
**CITY OF COSTA MESA
CITY MANAGER'S OFFICE
INTEROFFICE MEMORANDUM**

TO: CITY COUNCIL
FROM: STEVEN E. HAYMAN, ASSISTANT CITY MANAGER
DATE: September 17, 2004
**subject: FOLLOW-UP REQUEST FROM CITY COUNCIL MEETING OF
SEPTEMBER 7, 2004 – SANDRA GENIS**

This response has been prepared pursuant to Ms. Sandra Genis' request for additional information regarding the Liaison Committee meeting held on August 31, 2004. The meeting in which she referred was neither an official or unofficial meeting of the Liaison Committee. The meeting was called at the request of Mayor Monahan to discuss among staff and representatives of the City Council and Park & Recreation Commission special issues relative to the Joint Use Agreement and Field Use Policy which had been highlighted recently in the local press.

In point of fact, this meeting was not held over for an official School Liaison Committee meeting due to the degree of urgency that was felt regarding these particular subjects. To be specific, meeting attendees included Mayor Monahan and Council Member Scheafer, Parks & Recreation Commission Chair Harris and Vice Chair deArakal, along with myself. As no quorum of the City Council, School Board, or Parks & Recreation Commission was expected or present, there was definitely no violation of the Brown Act. Specifically, the items to be addressed at the meeting were for discussion purposes only and not items to be acted upon by the City Council or School Board.

She further requested that if it were another type of committee meeting, how would members of the public attend or obtain information. Essentially, this meeting was held between staff and public agencies without support of members of the legislative bodies for informational purposes only. Neither an agenda nor minutes were necessary or required.

Please be assured that the City and School District are very cognizant of the requirements of the Brown Act, support them and take them very seriously. We are aware that some discussion regarding the meeting in question had been raised publicly by a third interested member of the Parks & Recreation Commission in hopes of attending the meeting. That commissioner was advised that their attendance would constitute a quorum of the Parks & Recreation Commission and only the two commissioners previously mentioned attended.

seh/ko

c: Sandra Genis