

**MINUTES OF THE ADJOURNED REGULAR MEETING OF THE
CITY COUNCIL AND COMMUNITY DEVELOPMENT COMMISSION
– HOUSING AUTHORITY OF THE CITY OF NATIONAL CITY**

CITY COUNCIL POLICY MANUAL WORKSHOP

June 11, 2013

The Adjourned Regular Meeting of the City Council and Community Development Commission – Housing Authority of the City of National City was called to order at 6:03 p.m. by Mayor / Chairman Ron Morrison.

ROLL CALL

Council / Board members present: Cano, Morrison, Natividad, Rios, Sotelo-Solis.
Administrative Officials present: Dalla, Deese, Duong, Manganiello, Raulston, Silva, Smith, Williams.

PLEDGE OF ALLEGIANCE TO THE FLAG BY MAYOR RON MORRISON

PUBLIC ORAL COMMUNICATION

None

CITY COUNCIL POLICY MANUAL (CHAPTER 100 POLICIES)

COUNCIL POLICY MANUAL (102-13-1)

1. City Council Review and Approval of Proposed Updates to the City Council Policy Manual (Chapter 100 Policies). (City Manager and City Attorney)

Each City Council policy and corresponding Staff recommendation were taken up for consideration in numeric order.

Policy No. 101: City Council Policy Manual

RECOMMENDATION: Change Title from “Annual Policy Review” to “City Council Policy Manual”, add ‘Background’ section and elaborate on various areas of policy.

ACTION: Motion by Sotelo-Solis, seconded by Natividad, to approve as proposed by staff and that newly elected Council Members should receive an orientation within 60 days of taking office. Carried by unanimous vote.

CITY COUNCIL POLICY MANUAL (CHAPTER 100 POLICIES) (cont.)

Policy No. 102: City Council Meeting Times

RECOMMENDATION: Add location/time for regular meetings, details regarding holidays, statement regarding Brown Act and incorporate language from Policy No. 103 "Special Council Meetings".

ACTION: Motion by Natividad, seconded by Sotelo-Solis, to approve staff recommendation. Carried by unanimous vote.

Policy No. 103: Special Council Meetings

RECOMMENDATION: Delete Policy No. 103 and merge with Policy No. 102.

ACTION: Motion by Rios, seconded by Natividad, to approve staff recommendation. Carried by unanimous vote.

Policy No. 104: Conduct of City Council Meetings

RECOMMENDATION: Add reference to the 'Brown Act'; switch from 'Robert's Rules of Order' to 'Rosenberg's Rules of Order' and update 'Related Policy References'.

ACTION: Motion by Rios, seconded by Natividad, to approve as proposed by staff and the rules change apply to all City entities. Carried by unanimous vote.

Policy No. 105: Off Agenda Items

RECOMMENDATION: Add information regarding Brown Act compliance; define criteria for adding off-agenda and urgency items and add language regarding future agenda items, non-agenda public comments, and 'request-to-speak' forms.

ACTION: Motion by Natividad, seconded by Sotelo-Solis, to approve staff recommendation. Carried by unanimous vote.

Policy No. 106: Preparation of City Council Meeting Minutes

RECOMMENDATION: Change Title from "Preparation of Council Minutes" to "Preparation of City Council Meeting Minutes", delete "tape recordings" and add "video recordings", include subsidiary functions besides just City Council, add timeline for posting minutes and videos and add length of time videos and minutes will be maintained on the website.

ACTION: Motion by Natividad, seconded by Cano, to approve as proposed by staff. Carried by unanimous vote.

CITY COUNCIL POLICY MANUAL (CHAPTER 100 POLICIES) (cont.)

Policy No. 107: Appointments to Boards and Commissions

RECOMMENDATION: Add list of Boards, Commissions and Committees to which the policy applies to Section called "Purpose", add sections regarding unscheduled vacancies, preparing the appointment list, applicant presentations and related references, and amend lists of Mayor and City Council appointing authority.

ACTION: Motion by Natividad, seconded by Cano, to approve staff recommendation. Carried by unanimous vote.

Policy No. 108: City Manager as Chief Administrative Officer

RECOMMENDATION: Add background section, reference the Municipal Code Section 2.01.030 dealing with City Manager authority and clarify language regarding City Council direction to employees.

ACTION: Motion by Sotelo-Solis, seconded by Natividad, to approve staff recommendation. Carried by unanimous vote.

Policy No. 109: Travel and Training Reimbursement

RECOMMENDATION: Add language about 'Purchasing Review Committee' and approvals, following existing Purchasing procedures and Policy References; delete forms and referenced availability from Finance; elaborate on procedures for trouble with city-owned vehicles; require receipts for all items to be reimbursed; delete majority of language regarding Credit Cards and referred, instead, to Administrative Policy 3.14 and delete language allowing reimbursement at IRS rates without meal receipts.

