



ADMINISTRATIVE REGULATION

Office of the City Administrator

Number: 106
Sections: 1-7
Effective Date: 1/24/08
Responsible Department: Administration
Review Date: 1/24/13

SUBJECT:	AGENDA PROCESS
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1. **PURPOSE:** To clarify the process for scheduling items on a City Council/Redevelopment Agency agenda.
2. **AUTHORITY:** Charter of the City of Huntington Beach, Section 401.
3. **APPLICATION:** This regulation applies to all departments and offices of the City.
4. **POLICY:** All requests for council action (RCAs) must follow the procedures described below in order to be scheduled for a City Council meeting.
5. **RESPONSIBILITIES:**
 - 5.1. **Initiating Department's Responsibility:**
 - 5.1.1. Identifying the date on which you wish to have your request placed on the City Council agenda for action.
 - 5.1.2. Preparing the RCA, including all the requisite attachments and signatures. The only exceptions are the Mayor's, City Administrator's, and City Clerk's signatures.
 - 5.2. **Administration's Responsibilities**
 - 5.2.1. Review and approval of all RCA's and materials to be submitted to the City Council at the specified City Council meeting. *Items authorized for agendizing will be initialed by the City Administrator or designee.*
 - 5.2.2. Holding an Agenda Review meeting of all department heads at 4:00 p.m. on Monday seven days prior to each regularly scheduled City Council meeting. Items to be included on the upcoming agenda will be finalized at this meeting. Additions to the agenda after Agenda Review are not permitted without pre-authorization by the City Administrator or designee.
 - 5.2.3. Seeing that each City Council Member receives the completed agenda packet on the Wednesday preceding the City Council meeting.
 - 5.3. **City Clerk's Responsibility**
 - 5.3.1. Preparing and posting of the City Council agenda.

- 5.3.2. Preparing the agenda packet which includes the agenda, all the RCAs scheduled for the specified meeting and the support material for each.
- 5.3.3. Providing the City Council agendas and agenda information to the public.
- 5.4. **Public Information Officer** will have sole responsibility for all presentations at a City Council meeting.

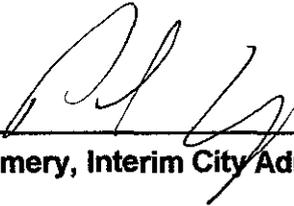
6. **Procedures:**

- 6.1. **Requests for Legal Services:** A Request for Legal Services (RLS) form must be used to request any type of legal service, including opinions. The request is submitted directly to the City Attorney. A copy is also retained by the requesting department. All RLSs must include complete back-up information such as legal description, maps, and exhibits. Incomplete requests will be returned to the requesting department for missing documents or information. The City Attorney requests 20 business days to prepare standard legal documents.
- 6.2. **Public Hearings**
 - 6.2.1. The City Attorney's Office should be consulted on the need for a public hearing. A guide on those items requiring hearings can be found in Section 4 of the *RCA Process Training Manual*, but guidance from the City Attorney should be sought if there is a question as to the need to hold a formal public hearing and what requirements there are for publishing the public hearing.
 - 6.2.2. Authorization to place a public hearing on the City Council calendar must be obtained by submitting the notice for the Public Hearing to Administration eighteen days prior to meeting date.
 - 6.2.3. Email the Public Hearing request form and public hearing notice to "City Clerk Agenda" for newspaper publication.
- 6.3. **The Request for Council Action (RCA)** The format for an RCA can be found as a template on Surfnet. Examples of how each section of the RCA is to be used can be found in the "*RCA Process Training Manual*", Section 5. All RCA's shall include the following information:
 - 6.3.1. Statement of Issue: A *brief* statement (no more than 2 or 3 sentences) which succinctly states the issue to be decided. Do not put this in the form of a question.
 - 6.3.2. Funding Source: If there is a cost related to the action, state whether the item has been budgeted. If budgeted, include the account from which the funds will be drawn. If the cost was not budgeted, provide the reason these funds are now required. Where possible, identify a source of revenue to offset the increase in the budget. (Unbudgeted expenditures must include an action to appropriate the funds in the "recommended action"). If the appropriation is over \$10,000 it requires a *Fiscal Impact Statement (FIS)* as described in Administrative Regulation 304. If no funds are required, indicate "No funds are required." Do not leave this section blank or state "Not Applicable."
 - 6.3.3. Recommended Council Action: *In the form of a motion*, the action which staff is recommending to the City Council. *If a decision is not required, then an "accept", "receive," or "receive and file" motion can be made.*

