

***CITY OF HUNTINGTON BEACH***  
***NEW MAYOR PROTOCOL HANDBOOK***  
***November 2010***

**ROLE OF THE MAYOR**

- ☆ The Mayor is the Presiding Officer of the City Council.
- ☆ The Mayor may make and second motions and shall have both voice and vote in all Council proceedings.
- ☆ The Mayor is the ceremonial head of the city and shall have the primary, but not exclusive, duty to interpret the policies, programs, and needs of city government to the people.
- ☆ As necessary, the Mayor may inform the people of any major change in policy or program.
- ☆ The Mayor may call special meetings of the City Council.
- ☆ The Mayor may execute contracts on behalf of the city when the contracts have been approved by the City Council.
- ☆ The Mayor shall serve in such capacity at the pleasure of the City Council.\*

\*City Charter Sections 303, 305, & 613

# IMMEDIATE ITEMS FOR ACTION

## **ARRANGEMENTS FOR OATH OF OFFICE MEETING - 1<sup>st</sup> Meeting in December**

### **1. Meeting Festivities - Planned by Mayor**

- a) Refreshments – Cake, punch, and coffee will be ordered by Administration in recognition of the incoming and outgoing Mayors (Mayor may provide their own cakes)
- b) Dinner - Usually a light meal is provided by Administration in Caucus Room (may not need)
- c) Guest Invitations - Handled by Mayor, as desired
- d) Meeting Time – Regular session begins at 6:00 PM (no study session)
- e) Council Agenda – may include closed sessions, objective is a light agenda

### **2. Meeting Agenda Order**

- a) Meet with Community Relations Officer, Council Administrative Assistant and City Clerk with outgoing Mayor to review specific agenda order of events for first meeting in December.
  - Incoming Mayor presents a special surfer statue (or other award) to the outgoing Mayor in appreciation of service
  - Outgoing Mayor presents a gavel and wooden box to the new Mayor
  - Gifts if the Mayor so chooses are presented by the outgoing Mayor, councilmembers, elected officials (Clerk, Attorney & Treasurer) and City Administrator
  - Outgoing Council Members given the opportunity to speak
  - Outgoing Mayor gives an end of term speech
- b) Incoming Mayor's Speech
- c) Meet with City Clerk regarding Robert's Rules, meeting protocol, etc. (optional)

## **DAIS SEATING ASSIGNMENTS – Mid November**

- a) Mayor develops seating chart (based on input from other City Council Members)
- b) Protocol has been the Mayor Pro Tem sits to the right of the Mayor and the Past Mayor sits to the left. The other seats are up to the Mayor and Councilmembers.
- c) Mayor forwards an updated seating chart to City Council for review and comment prior to the first meeting in December. Once final, the chart goes to the Council Administrative Assistant and City Clerk.

## **OFFICE ASSIGNMENTS**

### **1. Relocation to Mayor's Office**

- a) Personal items to be moved by Mayor
- b) Staff will assist in moving other items
- c) Notify City Council Administrative Assistant if furniture is to be moved

## **2. Assignment of City Council Offices**

- a) Mayor coordinates office move with incoming Mayor
- b) Incoming Mayor coordinates office assignments with new City Council (as required)  
Historically, the Mayor is at the far end on the south side of the fourth floor; the Mayor Pro Tem is next to the Mayor (#6) and offices #4 & 5 are for councilmembers with more seniority. The offices on the north side of the floor (#1,2, & 3) are for the newer councilmembers.
- c) Notify City Council Secretary of new office assignments

### **PARKING SPACE**

Public Works staff will change parking signs following the swearing-in ceremony, moving the immediate past Mayor to the end of the row of City Council parking spaces. This protocol is for the Mayor to have the first space, the Mayor Pro Tem the second and the remainder of the parking spaces to be assigned based on the anticipated succession to Mayor and Mayor Pro Tem as described in Resolution #6320.

### **ASSIGNMENT OF CITY COUNCIL LIAISONS TO ADVISORY BODIES**

The assignment of City Council Liaisons is conducted annually by the Mayor and is governed by attached Resolution 99-83 (adopted 10/4/99). A summary of the process is described below.

