

**MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in City Council and Redevelopment Agency meetings. If you require, American Sign Language interpreters, a reader during the meeting, and/or large print agendas, to make arrangements, please call: **Office of the City Clerk (714) 536-5227**.

To make arrangements for an assisted listening system (ALD) for the hearing impaired, please contact: the **Sergeant at Arms (714) 536-5693** or the **City Clerk (714) 536-5227**.

*72 hours prior notification will enable the city to make reasonable arrangements to ensure accessibility to a meeting.*

**ACTION  
AGENDA**

**CITY COUNCIL/REDEVELOPMENT AGENCY  
CITY OF HUNTINGTON BEACH**

**MONDAY, MARCH 17, 2003**

5:00 P.M. - Room B-8  
7:00 P.M. - Council Chambers  
Civic Center, 2000 Main Street  
Huntington Beach, California 92648

**5:00 P.M. - Room B-8**

**Call City Council/Redevelopment Agency Meeting to Order**

**Roll Call** Sullivan, Coerper, Green, Boardman, Cook, Hardy (Councilmember Houchen has requested permission to be absent from the meeting pursuant to City Council Resolution No. 2001-54.)

***Present (Green arrived 5:01 p.m., Houchen absent)***

**Public Comments Regarding 5:00 P.M. Study Session Portion of Council Meeting and Closed Session Agenda Items**

***Speaker inquired re: water shortage and potential conservation measures; requesting that the public be kept informed of any water conservation programs.***

**(City Council) Study Session – Report from the Orange County Water District (OCWD)**

**Re: the County's Water Basin** ( . ) – Virginia Grebbien, General Manager of the Orange County Water District, will present an overview of issues associated with the county's water basin.

***Wes Bannister and Philip L. Anthony, OCWD Directors also reported. OCWD distributed PowerPoint Late Communication from which Ms. Grebbien presented a report regarding: short-term ground water management and long-term annexation issues and the Huntington Beach OCWD lawsuit regarding 2020 Master Plan Report.***

**COMPUTER INTERNET ACCESS TO CITY COUNCIL/REDEVELOPMENT AGENCY  
AGENDA IS AVAILABLE PRIOR TO CITY COUNCIL MEETINGS  
<http://www.ci.huntington-beach.ca.us>**

**Call Closed Session of City Council/Redevelopment Agency**

**Recommended Action:** Motion to recess to Closed Session on the following items:

***Approved 6-0-1 (Houchen absent)***

1. **(City Council) Closed Session** – Pursuant to Government Code Section 54956.9(a) to confer with its attorney regarding pending litigation which has been initiated formally and to which the City is a party. The title of the litigation is **Huss, et al. v. City of Huntington Beach**; U.S. District Court Case No. SACV 98-249 AHS (ANx). (120.80)
2. **(City Council) Closed Session** – Pursuant to Government Code Section 54956.9(a) to confer with its attorney regarding pending litigation which has been initiated formally and to which the City is a party. The title of the litigation is **Andrew Purner and Gaute Svensbo v. City of Huntington Beach, et al.**; United States District Court Case No. SACV 00-361 AHS (ANx). (120.80)
3. **(City Council) Closed Session** – Pursuant to Government Code Section 54956.8 to give instructions to the Agency's negotiators, Ray Silver and Clay Martin regarding negotiations with Cindy Anderson on behalf of John Gallagher and Margaret Van Herk on behalf of Giles Aouizerat/LGB Investments, concerning the price, terms and conditions of the sale of the property identified as 438 Main Street, Huntington Beach, California; Parcel Map Number 024-134-02. Instruction will concern: both price and terms of payment. Subject: **Real Property Negotiations re: Sale of Property located at 438 Main Street.** (120.80)

The City Council and the Redevelopment Agency of the City of Huntington Beach will regularly convene in joint session for the purpose of considering the following City Council-Redevelopment Agency Agenda Items.

The Huntington Beach Parking Authority, Civic Improvement Corporation, and the Huntington Beach Public Financing Authority are also agencies on which Council serves as members. On each Agenda these Agencies may have items scheduled.

