

## CHAPTER 2.04

### CITY COUNCIL

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#### ***Statutory reference:***

Salary schedules for City Councilmembers, see Cal. Government Code § [36516](#)

Scheduling of City Council meetings, see Cal. Government Code §§ [36805](#) through [36809](#)

The power of the Mayor in regard to City Council meetings, see Cal. Government Code §§ [36802](#) and [36803](#); for the provision indicating that the Council may establish rules for the conduct of its proceedings, see Cal. Government Code § [36813](#)

#### **2.04.010 TIME.**

The City Council shall hold its regular meetings on the second and fourth Mondays of each month beginning at 6:00 p.m., or at such other time as the Council may establish by resolution no more frequently than on an annual basis. A resolution changing the regular meeting time of a City Council meeting shall become effective 30 days following adoption of such resolution. In the event that a regular City Council meeting falls on a recognized City holiday, the meeting shall be held on the next regular business day at 6:00 p.m., or at such other time as the Council may establish by resolution no more frequently than on an annual basis.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.020 PLACE.**

The regular meeting place of the City Council for the transaction of business as the City Council is fixed and established at the Town Hall, situated on the southwest corner of Laurel Street and North Main Streets, and commonly known as 363 North Main Street, Fort Bragg, California. The City Council may convene a regular or special meeting at any other location within the City limits as long as proper notice of such location is provided in accordance with applicable laws.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.025 INSTALLATION OF OFFICERS.**

Newly-elected City Councilmembers shall take and hold office for their prescribed terms following the declaration of the election results at the City Council meeting at which the declaration of the election results for a general municipal election is made, pursuant to Elections Code sections [10262](#) and [10263](#). If one or more City Councilmembers is/are appointed, pursuant to Elections Code section [10229](#), then the appointed City Councilmember(s) shall take and hold office for their prescribed terms either immediately or beginning with the first regular City Council meeting following the appointment.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.030 MAYOR AND VICE MAYOR - ELECTION.**

At the City Council meeting at which the declaration of election results for a general municipal election is made, pursuant to Elections Code sections [10262](#) and [10263](#), and following the declaration of the election results, the City Council shall choose one of its number to serve as Mayor, and one of its number to serve as Vice Mayor. If no general municipal election is held, pursuant to Elections Code section [10229](#), then at the first regular City Council meeting in December, the City Council shall

choose one of its members to serve as Mayor and one of its members as Vice Mayor. The Mayor and Vice Mayor shall serve in their respective positions until the City Council chooses a successor Mayor and/or Vice Mayor. (Ord. 904 §2, passed 06-11-2012)

#### **2.04.031 MAYOR AND VICE MAYOR - DUTIES AND AUTHORITY.**

The Mayor shall preside over the meetings of the City Council and is the president of the Council. The Mayor shall decide all questions of order. The Mayor may make or second any motion before the City Council and present and discuss any matter as a member of the City Council. The Mayor shall perform the duties as are prescribed by law in accordance with the California Government Code and other laws of the State of California or the United States Government governing the duties and responsibilities of the Mayor. If the Mayor is absent or unable to act for a period of 60 days or less but retains his or her position as a member of the Council, the Vice Mayor shall serve until the Mayor returns or is able to act. The Vice Mayor has all of the powers and duties of the Mayor in the absence of the Mayor.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.032 MAYOR - OFFICE VACANCY FILLING.**

If the Mayor dies, resigns, or otherwise vacates the Office of Mayor, or fails to perform the duties of Mayor for a period in excess of 60 days, the City Council shall declare the Office of Mayor to be vacant and shall select a new Mayor from one of its members at the next regularly scheduled City Council meeting or at a special City Council meeting called for this purpose.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.033 VICE MAYOR - OFFICE VACANCY FILLING.**

In the event that the Vice Mayor is selected as Mayor by the City Council, the City Council shall also select a new Vice Mayor at the same meeting at which it selects the Mayor. If for any reason the Office of Mayor continues to remain vacant and unfilled, the Vice Mayor shall exercise and have all of the powers and duties of the Mayor.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.036 SCOPE OF §§ 2.04.030 THROUGH 2.04.033.**

Sections [2.04.030](#) through [2.04.033](#) shall govern the selection of the Mayor and the Vice Mayor in accordance with the Government Code of the State of California or other statutes which may govern the selection process. The sections do not govern or control the appointment, election, or special election of an individual to fill the position of Councilmember but deal only with the selection of the Mayor or Vice Mayor from existing members of the City Council.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.040 RULES OF PROCEDURE GENERALLY.**

The City Council may establish (and amend, from time to time) rules for the conduct of its proceedings by adoption of a resolution.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.045 STANDING COMMITTEES DESIGNATED.**

A. There shall be four standing committees; each committee shall consist of two members of the City Council to be appointed by the Mayor.

B. The committees are as follows:

1. Community Development Committee;
2. Finance and Administration Committee;
3. Public Safety Committee; and
4. Public Works and Facilities Committee.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.050 AD HOC COMMITTEES.**

The Mayor may also appoint ad hoc committees, whose composition and purpose shall be set by the Mayor.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.055 BILLS - REFERRAL TO FINANCE AND ADMINISTRATION COMMITTEE.**

All bills against the City, when presented, shall be approved by individual departments and the Finance Director prior to being paid. Once paid, a list of check warrants shall be referred to the Finance and Administration Committee for review and approval.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.060 SALARY DESIGNATED.**

Each member of the City Council shall receive, as salary, the sum of \$510.00 per month, as prescribed in Cal. Government Code § [36516](#) for cities with population under 35,000, which shall be payable at the same time and in the same manner as the salaries are paid to other officers and employees of the City.

(Ord. 904 §2, passed 06-11-2012; Am. Ord. 983, § 2, passed 10-11-2022)

#### **2.04.065 BENEFITS DESIGNATED.**

A. City Councilmembers and their dependents are eligible for health care insurance and dental insurance through plans offered by the Redwood Empire Municipal Insurance Fund (R.E.M.I.F.). The premiums for such health care insurance and dental insurance are paid by the City during the time that a Councilmember serves on the City Council.

B. The City agrees to provide a life insurance and accidental death and dismemberment policy in the amount of \$5,000 for each Councilmember.

C. The benefits as set forth in A. and B. above shall not be included for purposes of determining salary under Cal. Government Code § [36516](#), provided the same benefits are available and paid by the City for its employees.

(Ord. 904 §2, passed 06-11-2012)

#### **2.04.070 SALARY SEPARATE FROM REIMBURSEMENT FOR EXPENSES.**

The salaries prescribed in this article are and shall be exclusive of any amounts payable to each member of the City Council as reimbursement for actual and necessary expenses incurred by him or her in the performance of official duties for the City.

(Ord. 904 §2, passed 06-11-2012)

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The Fort Bragg Municipal Code is current through Ordinance 1018, passed September 8, 2025.

Disclaimer: The city clerk's office has the official version of the Fort Bragg Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://city.fortbragg.com/>

City Telephone: (707) 961-2823

Codification services provided by [General Code](#)