- a) In early November, the incoming Mayor distributes a memo asking that each City Council Member advise him/her on the council liaison assignments that are of interest to them and for which they will be available
- b) Council responses are to be submitted to the incoming Mayor about mid-November
- c) Based on the requests received, the incoming Mayor will prepare a preliminary list of assignment
- d) The Mayor preliminary list of assignments will be distributed to all the City Council Members at least one week prior to the City Council meeting at which the appointments are made
- d) Appointments are approved at the 2nd City Council Meeting in December

In considering these assignments, it should be noted that the Mayor and Mayor Pro Tem are assigned to the following bodies as prescribed by originating documents:

- a) The Mayor or their designee represents the city at the Orange County City Selection Committee meetings.
- b) The Mayor, Mayor Pro Tem, and most recent Past Mayor are the prescribed members of the Economic Development Committee and Downtown EDC.

Additionally, the Mayor traditionally participates in the following bodies:

- a) HB Marketing & Visitors Bureau
- b) League of California Cities – Orange County City Selection Committee

# MAYORAL FUNCTIONS

## **CITY COUNCIL MEETINGS**

### **1. Presentation of Mayor's Award**

The purpose of the Mayor's Award is to recognize outstanding employee performance.

Rotation: The award rotates between each of the city departments on a monthly basis and is presented at a City Council meeting (typically 2<sup>nd</sup> meeting of month). The only exception is the month of November when the Mayor recognizes staff members of their choice.

### **2. Presentations at City Council Meetings**

- Requests: All requests should be submitted to the Mayor in writing with a copy to the Community Relations Officer. Presentations may be requested by department heads, members of the community, or other City Council Members. All requests must be approved by the Mayor.
- Schedule: Requests should be made a minimum of two weeks prior to the date of the City Council meeting and should include contact information for the recipient.
- Confirmation of Presentation(s): The final review of presentations is conducted at Agenda Review (the Monday preceding the City Council meeting at 4 PM).
- Presentation: The Mayor is responsible for presenting and receiving all awards at City Council meetings. The Mayor may invite other City Council Members and/or staff to participate with him/her as desired

## **ONGOING MEETINGS**

### **1. Attendance of Mayor/Mayor Pro Tem at Agenda Review Meeting**

The purpose of this meeting is to allow the city administrator to review the items scheduled for the next City Council meeting with the department heads prior to the printing of the final agenda. Questions regarding specific items or the order of the items may be discussed here. The Mayor and/or Mayor Pro Tem attend at their discretion.

Schedule: The Monday prior to each City Council Meeting, B-8, 4 pm.

### **2. City Council Meeting Preparation with the City Administrator**

The purpose of this meeting is to review the agenda packet materials with the city administrator prior to the City Council meeting.

Schedule: Occurs sometime between Agenda Packet Delivery and the City Council Meeting depending on the Mayor's schedule. (to be arranged with city administrator)

## **LEGISLATIVE POSITIONS**

The Intergovernmental Relations Committee (IRC) reviews recommendations from staff and other agencies on the need for the city to take a position on legislation pending before either the State or Federal governments. Recommendations of the IRC are taken to the City Council for approval. The Mayor is authorized to send letters stating the city position on the specified legislation on behalf of the city to the legislators.

When legislation is moving quickly and requires decisive action, the chair of the IRC, with approval from the Mayor and the city administrator can take a position on behalf of the city. If the Mayor is unavailable, the Mayor Pro Tem can act on the Mayor's behalf. If the Mayor is a member of the IRC then the chair of the IRC and the Mayor Pro Tem, and the city administrator would make the decision. When neither the Mayor nor Mayor Pro Tem are available, the senior most member of the Council can act on their behalf. This position will subsequently be brought to the IRC and the City Council.

The IRC is also responsible for preliminary review of the city's funding priorities and for working with State and Federal legislators and the city's lobbyists in seeking funding. To that end, the Mayor and/or the IRC chair may travel to Washington D.C. and Sacramento each year.

## **CEREMONIAL FUNCTIONS**

Throughout the year, there are a number of ceremonial functions to attend. While the entire City Council is usually invited to most of these events, the public often anticipates the Mayor's presence as the ceremonial head of the city. Generally, there are three types of functions:

1. City Functions (i.e. opening of new city facilities and employee or volunteer award lunches, etc),
2. Community Events (i.e. Miss. Huntington Beach Pageant, Chamber of Commerce Ribbon Cuttings, Boy Scout Eagle meetings, etc.),
3. Other Local, County, and Regional Agencies (Functions of the County or special district i.e. OCTA, etc).

