



CITY COUNCIL AGENDA REPORT

MEETING DATE: December 13, 2004 **ITEM NUMBER:** Item Number

SUBJECT: CITY COUNCIL REORGANIZATION

DATE: DECEMBER 8, 2004

FROM: CITY MANAGER'S OFFICE

PRESENTATION BY: ALLAN L. ROEDER, CITY MANAGER
JULIE FOLCIK, DEPUTY CITY CLERK
KIMBERLY HALL-BARLOW, CITY ATTORNEY
STEVE HAYMAN, ASSISTANT CITY MANAGER

FOR FURTHER INFORMATION CONTACT: Allan L. Roeder, City Manager at (714) 754-5328

DISCUSSION

In reviewing tentative items for the December 13, 2004 Study Session in concert with the City Council's direction to set a Special Meeting for the same date to consider an Ordinance and Council Policy revising the method for the appointment of Commissioners, staff has prepared a presentation to assist with the reorganization of the new City Council. Taking into account that there was no pending, time-constrained matters that required a Study Session presentation and the benefit of timing to review with the new City Council a number of procedural and legal matters, the presentations should provide useful information to new members of the City Council and a quick refresher for existing members of the Council.

The presentations have been broken into two categories:

1. Review of Process and Procedures
2. Appointments, Training Opportunities and Support

The following is a brief summary of the topics to be addressed.

Review of Process and Procedures

1. Selection of Mayor and Mayor Pro Tem

Deputy City Clerk Julie Folcik will review for the City Council the legal requirements and procedure for election of the next Mayor and Mayor Pro Tem. This matter is scheduled for your January 3, 2005 regular City Council meeting.

2. Motions, Substitute Motions and Rules of Order

While the City Council is not strictly bound by Roberts Rules of Order, the procedure adhered to by the City Council in conducting its business is extremely

important. Not only does it insure opportunity for public testimony and debate, it is critical in determining the final action of the Council. The clarity of motions made and amended can directly affect how staff carries out City Council direction. City Attorney Kimberly Hall-Barlow will provide a summary review.

3. Regulations regarding Regular Meetings, Special Meetings, Closed Sessions and Study Sessions

When is a meeting not a meeting? What can and cannot be discussed and acted upon and under what circumstances? Posting, notices and public participation will also be addressed by City Attorney Kimberly Hall-Barlow in this presentation.

4. Overview of the Agenda Process

From initial request to report preparation, legal & fiscal review, placement on the agenda and posting on the City's website – Deputy City Clerk Julie Folcik will review the process in constructing the City Council Agenda.

5. Placing items on the City Council Agenda

City Manager Allan Roeder will review the process for placement of items on the City Council Agenda including use of staff resources in initiating items and presentations.

6. Processing constituent requests & complaints

The telephone rings and it's a resident calling you to complain about the barking dog next-door....now what? Do I (a) suggest the caller speak to the dog in a soothing voice to quell the barking; (b) provide the caller with the City Manager's home telephone number; (c) offer your sympathy by indicating that you don't like barking dogs either but its just a fact of life or (d) hang up? Hopefully, none of you will answer "Yes" to any of the preceding after Assistant City Manager Steve Hayman provides a review of how City Council and City staff work together to address citizen complaints.

Appointments, Training and Support

1. Review of Committee Assignment procedure

There are many, many "collateral" responsibilities to serving as a member of the Costa Mesa City Council. One of those is service as the liaison to various Advisory Committees or participation on various regional Board and Commissions. City Manager Allan Roeder will review the opportunities available and the process upcoming for appointments.

2. Upcoming Training Opportunities

City Manager Allan Roeder will briefly review upcoming opportunities for members of the City Council to obtain training to assist them in better serving the community.

3. Council member budgets

Beyond the overall City budget, each member of the City Council has responsibility for their own individual budget for training, conferences and miscellaneous expenses. The City Manager will review the basic budget allocation and provide information on accessing and properly accounting for Council member expenses.

The staff presentations will be succinct so as to offer members of the City Council time to pose questions and/or offer alternative ideas to established means of conducting the public's business. This is intended to simply be the starting point of conversation on some of the subject items pending further interest by the City Council.

ALLAN L. RODER

City Manager

DISTRIBUTION: City Attorney
Assistant City Manager
Deputy City Clerk
Department Directors

File Name Council Reorganization

Date December 9, 2004

Time 2:05 p.m.