be sufficient to apprise interested persons of the subject matter of the discussion or the business to be conducted. (Resolution No. 87-05)

The business of the City Council shall be taken up for consideration and disposition in the order established by resolution of the City Council (City Code Sec. 1-2-302).

The order of business at City Council meetings is established as follows. (Resolution No. 05-09)

1. The City Council meeting agenda will be ordered to include the topical areas as follows.
   a. Study Sessions/Workshops/Scoping Sessions
   b. Closed Sessions
   c. Call to Order
   d. Items of Protocol
   e. Consent Calendar
   f. Business Matters
   g. Public Comment
   h. Adjournment

   *Additions to the agenda are limited by California Government Code Section 54954.2 (of the Brown Act).

2. Items of a routine nature will be considered under the Consent Calendar. These items will be acted upon as one item. Any member of the City Council shall have the right to remove any item from the Consent Calendar for separate discussion.

3. Public Comment shall be limited to a maximum period of 30 minutes, three minutes per person. These time limits may be extended at the discretion of the Mayor or by a majority vote of the City Council.
4. Recognizing the occasional need to rearrange the order of business, it shall be done at the discretion of the Mayor or by a majority vote of the City Council.

Councilmembers wishing to place items on City Council Agendas shall adhere to the following. (Adopted by City Council action on 12-8-2020.)

a) All Councilmember initiated items must either be (i) jointly initiated by two Councilmembers, or (ii) initiated by the Mayor.

b) Items Not Requiring a Staff Report:

Requests shall be presented in a memorandum to the City Manager, with a copy to the Mayor and City Council, no less than one week prior to the next scheduled City Council meeting.

c) Items Requiring a Staff Report:

Requests shall be presented in a memorandum to the City Manager, with a copy to the Mayor and City Council, no less than two weeks prior to the next scheduled City Council meeting.
Invocation

The Irvine City Council has intermittently included an invocation on the City Council meeting agendas. In 2002, the California Court of Appeal ruled that certain invocations—those that constitute sectarian prayer—violate the Establishment Clause of the United States Constitution; and the California Supreme Court and the United States Supreme Court denied requests to hear the case. (Rubin v. City of Burbank (2002) 101 Cal. App. 4th 1194.) The purpose of this Policy is to ensure that invocations comply with the law so that we retain the right to open public meetings with words of inspiration and wisdom.

The City Council believes that the purpose of an invocation is to recognize the role that freedom of religion has played in the history of our country and the contribution that religious groups make to the quality of life in our community—and to neither promote nor disparage any denomination or particular religious belief. The City Council is confident that anyone who agrees to give an invocation consistent with this Policy will offer words that respect the laws and institutions that protect the freedoms that we enjoy.

The City Council has determined that invocations that comply with the following guidelines are consistent with the Rubin decision.

1. The tone, tenor and content of the invocation would not, to a reasonable person, be considered as advancing or disparaging a specific religion.

2. The invocation does not refer to terms associated with a specific religion, sect or deity such as “Jesus Christ,” “Allah” or “Our Father in Heaven.”

3. The invocation does not refer to a particular religious holiday, significant dates, holy day or religious event.

4. The person giving the invocation does not read or quote from any sectarian book, doctrine or material.

The City Clerk shall send a letter to each person who has agreed to give an invocation expressing the City Council’s appreciation for volunteering and confirming his/her intention to offer an invocation that is fully consistent with this Policy.
Compensation

Compensation for City Council members shall be set, and from time to time shall be changed, in accordance with the compensation schedule for the Mayor and City Council members established in Government Code § 36516. Compensation for Councilmembers is $880 per month as of January 1, 2009.

Expense Policy

1. Each City Councilmember shall be paid monthly, during his or her term of office, a lump sum automobile allowance in the amount of $715 per month.

2. All other job-related expenses incurred by a City Councilmember or City legislative body member may be reimbursed subject to the following policy.

3. Authorized Expenses. City funds, equipment, supplies (including letterhead), titles and staff time must be used for authorized City business. The following types of expenses generally constitute authorized expenses, provided the other requirements of this policy are met:

   a. Communicating with representatives of regional, state, and national government on City adopted policy positions;

   b. Attending educational seminars designed to improve officials’ skill and information levels;

   c. Participating in regional, state, and national organizations whose activities affect the City’s interests;

   d. Recognizing service to the City (for example, thanking a long time official or employee with a retirement gift or celebration of nominal value and cost);

   e. Attending City events;
f. Implementing a City-approved strategy for attracting or retaining businesses to
the City of Irvine, this will typically involve at least one staff member.

Expenses which exceed the budgeted annual limits established for each Councilmember
and member of a City legislative body require the approval of the City Council.

Examples of personal expenses that the City will not reimburse include, but are not
limited to:

a. The personal portion of any trip;

b. Political or charitable contributions or events;

c. Family expenses, including partner’s expenses when accompanying the
Councilmember or member of a City legislative body on City-related
business, as well as children or pet related expenses;

d. Entertainment expenses, including theater, movies (either in-room or at a
theater), sporting events (including gym, massage and /or golf related
expenses), or other cultural events;

e. Non-mileage personal automobile expenses, including repair, traffic
citations, insurance and gasoline;

f. Personal losses incurred while on City business.

Any questions regarding the propriety of a particular expense should be resolved by the
City Council before the expense is incurred.

4. **General Standards/Cost Control.** The intent of this policy is to emphasize economy and
practicality with reasonable subsistence and accommodations while on City business. The
policy is not intended to address every issue, exception or contingency that may arise in the
course of City travel or attendance at meetings. Accordingly, the basic standard that should
prevail is to use good judgment in the use and stewardship of City funds. Any deviations
from the policy should be approved by the City Council. To conserve City resources and
keep expenses within community standards for public officials, Councilmembers and
members of City legislative bodies should adhere to the guidelines provided within this
policy.

