ITEM NO. 11

STAFF REPORT

CITY OF OCEANSIDE

DATE: December 2, 2009

TO: Council, Harbor District Board, and Community Development Commission

FROM: City Manager's Office

SUBJECT: **RESOLUTIONS AMENDING THE 2010 REGULAR MEETING SCHEDULE OF DATES AND TIMES FOR THE JOINT MEETINGS OF THE CITY COUNCIL, SMALL CRAFT HARBOR DISTRICT BOARD AND THE COMMUNITY DEVELOPMENT COMMISSION; PROPOSED REVISED AGENDA FORMAT FOR ALL MEETING; AND REVISED CITY COUNCIL POLICY 100-01**

SYNOPSIS

Staff recommends that the City Council, Harbor District Board of Directors and Community Development Commission (CDC) adopt the attached resolutions amending the 2010 meeting schedule of dates and times for regular meetings of the City Council, Small Craft Harbor District Board and CDC; approve the proposed agenda format for all meetings; and adopt revised City Council Policy 100-01, City Council, CDC and Harbor Board of Directors Meeting Schedule, to accommodate the proposed meeting schedule.

BACKGROUND

Over the years Councils have established the practice of holding joint City Council, Community Development Commission (CDC) and Small Craft Harbor District Board of Directors (HDB) meetings on the first three Wednesdays of each month as appropriate.

Section 2.1 of the Oceanside City Code states that the agencies shall hold regular meetings in the Council Chambers at City Hall, 300 North Coast Highway, at a date and time established by resolution.

On August 12, 2009, the City Council, CDC, and HDB adopted Resolutions 09-R0519-1, 09-R0520-2, and 09-R0521-3, establishing their 2010 meeting schedule of dates and times for regular meetings.

Councilmember Sanchez was recently appointed to the Coastal Commission, and at the Council's October 21 meeting Councilmember Sanchez requested that the Council's schedule accommodate her Coastal Commission meeting schedule for 2010. The Council agreed to this accommodation with a 5-0 vote. Consequently, a new schedule and resolutions must be adopted to reflect two meetings per month beginning at 2:00 p.m.

City Council Policy 100-01 must also be updated as it specifies that meetings will be held on the first, second, and third Wednesdays of the month. In order to accommodate Councilmember Sanchez's Coastal Commission schedule, Policy 100-01 needs to be updated as well.

At the October 21 meeting, Council expressed a desire to begin meetings at 2:00 p.m. in order to accommodate the reduction of one meeting per month; consequently, staff has prepared a draft proposed agenda format for Council's consideration.

ANALYSIS

The attached resolutions will amend the already approved meeting schedule to avoid conflicts with Coastal Commission meetings.

Since the revised schedule will reduce the number of meetings held, Council expressed a desire for an earlier start-time. Closed Session items will begin at 2:00 p.m.; Consent, General Items, Councilmember Items and Council Reports beginning at 3:00 p.m.; Presentations and Public Communications at 4:45 p.m.; and Public Hearings at 5:00 p.m.

The revised City Council Policy 100-01 and proposed agenda format are attached for the Council's approval.

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends that the City Council, Harbor District Board of Directors and Community Development Commission (CDC) adopt the attached resolutions amending the 2010 meeting schedule of dates and times for regular meetings of the City Council, Small Craft Harbor District Board and CDC; approve the proposed agenda format for all meetings; and adopt revised City Council Policy 100-01, City Council, CDC and Harbor Board of Directors Meeting Schedule, to accommodate the proposed meeting schedule.

PREPARED BY:

Michelle Skaggs Lawrence
Deputy City Manager

SUBMITTED BY:

Peter A. Weiss
City Manager

REVIEWED BY:

Barbara Riegel Wayne, City Clerk

John Mullen, City Attorney

ATTACHMENTS:
Resolutions
Proposed Agenda Format
Proposed City Council Policy 100-01

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2010

WHEREAS, the City Council desires to establish the regular meeting schedule for calendar year 2010; and

WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft Harbor District Board of Directors and Community Development Commission, subject to the provisions of Oceanside City Code Section 2.1, shall convene on Wednesdays, as established by Attachment A, beginning at 2:00 p.m. for Closed Session Items and 3:00 p.m. for remaining items, or at such time as may be stated on the agenda posted for a meeting, with Public Hearing Items time-certain at 5:00 p.m., for the purpose of hearing regular and/or joint items with the Community Development Commission and/or the Small Craft Harbor District Board of Directors. On a regular meeting day, a meeting may be convened after the time scheduled for its commencement.