When an Agenda Item requires action by any of these Agencies, it will show in parenthesis preceding the item, for example (City Council-Redevelopment Agency).

### **7:00 P.M. - Council Chambers**

#### **Reconvene City Council/Redevelopment Agency Meeting**

- \*\* The City Attorney Shall Determine If Any Actions Taken By The City Council or Redevelopment Agency In Closed Session Shall Require A Reporting On Those Actions As Required By Law (Government Code §54957.1(a) (3) (B)).**  
***City Attorney announced \$65,220.96 Settlement Agreement on Closed Session Item #2; subject to review of the court.***

**Roll Call** Sullivan, Coerper, Green, Boardman, Cook, Hardy (Councilmember Houchen has requested permission to be absent from the meeting pursuant to City Council Resolution No. 2001-54.)

***Present***

**Pledge of Allegiance** - 1<sup>st</sup> Battalion 558 Infantry Explorer Post, Advisor, Staff Sergeant Anthony Enriquez, United States Army.

#### **Pursuant to the Brown Act (Open Meetings Act) the City Clerk Announces Late Communications Received by Her Office Which Pertain to Items on the Agenda**

(1) The Brown Act (Open Meetings Act) requires that copies of late communications submitted by City Councilmembers or City Departments are to be made available to the public at the City Council meeting. (2) Late communications submitted by members of the public are to be made available to the public at the City Clerk's Office the day after the Council meeting.

***Late communication Re: 5:00 p.m. Study Session item; C-3 and H-2a.***

**Presentation** – To Mayor Connie Boardman and the City Council, introduction of Miss Huntington Beach and her Court by the Women of Action Representatives of the Huntington Beach Chamber of Commerce. Miss Huntington Beach is Lynette Marie Hibben, 1<sup>st</sup> Runner Up is Annalisa E. Abbs and 2<sup>nd</sup> Runner Up is Erin Nicole Britt.

**Presentation** – To Mayor Connie Boardman and the City Council by Karen Chepeka of Save Our Strays, a presentation regarding the spay/neuter/microchipping program funded by the City of Huntington Beach which will run from approximately March 15 through September or October, 2003.

***Karen Chepeka announced on March 29, 2003 all Huntington Beach residents can get their dog & cat microchipped. Call Save Our Strays at (714) 442-1446 for more information.***

**Mayor's Award** – By Mayor Connie Boardman to Larry Neishi, Beach Operations Supervisor, Community Services Department, ***for 35 years of dedicated service. Especially commended for leadership and supervisory skills and operation of a well organized department.***

**B. PUBLIC COMMENTS**

Hello and welcome to the Huntington Beach City Council meeting.

If you would like to address the Council please fill out the pink public comment sheet attached to this agenda. After completing the form, hand it to the Sergeant at Arms and he will give it to the City Clerk. Council members strive to treat members of the public with respect and we ask that you also express your concerns and opinions in a civil and respectful manner.

Due to the Brown (Open Meeting) Act, the City Council may not discuss items unless they are on our agenda. So if you are speaking on an item not on the agenda, we cannot discuss the issue with you at this meeting. However, if you wish to meet with any of us please call the Council's Secretary at 714-536-5553. Thank you for taking the time to come to the council meeting to address the council.

**This is the time to address Council regarding items of interest or on agenda items OTHER than Public Hearings.**

3 minutes per person, time may not be donated to others.  
No action can be taken by Council/Agency on this date unless agendized.

Complete the attached pink form and give to the Sergeant-At-Arms located near the speaker's podium

1. ***Ms. Howard and Mr. Hanson expressed appreciation for appointments to the Historic Resources Board. Mr. Hanson submitted historical photograph to the City Council.***
2. ***Speakers objecting to provisions of Chapter 10.88 of HBMC including requiring an operator's permit from the Police Department. He distributed a copy of the code. He thanked the Police Chief for not requiring the permit and for bringing the matter to Council in April.***
3. ***Speaker gave Invocation due to lack of Invocation on agenda.***
4. ***Speaker questioned where GWRS Water Reclamation program is relative to presentation made at the 5 p.m. Study Session portion of Council meeting. Recommended moratorium on development in Orange County until water resources adequate; not raising rates as this subsidizes the developers.***
5. ***Emergency Services Coordinator addressed Council re: City Terrorist Alert Plan. She spoke re: classes planned – first scheduled April 1, 2003 and invited all to attend – to learn earthquake, flood emergencies as well. Spoke re: siren which means people should turn radio on. Call 536-5974 for more information.***