5. **Allowable Types of Expenses.**

a. **Transportation.** The most economical mode and class of transportation
reasonably consistent with scheduling needs and cargo space requirements must
be used, using the most direct and time-efficient route. In the event that a more
expensive transportation form or route is used, the cost borne by the City will be
limited to the cost of the most economical, direct, efficient and reasonable transportation form unless otherwise approved by the City Council. Government and group rates must be used when available.

i. For members of City legislative bodies, automobile mileage is reimbursable at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and toll roads, which are also reimbursable with receipts.

ii. Airfares that are reasonable and economical shall be eligible for purposes of reimbursement. Airport parking may be used during travel on official City business and is reimbursable with receipts.

iii. If car rental is required, rental rates that are reasonable and economical shall be eligible for purposes of reimbursement. When determining the type of rental car to be used, consideration should be given to the economic standards set forth in this policy and the appropriate use and stewardship of City funds.

iv. Taxis or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

b. **Lodging.** Lodging expenses will be reimbursed or paid when travel on official City business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. If the group rate is not available, reimbursement at the IRS rate in effect at the time of travel shall apply (IRS Publication 463).

c. **Meals.** Meal expenses, including beverages, and associated gratuities will be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. (see Cal. Gov’t. Code 53232.2(c) and Publication 1542 at www.irs.gov or www.policyworks.gov.perdiem)

d. **Telephone/Fax/Cellular.** City Councilmembers and members of City legislative bodies will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business. For cellular calls, when the Councilmember/member of City legislative body has a particular number
of minutes included in his/her plan, the Councilmember/member of City legislative body can identify the percentage of calls made on public basis.

e. Other expenses not already discussed in this policy, but reasonably incurred in the course of official City business, may be reimbursed with the approval of the City Manager or his/her designee and/or the City Council. Appropriate documentation should be provided with the reimbursement request. Expenses for which Councilmembers and members of City legislative bodies receive reimbursement from another agency are not reimbursable.

6. **Methods of Payment.** The City will pay all legitimate expenses for City-related business, including transportation, lodging, registration fees, meals, and any other expenses incurred for official City business and in accordance with these guidelines. There are three methods of payment that may be used for business related expenses, individually or in combination:

a. Direct payments to vendors by check may be used to pay for specific costs related to the trip, usually for registration fees, lodging, and airfare.

b. The City does not issue individual credit cards to Councilmembers or members of City legislative bodies, however payments by a City credit card may be used to prepay travel expenses, including registration fees, lodging and airfare, or may be used to cover business expenses as they arise on the trip. City credit cards shall not be used for personal expenses, even if the Councilmember or member of the City legislative body subsequently reimburses the city.

c. Reimbursement to the Councilmember/City legislative body member with appropriate receipts for incurred expenses.

7. **Expense Report Content and Submission Deadline.** All credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the City. Expense reports must document that the expense in question met with the requirements of this policy. Officials must submit their expense reports within sixty (60) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

In the event the official does not attend the trip and non-refundable expenses have been incurred for registration, lodging and/or travel, the non-attending official shall submit written explanation of the reasons for non-attendance to the City Manager. The City Manager shall determine if the public funds advanced must be reimbursed to the City. Any decision by the City Manager may be appealed to the City Council.
All expenses are subject to verification that they comply with this policy.

8. Report to City Council, Board, or Commission. In accordance with pre-existing City Council policy, Councilmembers shall provide a brief report in either written or verbal form, on meetings attended at City expense, at the next meeting of the City Council. Members of Boards or Commissions shall provide a brief report in either written or verbal form, on Brown Act meetings attended at City expense.

9. Compliance With Laws; Violations. City officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

   a. Loss of reimbursement privileges;

   b. A demand for restitution from the City;

   c. The agency’s reporting the expenses as income to the elected official to state and federal authorities;

   d. Civil penalties of up to $1,000 per day and three times the value of the resources used;

   e. Prosecution for the misuse of public resources.
The City shall pay all allowable expenses of the City’s elected and appointed officials for domestic and international travel on City business, including transportation, lodging, registration fees, meals, and other incidental expenses, if they are for official City business, fit within the City’s policy guidelines, and comply with applicable regulations of the California Fair Political Practices Commission (FPPC). City business is defined as conferences, training sessions, meetings, economic development, and other official City business, including Sister and Friendship City programs, which is a direct result of employment with, or representation of, the City of Irvine. Please refer to City Council Policy/Procedure “Compensation and Expense Policy” for further clarification on allowable travel expenses.

The following criteria are utilized to determine whether City Council and/or appointed official travel related to official City business: (a) the conference or meeting is being held by an organization or agency of which the City is a member; (b) the purpose of the travel is City representation in support of a City Council approved program, or at the direction of the City Council; and (c) adequate funds are available within the approved individual City Council Business Expense budget or approved by the City Council separately.

In circumstances where travel expenses are paid by a source other than a state, local, or federal government agency, the requirements and restrictions of FPPC Regulation 18950.1 shall also apply. That regulation prohibits payment for food, lodging or travel to a member of the City Council (and appointed officials) “unless the transportation, lodging, and food is directly related to the official’s public duties, is for a purpose that would otherwise be paid for with the agency’s funds, is authorized in the same manner as transportation, lodging, and food using the agency’s own funds, and otherwise meets the requirements of subdivision (a) of [FPPC Regulation 18950.1].” Subdivision (a) of Regulation 18950.1, in turn, allows payment for travel from sources other than a state, local, or federal government agency only if all of the following requirements are satisfied:

1. The payment is made directly to or coordinated with the City, and not made to the City official using the travel.
2. The payment is used for “official agency business” as defined in FPPC Regulation 18950.1(c).
3. The City determines the City official who will make use of the payment.
4. The payment provides no personal benefit to the City official who makes use of the payment.
5. The duration of the travel is limited to that necessary to accomplish the purpose for which the travel was provided as determined by the City using the same standards imposed for travel paid with City funds.
6. The City reports the payment as provided in FPPC Regulation 18950.1(f).

City Council members and appointed officials shall provide a brief report, in either written or verbal form, on meetings attended at City expense at the next regularly scheduled meeting of the City Council or City commission (as the case may be).

All travel requests that do not otherwise adhere to this Travel Policy shall be requested through a memorandum addressed to the City Manager for City Council consideration. The following information, at a minimum, shall be included in the request:

1. The purpose or specific benefit of the trip that would be achieved by sending a City official and/or supporting City staff.
2. The anticipated dates of the travel and destination(s).
3. Detailed financing information, including any cost that may be incurred by the City.
4. An explanation of Council Executive Assistant support, if requested.
The Council Services Office provides support to the Mayor, members of the City Council, and Council Executive Assistants. The following summarizes procedures followed as part of this support.

Meetings

Meetings are scheduled for Councilmembers based upon their preferred schedules. Requests for City staff attendance at meetings should be made through the Council Services office. City Council calendars are not public records; however, they are made available to the City Manager and Council Services staff to facilitate scheduling.