### **1. Mayoral Ceremonial Acceptance Protocol**

According to the City Charter, the Mayor is the ceremonial head of the city. Therefore, the Mayor traditionally represents the city at community events and functions. If the Mayor is not able to attend a particular function, the City Council's Administrative Assistant will utilize the following order in accepting the invitation:

1. Mayor Pro Tem
2. Immediate Past Mayor
3. Remaining City Council Members as directed by the Mayor according to interest

## 2. Mayoral Ceremonial Absence Protocol

If the Mayor accepts an invitation to any of these events, and later finds that he/she is unable to attend due to sickness or other reasons, staff will utilize the above protocol for identifying a replacement. The City Council Administrative Assistant will contact the organization hosting the event and notify them that the Mayor will be unable to attend due to extenuating circumstances.

## 3. Proclamations, Certificates of Recognition, & Commendations

Purpose of Proclamations, Commendations, Recognitions: To recognize citizens, individuals, or organizations who have provided outstanding service to the community as leaders of charitable or business associations or are recognized in the community for outstanding achievements (i.e. Little League champions)

Presentation of: Presented by the Mayor at a City Council Meeting, an off-site ceremony, or mailed

Final Draft: Prepared by the Community Relations Officer prior to signature

Signature: Mayor typically signs on behalf of the City Council. At times, the Mayor may request that the document be signed by the full City Council.

## **RECOMMENDED INTERGOVERNMENTAL PARTICIPATION**

- League of California Cities – The Orange County Division of the Leagues holds monthly general membership (dinner) meetings. The Mayor and other Council Members have traditionally been active participants in these meetings as well as the League’s committee structure.
- The City Selection Committee (A Committee of the 34 Orange County Mayors) meets monthly in conjunction with the League dinners. This committee has responsibility for decisions relating to the county as a whole and makes appointments to powerful boards such as the South Coast Air Quality Management District (SCAQMD), the Orange County Transportation Authority (OCTA), and the Orange County Local Agency Formation Commission (LAFCO). It is **very important** for the Mayor or their designee to attend these meetings.

## **TERM EXPIRATION ACTIVITIES**

- At Mayor’s discretion, provide gifts to fellow City Council Members, City Treasurer, City Clerk, City Attorney, City Administrator
- Prepare outgoing “Accomplishments” Speech
- Outgoing Mayor presents gavel to incoming Mayor

Staff Contact: Community Relations

# MAYORAL ACTIVITIES FOR UPCOMING YEAR

## **APPROVED BY CITY COUNCIL**

### **1. Code of Ethics**

In January of each year, the City Council affirms the Council approved Code of Ethics (Code) for all elected officials, officers, employees and members of advisory boards, commissions, and committees. The current code requests that all employees and board/commission members sign an acknowledgement indicating that they received a copy. Specifically, the code states that it should be reviewed annually by the City Council, as well as by all employees, boards, commissions, and committees. The Mayor, city administrator, and chairpersons shall be responsible for accomplishing this review.

Copies of the code, along with the acknowledgement form, will be sent to all department heads, and board/commission staff liaisons requesting that they review the code with their employees/members.

## **EXISTING PRACTICES**

### **1. Board Appreciation or Mayor's Reception**

An appreciation reception for the members of the City Council appointed board and commission members has been held in the past. If it is an informational meeting, staff will prepare the appropriate notices and publicize the meeting via a press release and directed mailings. This is optional and has been funded in the past by the City.

### **2. Meetings with Chairs of Advisory Boards (optional)**

Also at the discretion of the Mayor, meetings may be scheduled between the Mayor and the chairs of each of the city's advisory bodies. Some Mayors have opted to schedule individual/small group meetings with chairs and/or attend a regular meeting of each of the different citizen boards. If preferable, a round-table meeting can be scheduled with the chairs as a group.

### **3. Master Calendar of Events**

The calendar shown below highlights many of the annual events the Mayor and the City Council are invited to. The events denoted with an asterisk (\*) mark some of the events in which the Mayor is often invited to address the audience. Other events may only require the Mayor to give an award or read a proclamation. The purpose of this draft calendar is to alert the Mayor to the number of events during the upcoming year.

**Jan:** HB Chamber of Commerce Annual Dinner  
Annual Police Department Employee Awards Presentation Ceremony

**Feb:** Miss Huntington Beach Scholarship Pageant  
Surf City USA Marathon  
Washington DC trip to meet with Lobbyists

**Mar:** Southeast Huntington Beach Neighborhood Association Annual General Meeting  
Chamber of Commerce Planning Conference  
Lifeguard Tryouts  
C.E.R.T. Training Class  
Sister City trip to Anjo, Japan (Not City funded)

**April:** Council on Aging Senior Team (C.O.A.S.T) Volunteer Luncheon  
Youth in Government Day  
Annual Easter Egg Hunt/Kiwanis