- C-1. **Council Committee/Council Liaison Reports**  
*Councilmember Cathy Green congratulated Council on Aging nominees.*
- C-2. **City Administrator's Report**  
*None*
- C-3. **(City Council) Review and Accept Shari Freidenrich, City Treasurer's January 2003 Report Titled City of Huntington Beach Summary of City Investment Portfolio, Bond Proceeds, and Deferred Compensation Activity (310.20)**  
Communication from City Treasurer Shari Freidenrich transmitting the Monthly Investment Report for January 2003.  
**Recommended Action:** Motion to:  
Review and accept the monthly report. Following review of the report, by motion of Council, accept the Monthly Investment Report *Summary of Investment Portfolio, Bond Proceeds, and Deferred Compensation Activity for January 2003*, pursuant to Section 17.0 of the Investment Policy of the City of Huntington Beach.
- City Treasurer Freidenrich made report*
- Approved 5-0-1-1 (Houchen absent, Cook out of room)*
- D. **Public Hearings - None**

**E. CONSENT CALENDAR**

All matters listed on the Consent Calendar are considered by the City Council and Redevelopment Agency to be routine and will be enacted by one motion in the form listed.

**Recommended Action:** Approve all items on the Consent Calendar by affirmative roll call vote.

- E-1. (City Council) Approve City Council Position on Legislation Pending Before the Federal and State Governments and the Orange County Board of Supervisors as Recommended by the City Council Intergovernmental Relations Committee ( . ) -**  
 The City Council Intergovernmental Relations Committee has reviewed the legislation, requests for support letters, and federal funding agenda below and is recommending that the City Council take a position on these Assembly and Senate Bills and other items, and authorize the Mayor to send letters to the legislators reflecting the approved position: **1. SUPPORT AB 1 (Berg) Continuous Appropriation of Federal Funding to Area Agencies on Aging. 2. SUPPORT AB 41 (Daucher) Continuous Appropriation of Federal Funding to Area Agencies on Aging. 3. OPPOSE AB 92 (Horton) City Employees Civil Service Board – Requiring appointive personnel commissions to have half their members from members of recognized employee organizations. 4. OPPOSE AB 128 (Campbell) Internet Tax Freedom Act - Extending repeal date of January 1, 2004. 5. SUPPORT AB 137 (Correa) Income Taxes - Voluntary Deduction for the Fund for California Senior Citizens. 6. OPPOSE AB 189 (Cogdill) Sales & Use Taxes – Exemption for Veterans Organizations Meals. 7. OPPOSE AB 274 (Koretz) Employment - creating a rebuttable presumption that an adverse employment action taken within 90 days after an employee exercises his or her employment rights is retaliatory. 8. OPPOSE AB 322 (Parra) Property Taxes – Disabled Veteran’s, Unless Amended to remove the following language: “*Notwithstanding Section 2229 of the Revenue and Taxation Code, no appropriation is made and the state shall not reimburse local agencies for property tax revenues lost by them pursuant to the bill.*” **9. OPPOSE SB 100 (Dunn) Public Employees’ Retirement: Local Safety Member Benefits Unless Amended to indicate that the proposed increase in retirement benefit is offered as a negotiable benefit. 10. SUPPORT SB 103 (Alpert) Sales & Use Taxes -. Clarifying Conditions for Taxing Tangible Goods Sold within the State of California. 11. SUPPORT SB 157 (Bowen & Alpert) Sales & Use Taxes Uniformity – Authorizing representation of this state in all meetings with certain other states regarding the development of a multistate, voluntary, streamlined system for sales and use tax collection and administration, as discussed in the Streamlined Sales and Use Tax Agreement adopted on January 27, 2001. 12. SUPPORT the Orange County 2003 Continuum of Care for Homeless Assistance Fund. 13. SUPPORT the Continuation of funding for the Orange County Human Relations Commission. 14. SUPPORT participation by the City of Huntington Beach in the Gateway Cities Joint Powers Authority to Study Development of a Magnetic Levitation (MagLev) Transportations System and appoint Councilmember Cook to serve as the City’s representative. 15. APPROVE - the City’s Federal Funding Agenda per the attached list. 16. SUPPORT ACA 10 (Harman) Local Government – Property Related Fees – Storm Water Runoff. Submitted by Councilmember Jill Hardy, Chairperson, Intergovernmental Relations Committee for Mayor Connie Boardman and Councilmember Debbie Cook. Funding Source: Not applicable.****