Phone Calls

Phone messages are forwarded to Councilmembers as soon as possible after the call is received. Arrangements will be made with each Councilmember to establish the best procedure to expeditiously forward phone messages.

Each Councilmember has private voicemail on his/her City telephone line. Voicemail will not be accessed by Council Services staff; retrieval of voicemail messages is the responsibility of each individual Councilmember.

Files

The Council Services Office maintains chronological (chron) files of all correspondence generated by individual Councilmembers. Chron files are maintained for four (4) years as required by public records law. It is the responsibility of each individual Councilmember to maintain his/her own working files as they deem necessary.

Mail (Postal Service)

All mail relating to City business that is addressed to the Mayor, City Council or to individual Councilmembers, will be copied and distributed to the Mayor, to all Councilmembers, and to the City Manager and appropriate departmental staff. Copies of all City business-related mail are maintained in the City Clerk’s Office for four (4) years as required by public records law.
Mail not related to City business is opened and distributed only to the addressee and no copies are made. Mail marked “personal” or “confidential” is given, unopened, to the addressee only.

Electronic Mail (Email)

Citizens may contact the City Council through three different email addresses.

1. Each Councilmember has a private email address on his/her City computer. Council Services staff does not access these personal email boxes; it is the responsibility of each individual Councilmember to retrieve their own email from their personal email boxes.

2. A generic City Council email box exists on the City’s web site, irvinecitycouncil@cityofirvine.org. Council Services staff accesses this email box and distributes in conformance with procedures listed under general mail (postal).

3. A generic City Council email box exists in the Council Services office, irvinsidec@cityofirvine.org. Typically, this email box is used for citizens who wish to send invitations to the City Council electronically, but also at times receives general correspondence. Council Services staff accesses this email box and distributes in conformance with procedures listed under general mail (postal).

Email communication constitutes “preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business” within the meaning of Government Code § 6254(a), unless the email communication is printed and retained in official City files. It is the City’s policy to automatically delete email after 30 days (City Council Resolution No. 02-69). Email that is saved in another computer file or is printed and filed as a hard copy becomes subject to all applicable public records requirements.

Invitations

Councilmembers are invited to a number of events each week. Council Services staff summarizes these invitations and, along with the original invitations, the list is forwarded to each Councilmember at the end of each work week. Councilmembers are asked to return their invitation list as soon as possible, noting which events they would like to attend, so staff can RSVP. Last minute invitations will be immediately forwarded to Councilmembers for a response.

City payment for tables, tickets and admission charges to events that Councilmembers attend is covered under the City Council policy on “Eligibility for Purchase of Tables and Admission Tickets to Community Events.”
Response Letters

City staff will prepare response letters for correspondence received by the City Council relating to City business. Letters received by the City Council or by individual Councilmembers will be routed to the appropriate operating department for a draft response. Response letters are prepared for signature within approximately two weeks.

If all Councilmembers receive the same letter, or if the letter is addressed to the “City Council” generically, the response will be prepared for the Mayor’s signature only. Individual response letters beyond the Mayor’s response letter are the responsibility of each individual Councilmember, should they desire to personally respond.

Requests for Information

Requests for information and assistance from City departments and staff should be made through the Council Manager’s Office. The Council Services Office will coordinate with the City Manager and will process and track these requests to insure that the most appropriate and timely response is provided.

Weekly Packets

Council agendas and mail packets will be put on the desk of the Mayor and each member of the City Council on the last day of the work week. These packets include, but are not limited to, weekly calendars, invitation lists, a weekly update from the City Manager, correspondence, and miscellaneous mail.
In 1984 the Council Aide program, now called the Council Executive Assistant (CEA) program, was established to assist the Mayor and members of the City Council with their duties of office. Council Executive Assistants perform a wide variety of highly responsible administrative, community relations, and field support duties under the direct supervision and administrative oversight of his or her respective appointing member of the City Council.

The policies and procedures were updated in 2021 as approved in Resolution 21-30. Resolution 21-30 approved updated job specifications and classifications for a Council Executive Assistant.

The Resolution and job description are attached, reflecting the Policies and Procedures of the Council Executive Assistant Program.
CITY COUNCIL RESOLUTION NO. 21-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE, CALIFORNIA, PROVIDING ADMINISTRATIVE POLICIES AND PROCEDURES FOR COUNCIL EXECUTIVE ASSISTANTS

WHEREAS, the City Council of the City of Irvine established a Council Aide program, now called the Council Executive Assistant program, in September 1984; and

WHEREAS, the Council Executive Assistant program was created to assist the Mayor and members of the City Council with their official duties of office; and

WHEREAS, it is timely to update the policies and procedures to reflect the more contemporary and streamlined City Council operations and the growing and changing duties, obligations, and expectations of public office.

NOW, THEREFORE, the City Council of the City of Irvine DOES HEREBY RESOLVE as follows:

Section 1. The City Council of the City of Irvine hereby rescinds Resolution No. 19-57 and all previous actions relating to Council Executive Assistant policies and procedures, and adopts the following consolidated administrative policies and procedures for Council Executive Assistants.

Section 2. The job description for Council Executive Assistant is attached as Exhibit A and is hereby approved.

Section 3. The following guidelines shall apply to the Council Executive Assistant program.

a. Council Executive Assistants are at-will City employees and subject to the personnel rules and regulations that apply to at-will City employees.

b. Council Executive Assistants shall be selected by the City Council member with whom they shall work. Following that selection, the City Manager or her/his designee shall authorize the employment of the selected Council Executive Assistant subject to satisfying all City employee onboarding requirements and background checks.

c. Once hired, each Council Executive Assistant will perform a wide variety of administrative, community relations, and field support duties under the direct supervision and administrative oversight of his or her respective appointing City Council member.
d. The appointing City Council member for each Council Executive Assistant shall monitor and verify work schedules within annual budget allocations.

e. Communication, inquiries, and requests from Council Executive Assistants are to be directed through the City Manager’s Office and through department contacts as designated by the City Manager’s Office.

f. Council Executive Assistants have no authority to request, direct, assign, authorize, interfere with, or in any way compromise the work of any other City employee.

g. Memos and correspondence authored, prepared, or executed by the Council Executive Assistants are to carry the initials of the Council Executive Assistant for reference purposes.

Section 4. Each Council Executive Assistant serves at the will and pleasure of his or her appointing City Council member. However, as the hiring authority of the City, the City Manager, or her/his designee, is authorized to engage, inform, or advise any Council Executive Assistant regarding administrative, employment, and management matters.

