



ADMINISTRATIVE REGULATION

Office of the City Administrator

Number	102
Sections	1-6
Effective Date	2/01/08
Responsible Department	Administration
Review Date	2/01/13

SUBJECT: Council Requests

1. **Purpose:** This administrative regulation is to establish a system to:
 - 1.1. Ensure that department heads are aware of procedures and their responsibilities as it relates to direction from City Council members either at a City Council meeting or by direct assignment; and
 - 1.2. Ensure that City Council members are aware of follow-up action taken as a result of their direction.
2. **Authority:** Charter of the City of Huntington Beach Section 401.
3. **Application:** This regulation applies to all city departments.
4. **Policy:** Direction given to staff by the City Council will be transmitted at the City Council meeting by the Council through the City Administrator's Office to the Department Head for the required response. Directions or requests requiring more than four hours of staff time should be voted on and approved by a majority of the City Council.
 - 4.1. City Council Members occasionally request information directly from departments. This is allowed in order to expedite the exchange of information to Council Members. However, in order to meet the principal goals, objectives, and performance measures approved by the City Council, information requests must be differentiated from reports and studies. Reports and studies which take more than four hours to compile and prepare, require Council-approved direction to the City Administrator. The City Administrator in turn will direct the work to be done.
 - 4.2. The guide to be followed in determining when a request can be categorized as "information," is the amount of time staff estimates that it will take to complete the research. Requests under four (4) hours may be completed without full City Council approval.
 - 4.2.1. Four (4) hour requirement for individual Council member requests; otherwise request needs a Council action.
5. **Responsibility:**
 - 5.1. The City Administrator's office will coordinate the follow-up procedures.
 - 5.2. The Department Heads shall be responsible for ensuring an appropriate response to inquiries and advise the City Administrator's representative of the status within the requested timeline.

6. Procedures:

- 6.1.** On requests generated at a City Council meeting, the City Administrator will notify the department of necessary action to be taken as a result of Council direction, and a deadline will be established for each item.
- 6.1.1.** A summary of the follow-up items and their status will be maintained by the City Administrator's office as the "Council Follow Up List." The Council Follow Up List will be distributed to the Department Heads at the Executive Team meeting following a Council meeting.
- 6.1.2.** If the department cannot meet the established timeline, the Department Head shall communicate to the City Administrator's representative, referencing the request number and giving reasons for the delay as well as an estimated date for completion.
- 6.1.3.** Reports should be addressed to the City Administrator in order to ensure a central receiving point for City Council follow-up reports.
- 6.2.** On direct Council requests, the Department Head will review the request and if more than four hours are required to complete the requested report, it will be so noted to the City Administrator for processing through the City Council. Upon action by the City Council, the request will be resubmitted to the Department Head with the City Council authorization attached.



Paul Emery, Interim City Administrator