*(Continued on Next Page)*

**#6 – AB 189**

**Approved 5-0-1-1 (Sullivan abstain, Houchen absent)**

**#16 – ACA 10**

**Approved 3-2-1-1 (Sullivan, Green No, Coerper abstain, Houchen absent)**

**#3 – AB 92**

**Approved 6-0-1 (Houchen absent)**

**#9 – SB 100**

**Approved 6-0-1 (Houchen absent)**

**#4 – SB 128**

**Approved 5-1-1 (Green No, Houchen absent)**

**#13 OC Human Relations Commission – Tie Votes – no action taken**

**Tied Vote – Continue to 4/7/03 3-3-1 (Boardman, Cook, Hardy No, Houchen absent)**

**Tied Vote – Support recommended action 3-3-1 (Sullivan, Coerper, Green No, Houchen absent) (No action taken)**

**Remainder of Consent Calendar Approved 6-0-1 (Houchen absent)**

- E-2. (City Council) Accept Resignation of Couey and Approve Appointments to the Historic Resources Board of Howard/Hanson/Morgan/Ryan/Soutner and Wolfe, Expanding the Board to 10 Seats ( . ) - 1. Accept the resignation of **Linda Couey**, and approve the appointment of **Arline Howard** to the Historic Resources Board for a term to expire June 30, 2006, as recommended by Council liaisons Hardy and Sullivan; and 2. Approve the appointment of **Orville Hanson** to the Historic Resources Board for a term to expire June 30, 2006, as recommended by Council liaisons Hardy and Sullivan; and 3. Approve the appointments of **Cindy Morgan, Diane Ryan, Michelle Soutner, and Loretta Wolfe** to the Historic Resources Board for terms to expire March 31, 2007, as recommended by Council liaisons Hardy and Sullivan. Submitted by Councilmember Jill Hardy and Councilmember Dave Sullivan, Council Liaisons to the Historic Resources Board. Funding Source: Not Applicable.  
**Approved 6-0-1 (Houchen absent)****

- E-3. (City Council) Approve Amendment No. 1 to the Agreement with Employment Systems, Inc. (ESI) to Lease Temporary Personnel to Provide Administration and Management of City's Weapons of Mass Destruction Metropolitan Medical Response System Program ( . ) - Approve *Amendment No. 1 to Agreement Between the City of Huntington Beach and Employment Systems, Inc.* to provide staffing services to the City of Huntington Beach from Employment Systems, Inc. and authorize the Mayor and City Clerk to execute the agreement. Submitted by the Acting Fire Chief. Funding Source: Funding of up to \$600,000 is available in the Weapons of Mass Destruction business unit account.  
**Approved 6-0-1 (Houchen absent)****