The City Manager is also authorized to correct, reprimand, restrict, or terminate the employment of any Council Executive Assistant, provided that the City Manager first confers with the City Council member with whom the Council Executive Assistant works.

Section 5. Council Executive Assistants are classified at Level 1, 2, 3, 4, Senior, Principal, Supervising Principal, and Chief of Staff and receive an hourly rate as established in the City’s part-time and full-time salary resolutions.

Section 6. Funding for the Council Executive Assistant program will be considered during the biennial budget process and, if approved, included in individual City Council office operating budgets.

Section 7. Approved funds for the Council Executive Assistant program shall be used for Council Executive Assistant salaries and benefits, and for associated expenses, office equipment, and supplies. The transfer and/or expenditure of Council Executive Assistant funds for other City Council budget operating needs shall be in accordance with City’s budget adjustment guidelines included in the adopted biennial budget and in the City Council office operating budgets policy.

Section 8. The City Manager’s Office shall oversee administrative requirements of the Council Executive Assistant program including the hiring process, program budgeting in consultation with individual City Council members, and employee orientation as City employees, in coordination with the Human Resource and Innovation Department.
Section 9. The City Manager, or his/her designee, shall provide procedural
guidance to Council Executive Assistants regarding correspondence, invitations,
meeting requests, and other City Council administrative support operations including
records retention requirements, to facilitate their effective and efficient use of City
programs and systems in support of their respective appointing member of the City
Council.

PASSED AND ADOPTED by the City Council of the City of Irvine at a special
meeting held on the 25th day of May 2021.

MAYOR OF THE CITY OF IRVINE

ATTEST:

CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA  
COUNTY OF ORANGE   SS
CITY OF IRVINE

I, CARL PETERSEN, City Clerk of the City of Irvine, HEREBY DO CERTIFY that
the foregoing resolution was duly adopted at a special meeting of the City Council of the
City of Irvine, held on the 25th day of May, 2021.

AYES: 5  COUNCILMEMBERS: Agran, Carroll, Kim, Kuo, and Khan
NOES: 0  COUNCILMEMBERS: None
ABSENT: 0  COUNCILMEMBERS: None
ABSTAIN: 0  COUNCILMEMBERS: None

CITY CLERK OF THE CITY OF IRVINE

CC RESOLUTION 21-30
EXHIBIT A

CITY COUNCIL EXECUTIVE ASSISTANT
JOB SPECIFICATION

BASIC ASSIGNMENT

To provide a wide variety of responsible, confidential, and complex administrative, constituent, and field support as directed by individual members of the City Council in their official capacity.

DISTINGUISHING CHARACTERISTICS

Council Executive Assistants receive direction from and serve at the pleasure of individual City Council members. The duties of this position involve the application of professional, administrative, public relations, and communication skills related to the operations of municipal government. Council Executive Assistants may be hired at the following levels: 1, 2, 3, 4, Senior, Principal, Supervising Principal, and Chief of Staff. The advanced level classes, Senior and Principal, are distinguished by meeting a requisite combination of educational and professional experience, as well as the performance of the full range of duties and/or overseeing the work of other Council Executive Assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts research and analysis and provides written and verbal information on topics related to City policies, procedures, operational programs, agenda items, etc. as requested by the appointing member of the City Council.
- Performs a wide variety of administrative and community relations duties for the appointing member of the City Council.
- Receives and responds to correspondence and inquiries, in-person, by phone, and email. Drafts letters, speeches, and other correspondence for their appointing member of the City Council.
- Coordinates and schedules appointments, meetings, and civic and community events, pursuant to established procedures.
- Researches, compiles, analyzes, and summarizes data on a variety of community and/or policy issues, including information pending for City Council policy consideration.
- Responsible for constituent services including responding to requests for information, answering questions, explaining city policies and procedures, and making appropriate referrals to department services.
- Attends City business related meetings with and/or on behalf of individual City Council members as requested; assembles and distributes meeting follow-up information as requested.
- Supervises other Council Executive Assistants, as directed.

**KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:
- English usage, spelling, grammar, and punctuation.
- Modern office methods and standard office equipment usage.
- Computer software including word processing applications at an intermediate level.
- Record keeping principles and procedures.
- City-wide policies and procedures.
- Community relations methods and techniques.
- Research techniques, methods, procedures, and report presentation.
- Microsoft Office Excel, PowerPoint, Word, and Outlook.

Ability to:
- Operate standard office equipment, including a personal computer and applicable software programs.
- Communicate clearly and concisely, both orally and in writing.
- Organize work activities to ensure responsibilities are carried out in a timely manner.
- Work independently and follow general directions.
- Maintain the confidentiality of privileged information.
- Coordinate a variety of activities with other divisions, departments, and outside agencies.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.
- Analyze situations carefully and adopt effective courses of action.
- Interpret and apply administrative and departmental policies, laws, and rules.

**MINIMUM QUALIFICATIONS**

Education and Experience:
Any combination of education and experience that provides equivalent knowledge, skills, and abilities is qualifying. Higher classification levels may include, more typically, the equivalent to a high school diploma and coursework or Bachelor’s Degree from an accredited college or university; plus two to four years of professional experience including supervisory experience, research and analysis, writing skills, and participation in a variety of business and community oriented activities and projects.
Purpose

To provide clear direction regarding the distribution of City Attorney written legal opinions, henceforth, requested by a member of the Irvine City Council. For purpose of this policy, the term “City Attorney” shall refer to the City’s appointed City Attorney, or any attorney or law firm acting as official counsel and/or special counsel for the City.

Background

The City Attorney is the chief legal advisor to the City Council, the City Manager, and all City departments, offices, and agencies acts under the administrative direction of the City Manager. (Charter Section 701.) The City Attorney represents the City in all legal proceedings and performs such other duties as may be prescribed by the City Council. (Charter Section 701.) The client of the City Attorney is the City as a whole and not individual elected officials, members of boards or commissions, the City Manager or city staff.

Legal questions periodically arise concerning policy items and/or city matters of interest to the City Council. It is appropriate that the City Attorney provide legal analysis to members of the City Council, at their request and for their benefit as they consider City matters.