**May:** Library Volunteers Luncheon  
Annual Duck-A-Thon  
Memorial Day Service  
Soroptimists Awards Dinner

**June:** Project Self-Sufficiency June Recognition Awards  
Literacy Volunteers of America Annual Meeting and Ice Cream Social  
Concours d'Elegance  
Annual Pier Swim; Junior Lifeguard Program opening day

**July:** Fourth of July Parade & Activities  
Junior Lifeguard Annual Hot Dog BBQ  
Friends of Junior Lifeguard Annual Pancake Breakfast

**Aug:** U.S. Open of Surfing

**Sept:** Opening of Oktoberfest at Old World Village  
Council on Aging Senior Saturday  
League of Cities Annual Conference  
Patriot's Day Ceremony  
City's Green Expo  
OC Division of the League - Installation

**Oct:** HB Chamber of Commerce Public Safety Awards Luncheon  
Annual Distance Derby  
Public Safety Awards Luncheon  
Interfaith Council Annual Procession of Lights

**Nov:** Veteran's Day Ceremony

**Dec:** Changing of the Mayor  
Annual Economic Conference  
Holiday Tree Trimming Festivities

In addition to these, there are other ongoing events. Some of these are also listed below. The Mayor should decide how he/she would like to respond to these invitations and advise the City Council Administrative Assistant.

**Other Ongoing Activities of Interest**

- Citizen's Police Academy Graduations (As needed – No regular schedule)
- Cub Scouts Blue and Gold Dinners
- Eagle Scouts Courts of Honor
- Kiwanis Meetings
- Rotary Meetings
- Requests for Lunch with the Mayor as a Raffle Prize for Charitable Organizations  
(Mayor should advise City Council Administrative Assistant on the number of guests they will pay for)

## **OFFICE HOURS**

It is recommended that regular office hours be established. This assists staff in scheduling meetings without the need to contact the Mayor each time a meeting is required. Consideration should also be given to scheduling a weekly block of time that may be used to meet with the public or review documents.

## **RESPONDING TO CITIZEN INQUIRIES**

Citizen inquiries are processed through the Surf City Pipeline system.

## **RESPONDING TO REQUESTS FOR MEETINGS BY CITIZENS**

The following process is currently followed when citizens request meetings with the Mayor and City Council.

- a) Before scheduling a meeting, Administrative staff advises citizen of other available options, such as:
  1. Sending a letter explaining the nature of the issue
  2. Speaking directly to the appropriate department staff
- b) If this is not satisfactory to the resident, a meeting is scheduled. The City Council Secretary is directed to notify the department head of the meeting and schedule the appropriate staff to meet with the resident.
- c) Note: Meetings are not scheduled if the issue involves matters in litigation, when a claim has been filed against the city, or when a traffic citation has been issued.

## **SIGNATURE PROTOCOL**

### **1. The Mayor is required to sign the following documents in person:**

- a) All County, State, and Federal agreements or documents
- b) Documents which must be notarized

### **2. A signature stamp is currently used for the following items: (per City Council Resolution)**

- a) All other local documents/agreements approved by City Council

### **3. Other documents signed by the Mayor:**

- a) Proclamations, etc. - signed by Mayor and/or full City Council
- b) Letters to citizens applying for and receiving a board/commission appointment
- c) Specific letters relating to Citizen Inquires
- d) Letters on Legislative Positions as directed by City Council/Intergovernmental Relations

## **SALARY AND COMPENSATION**

Section 302 of the City Charter sets a stipend of \$175 a month for each Council Member it also states that "each member of the City Council shall receive reimbursement on order of the City Council for Council authorized traveling and other expenses when on official duty upon submission of itemized expense account therefore. In addition, members shall receive such reasonable reimbursement to them of other routine and ordinary expenses, losses and costs imposed upon them by virtue of their serving as City Council Members."

Based on this provision Municipal Code 2.28 was adopted in 1989. It sets an additional monthly allowance of \$698 per month for each Council Member and \$936 for the Mayor to be adjusted annually by the consumer price index for all urban consumers, all items, 1982-84 equals 100, published by the United States Department of Labor, Bureau of Labor Statistics, for the Los Angeles/Anaheim/Riverside Metropolitan Area (CPI). Further, such expense allowance need not be accounted for by the recipient.

Since that time, the City Council has waived the annual CPI increase on several occasions, and when approving the 2009/10 budget, they voted to reduce this allowance by 10 percent. At the present time each Council Member receives approximately \$1219 a month or \$562.62 bi-weekly. The Mayor receives approximately \$1709.54 a month or \$789.02 bi-weekly.