- E-4. **(City Council) Approve Project Plans and Specifications and Authorize Advertisement for Bids for the Miscellaneous Sewer Lining Project, Phase II, CC-1202 (Project is Part of the Santa Ana Regional Water Quality Control Board's (SARWQCB) Approved Work Plan)** ( . ) - Approve the project plans and specifications and authorize the Director of Public Works to request bids for the Miscellaneous Sewer Lining Project Phase II, CC-1202. Submitted by the Public Works Director. Funding Source: Funds in the amount of \$941,000 are budgeted in the Sewer Service Fund, Sewer Line Repairs Account.  
***Approved 6-0-1 (Houchen absent)***
- E-5. **(City Council) Adopt Resolution No. 2003-21 Approving Plans and Specifications for Flood Control Improvements to the Huntington Beach Channel (Facility No. DO1) from Atlanta Avenue to Indianapolis Avenue** ( . ) - Adopt Resolution No. 2003-21 – “A Resolution of the City Council of the City of Huntington Beach Approving Plans and Specifications for the Construction of Improvements to the Huntington Beach Channel (Facility No. DO1) from Atlanta Avenue to Indianapolis Avenue by the Orange County Public Facilities and Resources Department and Funded by the Orange County Flood Control District.” Submitted by the Public Works Director. Funding Source: City funding is not required for this action.  
***Approved and Adopted 6-0-1 (Houchen absent)***
- E-6. **(City Council) Approve Site License Agreement Between the City and Nuevo Energy Company (NUEVO) for a Booster Station Facility at a Site Near Pacific Coast Highway and Warner Avenue** ( . ) - Approve and authorize the Mayor and City Clerk to execute *License Agreement between the City of Huntington Beach and Nuevo Energy Company for Booster Pump Facility at PCH/Warner* based on the terms and conditions as presented herein. Submitted by the Administrative Services Director. Funding Source: Not applicable. The agreement will generate revenue of \$5,760 per year for the first year and will increase annually thereafter.  
***Approved 6-0-1 (Houchen absent)***
- E-7. **(City Council) Adopt Resolution No. 2003-22 Authorizing Submittal of an Application for the California Department of Housing and Community Development (HCD) Code Enforcement Grant Program (CEGP)** ( . ) Adopt Resolution No. 2003-22 - “A Resolution of the City Council of the City of Huntington Beach Authorizing the Submittal of a Grant Application, the Incurring of an Obligation, the Execution of a Grant Agreement and any Amendments Thereto, and Any Other Documents Necessary to Secure a Grant From the Code Enforcement Grant Program of the State of California, Department of Housing and Community Development”. Submitted by the Planning Director. Funding Source: Not applicable.  
***Adopted 6-0-1 (Houchen absent)***
- E-8. **(City Council) Approve Affordable Housing Agreement for Beachview Investments, Inc. - 106 - Unit Single Room Occupancy (SRO) – Ellis Avenue e/o Beach Boulevard** ( . ) Approve the *Agreement Containing Covenants Affecting Real Property (Affordable Rental Housing)* by and between the City of Huntington Beach and Beachview Investments, Inc., and authorize the Mayor and City Clerk to sign, execute and record. Submitted by the Planning Director. Funding Source: Not applicable.  
***Approved 6-0-1 (Houchen absent)***

- E-9. **(City Council) Appropriate Additional Funds for the Fire Department to Perform Emergency Response, Site Investigation and Monitoring at Edison Community Park, Kettler School, and Central Library and Develop a Methane Gas Mitigation Plan at the Park** ( . ) Approve and authorize an appropriation of \$110,000 from the undesignated, unappropriated fund balance of the General Fund to the Fire Department Fire Prevention Professional Services account (10065201.69365). Submitted by the Acting Fire Chief and the Public Works Director.  
***Approved 6-0-1 (Houchen absent)***

**F. Administrative Items - None****G. Ordinances****G-1. Ordinances for Adoption – None****G-2. Ordinance for Introduction****G-2a. (City Council) Approve for Introduction Ordinance No. 3602 Amending Chapter 10.84 of the Huntington Beach Municipal Code Relating to Bicycle Regulations**

( . ) Communication from the Chief of Police transmitting that the Police Department is authorized to issue bicycle licenses by the Huntington Beach Municipal Code in Chapter 10.84. California Vehicle Code Section 39001(a) provides a bicycle licensing process using state issued bicycle license tags *if* a City or County adopts an ordinance requiring its residents to license individually owned bicycles. There is no mandate to provide this service and the information is not kept by the State of California.