Policy/Procedure

1. City Council Request for a Confidential City Attorney Written Legal Opinion:

   a) Members of the City Council requesting a written legal opinion from the City Attorney may submit the question to the City Manager, or directly to the City Attorney. The City Attorney will endeavor to answer the question and provide the opinion to the requesting member of the City Council, with a copy to the City Manager.

   b) Whenever the City Attorney issues a written legal opinion or informal memorandum containing privileged information, the City Attorney shall label it as “Privileged and Confidential.” Written opinions may take the form of memorandum, correspondence, email or text messages, but shall not include verbal advice. A City Official receiving confidential advice from the City Attorney may not waive the confidentiality created by the attorney-client privilege unless authorized to do so by a majority vote of the City Council.
Council. Since the holder of the privilege is the City, the privilege belongs to the City rather than to any individual officer or employee.

2. Distribution of Confidential Written Legal Opinions to all City Councilmembers:

   a) The City Attorney shall provide the confidential written legal opinions to the requesting member of the City Council, with a copy to the City Manager.

   b) The City Manager will distribute the confidential written legal opinion to the remaining members of the City Council in the normal course of business in an envelope marked “confidential” in the weekly packet. Such opinions remain subject to the attorney client privilege, unless official City Council action directs otherwise for a specific document.

3. Dissemination of Confidential Written Legal Opinions to the Public:

   a) To maximize transparency, a member of the City Council may request City Council consideration to make a confidential City Attorney written opinion publicly available upon a majority vote by the City Council.
City Council Policy / Procedure

Posting Deposition Transcripts on the City Website

Reference: California State Auditor Recommendation
Minute Order 07-25-17

Purpose

Establish best practices for posting deposition transcripts on the City’s website.

Background

The California State Auditor recommended that the City establish a policy related to the timing of its posting deposition transcripts on the City’s website, in a manner consistent with California Code of Civil Procedure 2025.520 and the City Council has committed to doing so.

Policy/Procedure

If the City Council determines that it is appropriate and/or necessary to publish online deposition transcripts produced in response to a request made by or to the City, such publication shall occur only after the deponent has had adequate opportunity to review and sign his/her deposition, or failed to sign, within the timeframes established in California Code of Civil Procedure Section 2025.520.
City Council Policy / Procedure

Conflict of Interest

Reference: Resolution No. 01-139

As elected officers, the Mayor and members of the City Council are subject to conflict of interest laws of the State of California. The Fair Political Practices Commission (FPPC) and the State Legislature have established rules related to conflicts of interest, Cal. Code Regs., Section 18704.2. A memo from the City Attorney in the Appendix provides a general overview of the laws regarding potential financial conflicts of interest of public officials. The applicability of the conflict of interest laws depends on the unique facts of each particular case. Questions regarding specific situations should be directed to the City Attorney, or to the Fair Political Practices Commission (“FPPC”).

Maps are provided to City Councilmembers and Planning Commissioners for the purpose of determining whether a conflict of interest exists in any particular matter coming before the City Councilmember or the Planning Commission as a direct result of the individual’s property proximity to a proposed project.

Real property in which the public official has an economic interest will be deemed “directly involved” where the realty is either the subject of the government action or is located within 500 feet of the real property that is the subject of the governmental action. Real property is the “subject of government action” in any of the following contexts: zoning; rezoning; annexation; de-annexation; land use entitlement; license; permit; taxes; fees; and public improvements (e.g., streets, water, sewer, etc.). (FPPC § 18704.2.)

The “City of Irvine Gift to a Public Agency Compliance Form” is adopted as the appropriate form to be completed in order to assure compliance with the written record requirement of Section 18944.2 of Title 2 of the California Code of Regulations. (City Council Resolution No. 01-139)
In order to maintain the integrity of the City’s governmental function, it is necessary and proper that the City, in its official capacity, maintain a neutral position during political campaigns, especially involving elections to the office of Mayor and City Council. The City Council has adopted rules and regulations relative to political activities of public employees on public premises and while on duty or in uniform.

The following rules and regulations are in effect to ensure that such a neutral position is maintained by restricting political activities by City officers and employees while on City premises, on duty and/or in uniform.

1. There shall be no active political campaigning or solicitations for contributions on City premises including the City Hall, the Public Safety Department, public parks, the Corporation Yard, the Animal Care Facility, or annexes thereof. Active political campaigning refers to verbal political advertising or campaigning and the carrying or posting of signs, pins, buttons, posters or banners within City offices.

2. No political signs, pins, buttons, posters or banners or other political advertisements (i.e., bumper stickers) shall be posted on or affixed to properties owned by the City, including City offices and automobiles.

3. Officers and employees of the City shall not directly or indirectly knowingly solicit political contributions from other officers or employees or from employment lists of the City.

4. City employees shall not engage in any political activities of a candidate during working hours. This prohibition includes wearing of campaign buttons, making telephone calls, or promoting a candidate in any manner.

5. City employees involved in political campaigns shall not participate in a campaign in any form or manner while wearing a City uniform or any insignia identifying them as employees or officers of the City of Irvine.
6. No person shall, on election day or any time that a voter may be casting a ballot, and within 100 feet of a polling place or an election official’s office (City Clerk), be permitted to; circulate an initiative or similar type of petition; solicit a vote or speak to a voter on the subject of marking a ballot; place a sign relating to a voter’s qualifications; or do any electioneering. Since the City Clerk is the election official, all activities listed in this paragraph apply to City Hall. Additionally, several City facilities are utilized as polling places and should be noted accordingly.

In addition, there are numerous regulations that apply to use of City facilities by candidates and organizations sponsoring candidate forums, posting of political signs, literature and flyers, etc., to be found in the Municipal Code and the Elections Code.
Proclaimations and Commendations

1. Proclamations proclaim a specific date or designate a certain time period in honor of a particular subject. Commendations commend an individual, organization, business, group or event. Proclamations and Commendations require formal City Council action and, once approved, are signed by the Mayor and become part of the official City record.

2. Subject matter for Proclamations and Commendations must fall into one of the following categories.

   a. Organization or event must be of value or benefit to the community.
   b. Non-profit organization.
   c. Connection to the business of the City.
   d. Locally-based business.
   e. Business serving the City of Irvine or the majority of Orange County.

3. Businesses, organizations, groups or individuals being honored must not have any unpaid debts with the City.

4. The following guidelines shall apply to athletic-related sports teams and similar activities.

   a. High school and older will be recognized City Council Commendations.
   b. Middle school and younger will be recognized by Community Services Commission Commendations.

   c. Teams or individuals should have reached the highest level of achievement in their respective sport or activity. This could be at the local, county, regional, area, state, national or international level, depending on the activity.
d. At the request of the City Council or Community Services Commission, teams or individuals that have reached a high level of achievement at the national or international level, but have not met the criteria above, may be recognized.

