



DATE: January 23, 2008

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office

SUBJECT: **ADOPTION OF REVISED CITY COUNCIL POLICIES 100-39 AND 100-50**

SYNOPSIS

Staff recommends that the City Council adopt revised City Council Policies 100-39, concerning utilizing the Council Chambers on alternating Fridays when City Hall is closed; and 100-50, which removes the requirement for four electeds to hold a Workshop or Study Session.

BACKGROUND

The City Council utilizes a City Council Policy Manual to set certain policies and procedures related to City Council operations. From time to time staff reviews the policies to determine if updates are needed. Staff also requested input from all elected officials.

ANALYSIS

Staff and the City Clerk have determined that City Council Policies 100-39 and 100-50 require updating.

The revised Policy 100-39 simply clarifies that the Council Chambers cannot be rented when City Hall is closed. The proposed changes will simply update the policy to conform with current practice.

The revised Policy 100-50 removes the requirement that four elected officials are necessary in order to hold a Workshop or Study Session.

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The City Attorney has reviewed the revised City Council Policies 100-39 and 100-50 and has approved them as to form.

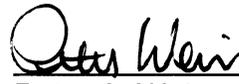
RECOMMENDATION

Staff recommends that the City Council adopt revised City Council Policies 100-39, concerning utilizing the Council Chambers on alternating Fridays when City Hall is closed; and 100-50, which removes the requirement for a minimum of four electeds to hold a Workshop or Study Session.

PREPARED BY:

SUBMITTED BY:

Michelle Skaggs Lawrence
Deputy City Manager

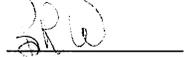


Peter A. Weiss
City Manager

REVIEWED BY:

John P. Mullen, City Attorney
Barbara Riegel Wayne, City Clerk





Attachments: Revised City Council Policies 100-39 and 100-50

SUBJECT:
Public Use of Council Chambers

POLICY NUMBER 100-39
ADOPTED 9-25-91
REVISED 12-12-01
REVISED 1-23-08

Availability of City Council Chambers to the Public

It is the policy of the City Council that the City Council Chambers located at the Oceanside Civic Center (300 North Coast Highway) be available on a reasonable basis during the hours of 8:00 a.m. to 5:00 p.m. on Mondays, Tuesdays, Thursdays and alternating Fridays for use by members of the public including, but not limited to, Oceanside community organizations, public agencies and private companies, for purposes of conducting meetings, lectures, neighborhood workshops and other similar purposes. The Council Chambers will be unavailable for use on City holidays and on alternating Fridays when City Hall offices are closed.

It is recognized that the primary purpose of the City Council Chambers is to provide facilities for meetings of the Oceanside City Council, City Planning Commission and other City commissions, boards and committees. It is also recognized that the large meeting facilities known as the community rooms, located adjacent to the main library, are available for community meetings, special events and gatherings and that these community rooms serve as the primary facilities for such meetings and gatherings.

It is further the policy of the City Council that all organizations, groups and individuals using the City Council Chambers for purposes other than for meetings, events and/or gatherings sponsored and/or conducted by the City of Oceanside, shall be assessed a facility fee of \$90.00 per hour to cover the total cost of providing facility maintenance, security and personnel essential to operate the Chamber. Facility reservations shall be made through the City Manager's Office on a first-availability basis.

It is further the policy of the City Council that food and beverages are prohibited within the Council Chambers.

SUBJECT:	POLICY NUMBER	100-50
Absences at Noticed City Council, CDC	ADOPTED	12-12-01
and Harbor Board of Directors Meetings	REVISED	6-19-02
	REVISED	1-23-08

It is the policy of the City Council that if a member cannot attend a noticed meeting, for whatever reason, that the member should give as much advanced notice as possible of their anticipated absence to both the Mayor and the City Manager.

~~Additionally, it is the policy of the City Council that a minimum of four Councilmembers must be present to hold a workshop and/or study session.~~