NOW, THEREFORE, the City Council of the City of Oceanside does resolve as follows:

SECTION 1. The regular meeting schedule for the City Council, for calendar year 2010, attached hereto as Attachment A, is hereby adopted.

SECTION 2. This resolution supersedes any prior resolution relating to the subject matter hereof.

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PASSED AND ADOPTED by the City Council of the City of Oceanside, California, this _____day of _____, 2009, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

_____
MAYOR OF THE CITY OF OCEANSIDE

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

RESOLUTION NO.

A RESOLUTION OF THE SMALL CRAFT HARBOR DISTRICT BOARD OF DIRECTORS OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2010

WHEREAS, Ordinance No. O93-H01 and Sections 2.1 and 2.1.63 of the Oceanside City Code require that dates and times of meetings of the Small Craft Harbor District Board of Directors shall be established by resolution; and

WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft Harbor District Board of Directors and Community Development Commission, subject to the provisions of Oceanside City Code Section 2.1 and 2.1.63, shall convene on Wednesdays, as established by Attachment A, beginning at 2:00 p.m. for Closed Session Items and 3:00 p.m. for remaining items, or at such time as may be stated on the agenda posted for a meeting, with Public Hearing Items time-certain at 5:00 p.m., for the purpose of hearing regular and/or joint items with the City Council and/or the Community Development Commission. On a regular meeting day, a meeting may be convened after the time scheduled for its commencement.

NOW, THEREFORE, the Small Craft Harbor District Board of Directors of the City of Oceanside does resolve as follows:

SECTION 1. The regular meeting schedule for the Board of Directors, for calendar year 2010, attached hereto as Attachment A, is hereby adopted.

SECTION 2. This resolution supercedes any prior resolution relating to the subject matter hereof.

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PASSED AND ADOPTED by the Small Craft Harbor District Board of Directors of the City of Oceanside, California, this _____day of _____, 2009, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

_____
PRESIDENT

ATTEST:

_____
SECRETARY

APPROVED AS TO FORM:

_____
HARBOR ATTORNEY

A RESOLUTION OF THE SMALL CRAFT HARBOR DISTRICT BOARD OF DIRECTORS OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2010

RESOLUTION NO.

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2010

WHEREAS, the Community Development Commission adopted revised by-laws pursuant to the provisions of Section 34100 et seq. of the California Health and Safety Code by the December 3, 2003, adoption of Resolution No. 03-R694-3, which requires that dates and times of regular commission meetings be established by resolution;

WHEREAS, the Community Development Commission desires to establish the regular meeting schedule for calendar year 2010; and

WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft Harbor District Board of Directors and Community Development Commission, subject to the provisions of Oceanside City Code Section 2.1, shall convene on Wednesdays, as established by Attachment A, beginning at 2:00 p.m. for Closed Session Items and 3:00 p.m. for remaining items, or at such time as may be stated on the agenda posted for a meeting, with Public Hearing Items time-certain at 5:00 p.m., for the purpose of hearing regular and/or joint items with the City Council and/or the Small Craft Harbor District Board of Directors. On a regular meeting day, a meeting may be convened after the time scheduled for its commencement.

NOW, THEREFORE, the Community Development Commission of the City of Oceanside does resolve as follows:

SECTION 1. The regular meeting schedule for the Community Development Commission, for calendar year 2010, attached hereto as Attachment A, is hereby adopted.

SECTION 2. This resolution supersedes any prior resolution relating to the subject matter hereof.

