



City of Huntington Beach

File #: 20-1420

MEETING DATE: 2/18/2020

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Robin Estanislau, CMC, City Clerk

PREPARED BY: Robin Estanislau, CMC, City Clerk

Subject:

Receive and file the updated Huntington Beach City Council Manual 2020 digitally compiled to incorporate policy information previously adopted by resolution

Statement of Issue:

The Council Manual has been updated to reflect information for current calendar and/or fiscal years.

Financial Impact:

None.

Recommended Action:

Receive and file the updated Huntington Beach City Council Manual 2020.

Alternative Action(s):

Deny the request, and provide staff with alternative direction.

Analysis:

In March 2019, the City Council adopted a new, digitally compiled manual that incorporated policy information previously adopted by resolution with enhanced formatting and links to local government resource material. Resolution No. 2019-09 described the Manual as 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.

Revisions in this update include:

- References to calendar/fiscal years
- New Organizational Chart
- New Forward Letter (signed by Oliver Chi, City Manager)
- New Maddy Act Local Appointments List - 2020
- Revised Description of Mayor's Award in Mayor Protocol Handbook (new selection process to be implemented in March 2020)
- Revised Agenda Review Meeting Time in Mayor Protocol Handbook (changed from 4:30 PM

to 4:00 PM)

- New 2020 Council Liaison List

Environmental Status:

Not applicable.

Strategic Plan Goal:

Non-Applicable - Administrative Item

Attachment(s):

1. Huntington Beach City Council Manual 2020