5. Commendations may be given to residents of Irvine who perform heroic acts and to non-residents who perform acts of heroism to save the life or property of a City resident.

6. Requests for Proclamations and Commendations should be presented to the City Clerk in writing a minimum of 14 days prior to the City Council meeting date.

7. The City Manager will consider requests not covered under these guidelines as to the significance of the request to the entire community, and proceed accordingly.

8. Final determination on the issuance of Proclamations and Commendations shall be the responsibility of the City Council.

Certificates of Recognition

Certificates of Recognition provide a vehicle for City Councilmembers to more easily recognize individuals and groups, beyond the more formal requirements of Proclamations and Commendations. Certificates are issued by individual Councilmembers at their own discretion and do not require formal City Council approval. Certificates of Recognition do not reflect official action taken by the City Council as a whole and, as such, are not part of the official City record. All Certificates of Recognition shall be processed through the Council Services Office. (Adopted by City Council action on 04-12-05)
City Council Policy / Procedure

Eligibility for Purchase of Tables and Admission Tickets to Community Events
(Updated July 1, 2019)

Reference:  Minute Order 6-14-05
            Minute Order 10-24-17
            Minute Order 06-11-19

Purpose:

To provide criteria for determining eligibility of use of City funds for purchase of tables and admission tickets to community events in conformance with the regulations promulgated by the California Fair Political Practices Commission (FPPC).

Policy:

The City will pay for the attendance of City Councilmembers, City Commissioners, and staff at functions and events held by local non-profit organizations that provide benefit to the Irvine community. The maximum cost of attendance at such events shall not exceed $300 per individual. Examples include, but are not limited to, annual dinners, recognition events, award programs, and community fundraisers. City attendance may be facilitated through the purchase of a City table(s) or through the purchase of individual tickets, as the event warrants, as long as the cost per attendee does not exceed $300 and the cost for the table does not exceed $3,000. This amount shall be increased every five years, beginning on July 2, 2022, commensurate with the Bureau of Labor Statistics Consumer Price Index (CPI) data as follows: Los Angeles-Riverside-Orange County, CA; All Items; Not Seasonally Adjusted; five-year change, comparing May data for the then current year to May data from five years earlier.

This policy covers the cost of attendance at these events only and should not be construed as City sponsorship, either financial or non-financial, of the organization or the event. Should the City Council wish to officially sponsor or financially support an organization or event, beyond the $300 per attendee provision of this policy, separate City Council action shall be required.

Procedure:

Funds for attendance at community events shall be budgeted in individual City Council business expense accounts and departmental business expense accounts. Requests to attend such events shall require City Manager or Departmental Director approval, as appropriate, to insure compliance with the provisions of this policy.

City Council approval for financial sponsorship beyond $300 per attendee or $3,000 per table shall be accomplished through specific identification of the organization/event and the dollar
amount of sponsorship in the City’s annual budget, or through separate and distinct action by the City Council to approve said sponsorship.
<table>
<thead>
<tr>
<th>Purpose</th>
<th>The Community Partnership Fund Grant Program enables the City Council to consider a variety of qualifying nonprofit organizations’ requests for financial assistance in the context of the City’s priorities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Information</td>
<td>The Community Partnership Fund Grant (CPF) Program should contribute to the quality of life of Irvine residents and/or businesses as provided by nonprofit organizations that serve a charitable, health, safety, philanthropic, cultural, educational, or other quality of life enhancing purpose. The City Council established the CPF program in 2008, providing an equal allocation to each City Councilmember.</td>
</tr>
<tr>
<td>Funding Allocation</td>
<td>At its discretion, the City Council will determine the level of funding during the annual budget process; typically $50,000 for CPF Grants.</td>
</tr>
<tr>
<td>Grant Implementation</td>
<td>Each Councilmember will receive an equal annual allocation, up to $10,000. Throughout the year, individual City Councilmembers will consider requests for financial assistance based upon the project proposal, community need and benefit, organization’s background, and eligibility. Individual City Councilmembers shall submit nominations for grant awards to qualifying nonprofit organizations pursuant to the City Council policy to request items be added to the agenda, for City Council approval. In the final year of a Councilmember’s term, that Councilmember may nominate awards through November based on a prorated budget of 40%, up to $4,000 for that fiscal year. The 60% balance, up to $6,000, may be nominated for award by the Councilmember assuming office for the remaining months through June of that fiscal year.</td>
</tr>
<tr>
<td>Nonprofit Organization Eligibility</td>
<td>Qualifying nonprofit organizations must be incorporated as a nonprofit, charitable organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Organizations will be required to submit documentation verifying nonprofit, tax-exempt status.</td>
</tr>
<tr>
<td>Funding Agreement</td>
<td>All funding recipients will be required to provide written verification of nonprofit status, description of proposed funding, and a post-expenditure report to the City describing how the funds were spent and project accomplishments. Grant recipients receiving an individual award of $1,000</td>
</tr>
</tbody>
</table>
or more will be required to enter into a Funding Agreement with the City that establishes terms and conditions for the use of funds, and reporting and compliance requirements.

History

- Resolution No. 08-42 – Adopted May 13, 2008
City Council Policy / Procedure

Acceptance of Donations

Reference: Resolution No. 03-123

Purpose

To implement a citywide procedure for accepting and tracking donations made to the City.

Policy

City Council holds the authority to accept donations of money, materials, furniture, and equipment made by citizens, community organizations, and others, thereby officially designating them as City property.

To expedite the acceptance and acknowledgement of donations, the City Council authorizes the Department Directors to accept donations that do not require ongoing financial commitment, long-term commitment to a program or service, or matching funds. Those items requiring any expense by the City, ongoing financial commitment, long-term commitment to a program or service, or matching funds will be forwarded to the City Council for approval.

To ensure that the City Council is apprised of donations received, Department Directors will notify the City Council of receipt of donations in excess of $5,000 via memo. Significant donations will be brought forward during the presentation portion of the agenda for City Council recognition.

Individual departments are responsible for maintaining a record of all donations received and shall present to the City Clerk a summary of all donations received within 60 days of the end of each fiscal year. The City Clerk will then compile a report for City Council of all donations received during each fiscal year.

Procedure

Department Directors will bring forward to the City Council under presentations any significant donations for proper recognition.

