

**From:** [Cindi Lee](#)  
**To:** [supplementalcomm@surfcity-hb.org](mailto:supplementalcomm@surfcity-hb.org); [CITY COUNCIL \(INCL. CMO STAFF\)](#)  
**Cc:** [Frakes, Sandie](#); [JSOUDERS.OVSD@GMAIL.COM](mailto:JSOUDERS.OVSD@GMAIL.COM); [Patricia Singer](#); [Ocean View School District - Michael Conroy, Ed.D](#)  
**Subject:** Written Correspondence for June 4, 2024, City Council Mtg - Agenda item 24-001  
**Date:** Monday, June 3, 2024 9:06:23 AM  
**Attachments:** [image001.png](#)  
[CC Ltr - Manual 06-03-24.pdf](#)

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Good morning,

Attached please find correspondence from Ocean View School District, regarding Item 24-001 City Council Agenda, June 4, 2024.

Thank you

*Cindi Lee, Executive Assistant*

**Office of the Superintendent  
OCEAN VIEW SCHOOL DISTRICT  
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Huntington Beach, CA 92647  
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**SUPPLEMENTAL  
COMMUNICATION**

Meeting Date: 6/4/2024

Agenda Item No.: 6 (24-001)



# Ocean View School District

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Superintendent  
Michael Conroy, Ed. D.

Board of Trustees  
Jack C. Souders, President  
Patricia Singer, Vice President  
Gina Clayton-Tarvin, Clerk  
Morgan Westmoreland, Member  
Norm Westwell, Member

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SENT VIA ELECTRONIC TRANSMISSION

[City.Council@surfcity-hb.org](mailto:City.Council@surfcity-hb.org)  
[SupplementalComm@surfcity-hb.org](mailto:SupplementalComm@surfcity-hb.org)

June 3, 2024

Honorable Van Der Mark, Mayor, and Members of the City Council  
CITY OF HUNTINGTON BEACH  
2000 Main Street  
Huntington Beach, CA 92648

Re: Item 24-001 City Council Agenda June 4, 2024  
City Council Review Revised City Council Manual  
Resolution 2024-23

Dear Mayor Van Der Mark and City Councilmembers:

Ocean View School District (OVSD) requests, in order to provide transparency and good government, that City Council not take action on Item 24-001, Revised City Council Manual. There is no discussion in the staff report of the proposed changes to the City Council Manual. It is very difficult to understand what action is being proposed. We ask that no action is taken on the City Council Manual until the public is provided a link to a copy of the existing City Council Manual, a comprehensive list and Redline of all proposed policy changes to the 2019 City Council Manual. It is not necessary to list existing policies that are placed in a different order, or changes enacted by previous resolutions or charter amendments, but the added wording that changes or amends policy that is not in the 2019 City Council Manual.

Example:

Page 8, Selection of Mayor Pro Tem, the 2019 City Council Manual references Resolution No. 6320 as setting the procedure. However, the proposed 2024 City Council Manual adds that the city council can diverge from Resolution 6320.

Proposed 2024 City Council Manual:

**3) Selection of Mayor and Mayor Pro Tem**

The Mayor and Mayor Pro Tem serve at the pleasure of the City Council for a one-year term starting in December. Traditionally, the Council rotates the selection of Mayor and Mayor Pro Tem every year during the first regular Council Meeting in December. [Resolution No. 6320](#) lays out the selection procedures in detail.

If City Council wishes to diverge from these procedures, it must set aside Resolution No. 6320 and establish different procedures. Once implemented, the Resolution will be reinstated immediately thereafter.

2019 City Council Manual:

### Procedure for Selection of Mayor Pro Tem

The procedure for selection of the Mayor Pro Tem, pursuant to Resolution No. 6320, Charter Sections 305 and 306, shall be as follows:

1. At the City Council meeting following any general or special municipal election at which any Councilmember is installed, or as soon thereafter as the results of the election are certified, the Council shall elect a Mayor and a Mayor Pro Tem. In non-election years, the selection of Mayor and Mayor Pro Tem shall be made at the first regular meeting held in December.
2. The Mayor and Mayor Pro Tem shall serve terms of one year.
3. The member of the Council serving as Mayor Pro Tem shall become the Mayor upon the expiration of the seated Mayor's term.
4. The member of the Council having the longest consecutive City Council service shall become the Mayor Pro Tem.
  - a) In the event that two Councilmembers have the same length of service, then the member who received the greatest number of votes in the last Council election in which such member was elected shall become Mayor Pro Tem.
  - b) If any member declines his/her term as it arises in rotation, that member shall remain in the same place in the rotation cycle as if he/she had served.
  - c) Any Councilmember who has served as Mayor within the last four years will not be eligible for election as Mayor Pro Tem.

This is a significant policy change from the previous City Council Manual that sought to honor those who have held office longest and had experience on how meetings should be conducted. It also took the politics out of the Mayor Pro Tem position. City Council should not be allowed to just disregard an adopted city regulation.

Sincerely,



Michael Conroy, Ed. D.  
Superintendent  
Ocean View School District

cc: Eric G. Parra, Huntington Beach Interim City Manager [Sandie.Frakes@surfcity-hb.org](mailto:Sandie.Frakes@surfcity-hb.org)