



City of Huntington Beach

File #: 19-126

MEETING DATE: 3/18/2019

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Fred A. Wilson, City Manager
Robin Estanislau, City Clerk

PREPARED BY: Robin Estanislau, CMC, City Clerk

Subject:

Adopt Resolution No. 2019-09 adopting a revised Council Manual digitally compiled to incorporate policy information previously adopted by resolution, enhance formatting, and include links to local government resource material

Statement of Issue:

The Council Manual adopted in 1976 and updated by resolution in proceeding years, needs to be revised. The revised Council Manual presented for approval digitally compiles current policy information adopted by resolution and other resource material including links to articles published by the Institute for Local Government (ILG) designed to promote good government. The revised Council Manual can be uploaded to Council-issued or individually-owned electronic devices for immediate access to information, and can be updated at any time by resolution.

Financial Impact:

None.

Recommended Action:

Adopt Resolution No. 2019-09, "A Resolution of the City Council of Huntington Beach adopting a revised Council Manual" that incorporates adopted policy and relevant government resource material into one living document, superseding all previous versions.

Alternative Action(s):

Do not adopt Resolution No. 2019-09, and provide staff with alternative direction.

Analysis:

On September 20, 1976, the City Council adopted Resolution No. 4330, formally adopting a Council Manual designed to educate and assist Councilmembers to conduct business in a legal, ethical and productive manner. The Manual included an outlined table of contents that identified titled chapters and sections, and included an appendix with supporting documentation (resolutions, written opinions, procedural publications, etc.).

Resolution 4330 directed “future amendments to the Council Manual shall be by resolution of the City Council which shall relate only to the sections amended.” Since that time, Council has adopted amendments to the Manual by resolution -- some administrative in nature (fixing the time of meetings, annual adoption of the code of ethics), or to add new sections such as responding to statewide ballot propositions, establishing guidelines for delegates of the city attending conferences, procedure for selection of Mayor Pro Tem, and other items.

Staff has experienced challenges to oversee a comprehensive update of the Manual. In late 2018, staff from the City Manager and City Clerk’s offices met to discuss the disposition of the Manual and consider a course of action. An intern was assigned to research the existing data files, consider their relevance to current policy, and compile a newly designed, electronic document that Council could easily access from their Council-issued or individually owned electronic devices used to view City-related material. Staff took additional steps to add links to articles published by the Institute for Local Government (ILG) designed to promote good government.

The revised Council Manual presents existing policy in a new format, and includes up-to-date resource information (City Charter, 2019 Council Liaison List, 2019 Maddy Act Local Appointments Lists, and individual conflict of interest maps), as well as access to good governing publications.

The Council Manual is a living document, updated to ensure its contents remain current and relative. The City Council, at its discretion by resolution, can amend the Manual at any time.

Environmental Status:

Not Applicable.

Strategic Plan Goal:

Non-Applicable - Administrative Item

Attachment(s):

1. Resolution No. 2019-09, “A Resolution of the City Council of Huntington Beach adopting a revised Council Manual” that incorporates adopted policy and relevant government resource material into one living document, superseding all previous versions.
2. Resolution No. 2019-09 Exhibit “A” - Revised Council Manual.
3. Resolution No. 4330 adopted September 20, 1976, adopting a Council Manual.