Departments accepting donations under $1,000 shall follow department procedure for tracking and acknowledging donations. Donations received in excess of $1,000 shall be reported on a completed “Donations Acceptance Request” form to be processed as follows:
The original of the Donation Acceptance Request form signed off by the Department Director will serve as the receipt for the donor and will include a specified dollar amount assigned to each donation by the donor.

Copies of the completed form will be filed with the receiving Department, Administrative Services Finance Division and the City Clerk.

Department Directors will notify the City Council via the memo of donations received in excess of $5,000 upon receipt. Presentations will be coordinated with the City Clerk.
City Council Policy / Procedure

Flag Protocol
(Updated June 11, 2019)

Reference: Resolution No. 19-65

PURPOSE: This policy provides the procedural guidance for the display of flags on City flagpoles, including flagpoles at the City of Irvine Civic Center, as well as the display of flags in the Mayor’s office and Councilmembers’ offices.


The City Clerk’s Office shall be the office that directs City flags to be flown at half-staff.

CIVIC CENTER FLAGS are defined as follows:

1) Piazza – U.S. Flag and California State Flag shall be flown on the permanent lighted flagpoles. In addition, a POW/MIA flag shall be permanently flown from a fixed standard on the wall adjacent to the Piazza entry to Civic Center.

2) City Council Chambers – U.S. Flag and California State Flag affixed to staffs in floor standards behind the dais, per protocol.

3) Meeting Rooms and Conference Rooms – rooms with public access, and able to seat 15 or more, shall each have a U.S. Flag and a California State Flag affixed to staffs in floor standards, per protocol.

4) Large Ceremonial Flag – see specific information below

5) Bunting – bunting is available for display in the Piazza area and is typically flown for one week around the following holidays:
   a. President’s Day
   b. Memorial Day
   c. Independence Day
   d. Veteran’s Day

LARGE CEREMONIAL FLAG – Displayed on days with remembrance significance as follows:
1) The large ceremonial flag shall be hoisted and flown on September 11, and shall be flown through Constitution Day, September 17.

2) In addition, it shall be flown for the following Federal Holidays:

   a. Martin Luther King’s Birthday (third Monday in January),
   b. Lincoln’s Birthday (February 12),
   c. Washington’s Birthday (third Monday in February),
   d. Armed Forces Day (third Saturday in May)
   e. Memorial Day (last Monday in May),
   f. Flag Day (June 14),
   g. Independence Day (July 4),
   h. Veteran’s Day (November 11).

3) Except for Memorial Day, when it shall fly all day, the large ceremonial flag shall be taken down or not flown during times that flags are to fly at half-staff.

4) Fixed display lighting is available and will be utilized for all nighttime displays.

For display of the large Ceremonial Flag or the Piazza Bunting at times other than listed above, the request shall be forwarded to the Director of Community Services (or designee) for approval and implementation.

**COMMEMORATIVE FLAG PROCEDURES:**

1) The Mayor and each Councilmember shall be permitted to display up to three (3) flags in the Mayor’s office or Councilmember’s office, as applicable, which may consist of three of the following flags: (1) the flag of the United States of America, (2) the flag of the State of California, and (3) the flag of the City of Irvine, or (4) a commemorative flag at the personal selection of the Councilmember.

2) Only one commemorative flag may be displayed at one time.

3) Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated.

4) The City, and the Mayor and the City Councilmembers, shall not display a commemorative flag based on a request from a third party, nor shall the City, the Mayor, or the Councilmembers use flagpoles or offices to sponsor the expression of a third party.
City Council Policy / Procedure
Recognition of Significant Contributions by Persons
Living or Deceased

Reference: Resolution No. 02-146

The following are guidelines to be utilized in providing recognition to living or deceased persons in the form of the naming of City facilities, including but not limited to all parks, streets, recreational amenities or structures (such as athletic fields and courts, recreation/community centers, public buildings, arts facilities, groves, gardens, etc.). (City Council Resolution No. 02-146)

Nominees:

1. Nominees shall be or have been an Irvine resident or employee in the City. A resident is defined as an individual who has lived, been employed, or attended school within the City of Irvine.

2. Nominees shall be or have been a community leader and have made a significant financial contribution toward the acquisition and/or development of the facility. “Facilities” include recreational or public structures, i.e., gardens, groves, fields, buildings, etc.

3. Consideration shall be given to those individuals not overly recognized in the past. Facilities shall be named in honor of individuals for which other facilities have not been previously named.

4. Consideration shall be given to nominees who have made outstanding contributions to the community as determined by the City Council. These contributions may be of service, land, funds, securities or valuable assets. “Community” includes educational, business, religious, service groups or employees, and not-for-profit organizations.

Process:

1. The Community Services Department shall receive all proposals to recognize individuals on City-owned lands.

2. Completed proposals will be agendized for the Community Services Commission, who shall assume the responsibility for making recommendations to the City Council for recognition.

3. The Community Services Commission may decide to solicit input from City committees of other Commissions prior to making their final recommendation.
4. Any costs involved in the naming of facilities, recreational amenities or structures other than those normally covered by the City (such as statues, signage, plaques etc.) will be borne by the applicant.

5. After City Council approval is received, and following receipt of any required monies, the City will initiate the implementation process.

6. A proposal form to be utilized to nominate a living person for formal recognition through the naming of a street, facility or amenity is available upon request.

The following establishes the process that enables individuals to recognize their friends and loved ones through donation of materials, furniture and equipment. This recognition takes the form of planting and dedication of trees in City parks, rosebushes, and opportunities to donate benches, fountains or related park equipment.

Process:

1. Any donation of funds, services, equipment or plantings shall be submitted to and approved by the Community Services Department, which will coordinate with the appropriate staff as to any determinations for the type or placement of the park improvement. The Community Services Commission and City Council shall be notified of all park improvement donations.

2. All costs for the purchase and installation of the improvement (and a plaque and/or dedication ceremony, if applicable) will be borne by the donor. Any surplus funds will be carried in an interest bearing special fund account for maintenance. Donations may be accepted at any time.

3. Donors may participate by funding the following: a rosebush; a 15-gallon, 5-6-foot tree or a 24-inch box, 12-13-foot tree purchased and planted by Public Works; larger or specimen trees per special arrangement with the Public Works Landscape Section in accordance with the approved park planting palette. Pricing will be determined by Public Works.

4. Donors may participate by funding park furniture and equipment such as benches, drinking fountains, tables etc. Equipment selections must be made in conjunction with Community Services Department staff and meet City standards. The Director of Community Services must approve any deviations from standard.