- 6.3.4. **Analysis**: The rationale for the recommended action including: the history, a definition of terms, factors leading to the recommendation, other factors which may influence the Council's decision, and any other critical information such as a deadline for the action. If the recommendation involves a "new policy or exception," provide a justification for the change.
- 6.3.5. **Alternative Actions**: List potential actions, other than the recommended action, for responding to the "issue" raised. List all possible alternative actions for Council consideration, including any recommendations made by advisory bodies.
- 6.3.6. **Environmental Status**: If the action requested includes development or construction of a project, the environmental status of same must be identified.
- 6.3.7. **General Plan Conformance**: When requesting a decision regarding: land use, the design and/or character of buildings and open spaces, the conservation of existing housing and the provision of new dwelling units, the provisions of supporting infrastructure and public services, the protection of environmental resources, the allocation of fiscal resources, and the protection of residents from natural and human-caused hazards, the RCA **must include** policies of the *General Plan* that the proposed item accomplishes and an explanation as to how the recommended action satisfies those policies.
- 6.3.8. **Strategic Plan Goals**: All RCAs must include which Strategic Plan Goal(s) the proposed item satisfies.
- 6.3.9. **Attachments**: *All* attachments must be listed at the end of the RCA in the order which they are attached. A cover sheet indicating the attachment number ("Attachment #_") must precede each attachment. **Before the RCA is routed to Administration, the RCA Routing Sheet (which is a part of the template) must be completed.** Following is a list of the likely attachments:
- 6.3.9.1. **Ordinance** - Required when adding to or amending the Municipal Code or the Zoning and Subdivision Ordinance (ZSO). A legislative draft of the ordinance must be included with any code amendment.
- 6.3.9.2. **Resolution** - A statement of policy by the City Council.
- 6.3.9.3. **Tract Map, Location Map, and/or other Exhibits** - If the RCA pertains to a tract or parcel of land, a location map and/or a parcel map, showing the location must be attached.
- 6.3.9.4. **Contract/Agreement (with exhibits if applicable)** - **All** contracts should be reviewed and signed in full by the City Attorney. Before a contract will be signed by the City Attorney, signatures of the outside contractor and proof of required insurance must be obtained.
- 6.3.9.5. **Subleases, Third Party Agreements, Etc.** - Approved as to form by the City Attorney.
- 6.3.9.6. **Certificates of Insurance** - If a contract requires insurance, certificates must be approved by the City Attorney and included with the contract when it is submitted to Administration.
- 6.3.9.7. **Financial Impact Statement** - **All** unbudgeted requests for funding of over \$10,000 must include a Financial Impact Statement **as described in AR 304.**
- 6.3.9.8. **Maintenance Impact Statement** - **All** capital improvement projects require a Maintenance Impact Statement (MIS), as described in AR 310.

The MIS will be prepared by the department proposing the capital improvement project. The Director of Public Works will assist the requesting department when needed. (See AR 310)

- 6.3.9.9. Bonds - Are to be attached to the RCA and shown as an attachment with the notation "On file in the City Clerk's Office" after the attachment listing.
- 6.3.9.10. Staff Report - Commission, Board or Committee Report; and/or Findings/Conditions for Approval and/or Denial should also be attached if applicable.
- 6.3.9.11. Plans & Specs -Are not submitted with the RCA but should be listed as an attachment with the notation that they can be found, "On file in the Public Works Department."
- 6.3.9.12. Routing Sheet - The RCA Routing Sheet is part of the RCA template and must be completed prior to submitting the RCA to Administration.
- 6.3.9.13. Other Exhibits - not specifically listed on the routing sheet should be identified in the list of attachments.



Paul Emery, Interim City Administrator