



CITY COUNCIL STUDY SESSION AGENDA REPORT

MEETING DATE: January 11, 2011

ITEM NUMBER: 2

SUBJECT: CITY COUNCIL ORGANIZATION AND OPPORTUNITIES

DATE: JANUARY 7, 2011

FROM: CITY MANAGER'S OFFICE

PRESENTATION ALLAN L. ROEDER, CITY MANAGER
BY: JULIE FOLCIK, CITY CLERK
KIMBERLY HALL BARLOW, CITY ATTORNEY
TOM HATCH, ASSISTANT CITY MANAGER

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BACKGROUND AND DISCUSSION

The establishment of a new City Council provides a multitude of new opportunities to address the challenges ahead. Success in meeting these challenges relies in large part on the City Council working together effectively with one another, with the community and with City staff. The constitution of a new City Council creates an environment for the introduction of fresh ideas and concepts as well as a platform to move forward existing priority efforts as deemed appropriate.

While legislative actions take place within the confines of regularly established City Council meetings conducted in compliance with State law and adopted procedures, a good amount of policy discussion and constituent service occurs outside of the regular meetings. Policy development and direction are often shaped through public participation and with the advisement of various City Council appointed Commissions and Committees in advance of final legislative action. As a consequence, it is important to have a thorough understanding of the laws and adopted policies governing these processes.

Today's Study Session is designed to assist the City Council in preparing for an exciting future for the community. Not only is it an opportunity for a review of the required "process & procedures", but a chance as well for members of the City Council to express their individual interests and ask questions. Staff recognizes that for some of the longer termed members of City Council, elements of this presentation will be remedial so we will do our best to move quickly through those items.

Review of Process and Procedures

1. Motions, Appeals, Rehearings 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 ensure opportunity for public testimony and debate, it is critical in determining the final action of the Council. The effectiveness and manner in which meetings are conducted not only influences the decision-making process, but the way the City Council works together. 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.

2. 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.

3. Overview of the Agenda Process

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

4. 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.

5. Processing constituent requests & complaints

The City's performance is oftentimes defined by its responsiveness to requests for service and handling constituent complaints. While not every request or complaint can be wholly satisfied given legal, personnel and budgetary constraints, the manner in which the City responds is very important. Assistant City Manager Tom Hatch will review how the City Council and staff work together to address these concerns.

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. Mayor Gary Monahan has reviewed the requests from all Council Members and will provide a status on appointments. .

2. Setting Priorities/Strategic Planning

Establishing the priorities of a new City Council starts with effective communication among members of the City Council. If the only dialogue among City Council Members occurs within the confines of the formal legislative process conducted during City Council meetings, opportunities to find common ground and understanding as well as to inject new ideas are very limited. At the same time, it is imperative that the public be provided access to the proceedings of their government, including any and all meetings of the City Council.

Individual members of the City Council have expressed interest in establishing a list of priority efforts for the coming months. Taking into account the fact that the City neither has unlimited financial or personnel resources to cover the limitless numbers of requests from the public, this effort is essential. It need not be a lengthy nor involved process to establish a short list of priorities. Likewise, the City Council should not feel compelled to have "all the answers" up front in scoping the priority efforts – those can certainly trail. If there is consensus among the City Council, staff will bring forward options to the City Council for formal action.

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. ROEDER

City Manager

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