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PASSED AND ADOPTED by the Community Development Commission of the City of Oceanside, California, this _____day of _____, 2009, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

_____
CHAIRMAN

ATTEST:

_____
SECRETARY

APPROVED AS TO FORM:

John P Mullen
GENERAL COUNSEL

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OCEANSIDE ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2010

DRAFT CITY OF OCEANSIDE
2010 CITY COUNCIL/CDC/HARBOR MEETING SCHEDULE

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Council/CDC/Harbor Meeting Dates
Holidays/City Hall Closed
League of CA Cities
Coastal Commission
Mayor-Washington, DC-Appropriations Committee
Election Day
Swearing-In – 10 a.m.

All meetings begin at 2:00 p.m. for Closed Session Items and 3:00 p.m. for General Items. Public hearings, if any, are held at 5:00 p.m.

DRAFT PROPOSED AGENDA FORMAT

MEETING AGENDA

(date)

OCEANSIDE CITY COUNCIL, HARBOR DISTRICT BOARD OF DIRECTORS (HDB), and COMMUNITY DEVELOPMENT COMMISSION (CDC) REGULAR BUSINESS

Mayor
HDB President
CDC Chair
Jim Wood

City Clerk
HDB Secretary
CDC Secretary
Barbara Riegel Wayne

Councilmembers
HDB Directors
CDC Commissioners
Rocky Chavez
Jack Feller
Jerome M. Kern
Esther Sanchez

Treasurer
Gary Felien

2:00 P.M. – ROLL CALL

CITY COUNCIL, HDB, and CDC CLOSED SESSION ITEMS

Closed Session to discuss litigation, property acquisition, labor relations and personnel matters

1. **CONFERENCE WITH LABOR NEGOTIATOR ON STATUS OF NEGOTIATIONS PREVIOUSLY AUTHORIZED IN OPEN SESSION (SECTION 54957.6)**

   CONFERENCE WITH LABOR NEGOTIATOR – Negotiator: City Manager; employee organizations: Oceanside Police Officers' Association (OPOA), Oceanside Firefighters' Association (OFA), Oceanside Police Management Association (OPMA), Management Employees of the City of Oceanside (MECO), Oceanside City Employees' Association (OCEA), Oceanside Fire Management Association (OFMA), Western Council of Engineers (WCE), and Unrepresented

3:00 P.M. – ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

CLOSED SESSION REPORT

2. Closed Session report by City Attorney

CONSENT CALENDAR ITEMS (approx. 3:15)

All items listed on the Consent Calendar are considered to be routine matters or formal documents covering previous City Council/HDB/CDC instructions. The items listed on the Consent Calendar may be enacted by a single vote. There will be no separate discussion of any Consent Calendar items unless requested by members of the City Council/HDB/CDC or the public through submittal of Request to Speak form prior to the commencement of this agenda item.

3. City Council/Harbor/CDC: Acceptance of Joint Minutes of the Small Craft Harbor District Board of Directors, Community Development Commission and City Council of _____

4. City Council/Harbor/CDC: Approval to waive reading of the text of all ordinances and resolutions considered at this meeting and provide that ordinances shall be introduced after a reading only of the title(s)

GENERAL ITEMS

General Items are normally heard after any 6:00 p.m. Public Hearing Items. However, if time permits, some General Items may be heard prior to any 6:00 p.m. Public Hearing Items, following the Consent Calendar.

None

MAYOR AND/OR COUNCILMEMBER ITEMS

None

CITY COUNCIL REPORTS

5. Mayor Jim Wood
   Housing Commission; Parks and Recreation Commission; Redevelopment Advisory Committee; Senior Citizens' Commission; North County Dispatch – JPA/Fire; North County Transit District – Alternate; and SANDAG Board

6. Councilmember Rocky Chavez
   Arts Commission; Library Board of Trustees; Police and Fire Commission' City/OUSD/VUSD Committee; and North County Transit District

7. Councilmember Jack Feller
   Community Relations Commission; Harbor and Beaches Advisory Committee; Transportation Commission; League of California Cities San Diego County Executive Committee; North County Dispatch – JPA/Fire – Alternate; and SANDAG Board – 2nd Alternate