5. Donors of park improvements may provide recognition through a 3”x 5” or 4”x 6” bronze plaque purchased by the City and installed directly on a centrally located donor plaque; text is limited to “In Honor of ___” and dates or years.

6. Donors of major park improvement gifts (i.e., structure, play yard, courts) may elect to provide a dedicatory plaque not exceeding 10”x 12” with name, date and appropriate text not exceeding 25 words.
7. Small-plaque inscriptions will be approved by the Community Services Department. The Community Services Commission will approve large-plaque inscriptions upon recommendation by Community Services Department staff. No private advertising or permanent promotional signage is permitted.

The following establishes a process for individuals to recognize their friends and loved ones through monetary contributions to general operational costs, special equipment, scholarships and a variety of programs within the Community Services Department.

Process:

1. Donations of any amount shall be received by the Community Services Department, which will coordinate with the appropriate staff to forward funds to the designated section’s interest-bearing special fund account. No administrative fees will be deducted from contributions received. Donors may specify in writing that funds be earmarked for general operational costs, special equipment or the scholarship program.

2. All donations of funds shall be mailed or hand delivered to the City of Irvine, Attention: Director of Community Services, One Civic Center Plaza, P.O. Box 19575, Irvine, CA 92623-9575. Donors shall designate which Community Services program will be the recipient of funds received, the name of the individual or group being honored, and a name and address of an individual to be notified of the contribution. Only checks and money orders will be accepted. All contributions are tax deductible.

3. The Community Services Department will acknowledge the donation and the amount in writing to the donor. The individual being honored will be notified of the contribution. The actual dollar amount given by the donor will not be revealed unless specified in writing by the donor.
It shall be unlawful for any person to make or use the seal of the City or any cut, facsimile or reproduction thereof, or make or use any seal or any design which is an imitation of said seal, or the design thereof, or which could be mistaken therefore or the design thereof, for any purpose other than for the official business of the City, its Council, officers or departments. (City Council Ordinance No. 82-12)

The use of City stationery with the incorporated City seal shall fall under the provisions of this policy.
City Council Policy / Procedure

Guidelines for the Submittal of Information by Members of the Public for Dissemination or Presentation at Public Meetings

Reference: Minute Order 03-11-08

Policies and procedures for the conduct of City Council meetings are delineated in the Irvine Municipal Code – Title 1, Division 2 pertaining to the City Council, and Title 1, Division 4 pertaining to City Commissions and Committees. These legislative bodies are subject to the Brown Act and rules of order and decorum as set forth in the Municipal Code and other official policies:

   City Council *
   Redevelopment Agency (RDA) *
   Industrial Development Authority (IDA) *
   Irvine Public Facilities Infrastructure Authority (IPFIA) *
   Orange County Great Park Corporation Board *
   Planning Commission
   Community Services Commission
   Finance Commission
   City Committees subject to the Brown Act

   * Public meetings of these legislative bodies are held in the City Council Chamber and televised live.

Members of the public may speak on any item of interest under the general Public Comment portion of the agenda, so long as the item is within the subject matter jurisdiction of the legislative body. Further, the public must be allowed to speak on a specific item of business before or during the legislative body’s consideration of it. Members of the public may desire to submit information in hard copy form, or present information in electronic form or audio-visual media to supplement their testimony before the legislative body.

This policy is to ensure that staff can facilitate these requests in a timely and efficient manner; to check for viruses, broadcast quality and compatibility of electronic media with the City’s existing system; and to avoid unnecessary delays during public meetings. In addition, materials submitted by members of the public may contain information or images that may be deemed inappropriate. The opportunity for staff to review the materials prior to the meeting will allow the Mayor or respective board chair to provide a verbal warning to the public prior to the presentation.
Policy:

All supplemental agenda related materials, including but not limited to PowerPoint presentations, videos, photographs, e-mails, writings and hard copy documents presented by members of the public prior to or at a public meeting shall become part of the public record and will be kept on file in the City Clerk’s Office according to retention schedules.

The deadlines noted below do not preclude members of the public from submitting agenda related information in hard copy or electronic form prior to a meeting date. The City Clerk or respective board secretary will ensure that the City Council or board members receive a copy of the information prior to consideration of the item.

In accordance with SB 343 (McLeod), all agenda related materials, documents and writings as described above which are related to any item on an open session agenda and which are distributed to a majority of the legislative body within 72 hours of a regular meeting will be made available for public inspection at the time the subject writing or document is distributed to a majority of the subject body at a designated location identified on the subject agenda.

City policy is to limit public testimony to three minutes per speaker (unless extended by the Mayor or Chair) which includes the presentation of electronic or audio visual information.

Members of the public are encouraged to arrive at the public meeting early and check in with the City Clerk or respective board secretary to finalize the details of their presentation and to complete a speaker’s card.

No unauthorized laptop computers or other media devices will be connected to the City Council Chamber media system.

Media Types and Guidelines

1. Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the legislative body. Please provide 15 copies of the information to be submitted and file with the City Clerk or respective board secretary at the time of arrival to the meeting. This information will be disseminated to the legislative body at the time testimony is given.

2. Large Displays/Maps/Renderings:

Any member of the public who desires to display freestanding large displays or renderings in conjunction with their public testimony is asked to notify the City Clerk or respective board secretary no later than 12:00 noon on the day of the scheduled meeting so that an easel can be made available if necessary.
3. **Electronic Documents/Audio-visuals:**

Televised Public Meetings: Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the Public Information Office (PIO) no later than 12:00 noon on the day of the scheduled meeting. To facilitate your request, contact the PIO Office at 949.724.6248 or the City Clerk’s Office at 949.724.6205.

Information must be provided on CD, DVD, or VHS; or, emailed by 12:00 noon on the day of the scheduled meeting to pio@ci.irvine.ca.us. Members of the public will be asked to provide their name, identify the meeting and the agenda item to be addressed, and a day time phone number.

The PIO office will notify the person submitting the information as soon as possible prior to the meeting if the information cannot be accessed or if the version provided is incompatible with the City’s system. If incompatibility cannot be resolved, an individual’s laptop may be allowed to connect into the City’s system. Every effort will be made by City staff to facilitate the presentation.

City staff will preload and queue the electronic information in the City’s media system and display it when the public member is called upon to speak.

Non televised Public Meetings: Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the respective board secretary or City Department that serves as the liaison to a particular commission or committee no later than 12:00 noon on the day of the scheduled meeting.