**Recommended Action:** Motion to:

After City Clerk reads by title, approve for introduction by roll call vote, **Ordinance No. 3602** – “An Ordinance of the City of Huntington Beach Amending Chapter 10.84 of the Huntington Beach Municipal Code Relating to Bicycle Regulations.”

**Police Chief reported on Ord. No. 3602 at request of Councilmember Hardy. Approved introduction 6-0-1 (Houchen absent)**

**H. City Council/Redevelopment Agency Items****H-1a. Submitted By Mayor Connie Boardman****(City Council) Direct Staff to Review the Citizen Participation Plan and Role of the Citizen Participation Advisory Board (CPAB) for the Community Development Block Grant (CDBG) and HOME Investment Partnership Programs ( . )**

Communication from Mayor Connie Boardman transmitting the following **Statement of Issue:** The current Citizen Participation Plan outlines policies and procedures for citizen participation in administration of the City’s Community Development Block Grant (CDBG) and HOME Investment Partnership programs. The Plan includes requirements for reprogramming of CDBG Unprogrammed funds (funds not expended in a prior program year). The current Plan states:

- Existing projects needing more than \$50,000 in additional funding shall require Council Action, but not a public hearing, unless the \$100,000 threshold is met. Staff will take these recommendations directly to Council.

**Recommended Action:** Motion to:

Direct staff to process a revision to the current Citizen Participation Plan so that any requests that would currently go directly to City Council would first be reviewed by the Citizen Participation Advisory Board. The revision to the Citizen Participation Plan should be processed in accordance with requirements from the U.S. Department of Housing and Urban Development (HUD), and will be submitted to City Council in August 2003, in conjunction with request for approval of the 2003/2004 Action Plan.

**Approved 6-0-1 (Houchen absent)**

**H-1b. Submitted By Mayor Connie Boardman****(City Council) Request Council Support of Assembly Bill 710 (Correa) Recommending Restructure of Orange County Transportation Authority (OCTA) Board of Directors ( . )**

Communication from Mayor Connie Boardman transmitting the following **Statement of Issue**: On February 19<sup>th</sup> Assemblyman Correa introduced legislation, **AB 710**, to restructure the Orange County Transportation Authority (OCTA) Board of Directors. At the time of our last Intergovernmental Relations Committee the bill had not come to our attention. However, because there is a timely need for the City to consider and take a position on this legislation, I am requesting that the Council review and take a position on it without a recommendation from the Intergovernmental Relations Committee.

**Need to Take Action:**

1. The timely need arises from the fact that the Orange County Division of the League of California Cities has created a Steering Committee to develop a recommendation on the structure of the OCTA, and
2. Councilmember Cook has been appointed by the Division President as a member of this Committee, and
3. It appears that the Committee will be asked to bring a recommendation to the April meeting of the Orange County Division General Membership. In fact, a recommended position on AB 710 had been on the March General Membership Meeting Agenda but it was subsequently postponed.

**Background:**

Under existing legislation the OCTA Board of Directors is made up of 11 regular members and 1 alternate member. (12 Total)

- Four directors are appointed by the Board of Supervisors from among the County Supervisors.
- Six of the directors are representatives from city councils. These are appointed by the City Selection Committee of the Orange County Division of the League of California Cities with five of the six selected by supervisorial district with the sixth city council representative elected at-large.
- The eleventh regular director is a public member appointed by the other ten members of OCTA Board of Directors.
- A fifth Board of Supervisors member selected by the Board of Supervisors serves as the alternate member.