8. Councilmember Jerome M. Kern
   Economic Development Commission; Telecommunications Committee; Youth Commission; Buena Vista Lagoon JPA; City/OUSD/VUSD Committee – Alternate; League of California Cities San Diego County Executive Committee – Alternate; SANDAG Board – 1st Alternate; and SANDAG Shoreline Preservation Committee – Alternate

9. Councilmember Esther Sanchez
   Integrated Waste Commission; Manufactured Home Fair Practices Commission; Oceanside Historical Preservation Advisory Commission; Utilities Commission; Buena Vista Lagoon JPA; SANDAG Shoreline Preservation Committee

4:45 P.M. – PROCLAMATIONS AND PRESENTATIONS

Employee Service Awards ..... 3rd meeting of month in Jan-Apr-July-Oct

Presentation – "Pet of the Month" presented by Julie Bank, Executive Director of the North County Humane Society & SPCA ..... 1st meeting of every month

Presentation – Mayor's Youth Sports Recognition and Appreciation Award

PUBLIC COMMUNICATIONS ON OFF-AGENDA ITEMS

No action will be taken by the City Council/HDB/CDC on matters in this category unless it is determined that an emergency exists or that there is a need to take action that became known subsequent to the posting of the agenda.

Advance written request to reserve time to speak: ***None***

10. Communications from the public regarding items not on this agenda

5:00 P.M. – PUBLIC HEARING ITEMS

Public hearing items are "time-certain" and are heard beginning at 5:00 p.m. Due to the time-certain requirement, other items may be taken out of order on the agenda to accommodate the 5:00 p.m. public hearing schedule.

None

INTRODUCTION AND ADOPTION OF ORDINANCES

The following items are ordinances for introduction or adoption by the City Council/HDB/CDC. Ordinances are laws of the City of Oceanside and require introduction and adoption at two separate City Council meetings (urgency ordinances are an exception, and may be introduced and adopted at one meeting as an emergency measure). The City Council/HDB/CDC has adopted a policy that it is sufficient to read the title of ordinances at the time of introduction and adoption, and that full reading of ordinances may be waived. After the City Attorney has read the titles, the City Council/HDB/CDC may introduce or adopt the ordinances below in a single vote. There will be no discussion of the items unless requested by members of the City Council/HDB/CDC or the public through submittal of a Request to Speak form prior to the commencement of this agenda item.

None

ADJOURNMENT

Adjourn to a (type of meeting) at (time) on (date)
– or –
The next regularly scheduled meeting is at (time) on (date)

	POLICY NUMBER	**100-01**
	ADOPTED	**8-10-83**
SUBJECT:	**REVISED**	**3-13-91**
City Council, Community Development	**REVISED**	**12-12-01**
Commission and Harbor Board of	**REVISED**	**9-19-07**
Directors Meeting Schedule	**REVISED**	**12-2-09**

Regular Meetings

It is the policy of the City Council that the regular joint meeting dates of the City Council, Community Development Commission, and Harbor Board of Directors will remain as established by resolution, on ~~the first, second and third~~ Wednesdays of each month~~, except in circumstances of holidays and/or events involving the majority of the City Council that conflict with a meeting date~~. Meetings may be cancelled, if necessary, due to lack of a quorum. A Council/CDC/Harbor Board meeting date shall not be moved due to the vacation of a Councilmember/ Commissioner/Harbor Director. Elected officials shall alternate vacations for the convenience of the public in keeping meetings on the regular meeting schedule.

Special Meetings

The Mayor/CDC Chair/Harbor President or a minimum of three Councilmembers/ Commissioners/Harbor Directors may, when deemed necessary, call a special meeting for a specific purpose. A 24-hour notice of the meeting is required giving the specific purpose of the meeting. The legislative body may act only on matters referred to in said notice.

Adjourned Meetings

The City Council/CDC/Harbor Board may adjourn any regular or adjourned meeting to a date specified in the order of adjournment. When so adjourned, the adjourned meeting is then considered a regular meeting for all purposes. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.