**OCTA Structure under AB 710**

If adopted, AB 710. would increase the number of regular members on the OCTA Board of Directors from 11 to 15, with 1 alternate member (16 Total). The four regular and one alternate County Supervisor's seats and the public member seat would continue to be appointed as they are currently. The City Council representatives on the Board of Directors would increase from 6 to 10 members with the city council representatives being appointed as follows:

*Five city members, so that there is one member from each of the five supervisorial districts appointed by the Orange County City Selection Committee members within each supervisorial district. A city that is within more than one supervisorial district shall be considered part of the district*

*where the highest percentage of the city's population resides. Each city member shall be a mayor or a city council member serving within the county. Terms of office of each city member shall be determined by the Orange County City Selection Committee. A city member's term shall cease if he or she no longer serves as a member of a city council or as the mayor of a city.*

*And*

*Five city members individually appointed by the most populous city within each supervisorial district. Each member appointed shall be a mayor or city council member of the city appointing the member. No city shall have more than one member serving on the Authority at any one time.*

**Recommended Action:** Motion to:  
**SUPPORT AB 710 (Correa) – Orange County Transportation Authority**

***Approved 6-0-1 (Houchen absent)***

**H-2a. Submitted By Councilmember Jill Hardy****(City Council) Request for Council Approval of Modified Timeline for Council Agenda Submittal ( . )**

Communication from Councilmember Jill Hardy transmitting the following **Statement of Issue**: There has been some concern about the City Council receiving the agenda packets too close to City Council Meetings. The agenda packets are typically delivered Friday evening before the meeting. There are two main reasons why receiving the agenda packets on Friday evenings are a problem. First, there is not enough time to properly review the agenda packet and contact staff about any questions. Second, it is difficult for some members of the public to obtain an agenda packet on Friday evenings. Those members of the public would then have to wait until Monday to obtain an agenda packet, review it, and contact the City Council and city staff about their comments and questions.

**ANALYSIS:**

This policy allows the City Clerk four working days to prepare the agenda and supporting material for printing.

The City Clerk shall submit the finished agenda at the Monday Agenda Review Meeting. Revisions to the agenda and staff reports and deletion of agenda items may be directed. No additional agenda items may be added **at agenda review meeting; exceptions may be approved for items which are time sensitive and cannot be delayed to the next meeting.**

Any final changes to the agenda that were proposed at the Monday Agenda Review Meeting must be submitted to the City Clerk by 10 a.m. on Tuesday morning.

**Recommended Action:** Motion to:

Approve a motion that will establish a City Council policy requiring the agenda packet to be delivered to Councilmembers, departments, and available to the public no later than 5 p.m. on the Wednesday before the Monday City Council meeting. This will require that all staff and Councilmembers submit their items for the agenda to the City Clerk no later than 5 p.m. on the Wednesday before the Monday Agenda Review Meeting. **And as amended (1) to include the matrix example from the Late Communication from Administration dated 3/17/03. (2) Holidays - extend the deadlines one day. (3) H-items due by the Monday Agenda Review Meeting. (4) Exceptions to the deadlines shall be made for time sensitive items that cannot be delayed to a future Council meeting.**

**Approved 6-0-1 (Houchen absent)**

**Council Comments - (Not Agendized)**

At this time Councilmembers may report on items not specifically described on the agenda which are of interest to the community. No action or discussion may be taken except to provide staff direction to report back or to place the item on a future agenda.

- (1) Mayor Pro Tem Green stated that our thoughts are with our service men and women. (2) If interested in the CERT Program on April 5, 2003 call 536-5974.***
- (2) Councilmember Coerper thanked Police Chief, police department – Fire Chief Olson & staff, Community Services Director Engle & staff for all the assistance they give to him as a Councilmember and to the whole city.***
- (3) Mayor Boardman congratulated the HB High School students who won the delegation award at the Union Building in New York and stated that Councilmember Hardy is their advisor.***
- (4) Councilmember Coerper thanked Mayor Boardman for the moment of silence for the service men and women. He stated that his son Michael has just been deployed.***

**Council/Agency Adjournment** to Monday, April 7, 2003, at 5:00 p.m. in Room B-8, 2000 Main Street, Huntington Beach, California.

Council/Agency Agendas and Minutes are Available at No Charge to the Public at the City Clerk's Office, on the City's Website, Via Email, and Through Paid Subscription. Complete Agenda Packets are Available at the Central Library and Library Branches. Please call the City Clerk's Office to receive Agendas and Minutes by email. Videotapes of Council Meetings are Available for Checkout at the Central Library at No Charge.

**CONNIE BROCKWAY, CITY CLERK  
City of Huntington Beach  
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