ACTION: Motion by Cano, seconded by Natividad, to approve staff recommendation. Carried by unanimous vote.

Policy No. 110: Display of Flags

RECOMMENDATION: Identify 'permanent' vs. 'ceremonial' flags, delete reference to Military Affairs Advisory Committee and add California and United States Flag Code to "Related Policy References".

ACTION: Motion by Rios, seconded by Natividad, to approve staff recommendation. Carried by unanimous vote.

CITY COUNCIL POLICY MANUAL (CHAPTER 100 POLICIES) (cont.)

Policy No. 111: Utilization of City Vehicles in Non-Safety Related Capacities

RECOMMENDATION: Change 'Non-Work Related' to 'Non-Safety Related' (in title and text) since staff will occasionally be working (on duty/paid status) when operating vehicles, authorize City Manager to approve use requests and provide updates to Council and delete administrative details in the Council Policy since a new Administrative Policy will be drafted.

ACTION: Motion by Natividad, seconded by Cano, to approve staff recommendation and include language dealing with static vehicles or displays. Carried by unanimous vote.

Policy No. 112: Document Reproduction

RECOMMENDATION: Delete the policy and replace with a new policy regarding Public Records Act / Protocol.

ACTION: Motion by Natividad, seconded by Sotelo-Solis, to approve staff recommendation. Carried by unanimous vote.

Policy No. 113: Unauthorized Disclosure of Information Revealed in Closed Sessions

RECOMMENDATION: Revise section on 'Related Policy References', add Item No. 4 regarding Government Code Section 54963 and revise legal brief dated 02-29-96 due to changes in Government Code Section 54963.

ACTION: Motion by Sotelo-Solis, seconded by Natividad, to approve as proposed by staff. Carried by unanimous vote.

Policy No. 114: Grant Activities

RECOMMENDATION: Change the name of the form from "Request to Apply for Federal, State, and Local Government Grants or Private Funds" to "Grant Application" form; reference the Grant Coordinator; concur that City Manager can delegate Council updates and Letters of Authorization to a designee; require grants that require matching funds in an amount which exceeds the City Manager's signature authority to require City Council approval prior to acceptance and update 'Related Policy References'.

ACTION: Motion by Natividad, seconded by Cano, to approve staff recommendation. Carried by unanimous vote.

CITY COUNCIL POLICY MANUAL (CHAPTER 100 POLICIES) (cont.)

Policy No. 115: Donation of Surplus City Property and Police Department Unclaimed Property

RECOMMENDATION: Delete the report from the Purchasing Agent dated 05-06-03 and incorporate applicable information into the policy; expand the policy to include donations to Sister-Cities and other municipal agencies; remove 'Request for Donation' form; expand policy to address issues of liability and gifts of public funds; add 'Procedures' and expand 'Related Policy References' to include Municipal Code sections.

ACTION: Motion by Natividad, seconded by Sotelo-Solis, to approve staff recommendation and add language specifying eligible entities to be 'local public government agencies and Sister Cities'. Carried by unanimous vote.

Policy No. 116: Procedure for Disclosure of Ex Parte Contacts

RECOMMENDATION: Expand definition of 'information' received to include oral, written or other.

ACTION: Motion by Sotelo-Solis, seconded by Natividad, to approve staff recommendation. Carried by unanimous vote.

Policy No. 117: Distribution and Reporting of Tickets and Passes Distributed to or at the Behest of a City Official.

RECOMMENDATION: Change the title, add 'Background' section and reference to Successor Agency to the Community Development Commission and re-number sections.

ACTION: Motion by Natividad, seconded by Cano, to approve staff recommendation. Carried by unanimous vote.

2. Staff reported on a question raised at a previous City Council meeting regarding establishment of a regular meeting between the Mayor and Vice Mayor. Staff indicated that such a meeting would be subject to all the provisions of the Brown Act and as such require public notice, a posted agenda and public participation.

ACTION: Motion by Sotelo-Solis, to move forward asking staff to bring back a draft policy on such a meeting. Extensive discussion followed.

Motion by Natividad, seconded by Sotelo-Solis, to end discussion and call the question. Motion carried by the following vote, to-wit; Ayes: Cano, Natividad, Rios, Sotelo-Solis, Nays: Morrison.

It was reported that the original motion had not received a 'second'. The motion was re-stated by Sotelo-Solis, seconded by Rios, to move forward asking staff to bring back a draft policy on such a meeting. Motion carried by the following vote, to-wit; Ayes: Natividad, Rios, Sotelo-Solis. Nays: Morrison, Cano.

CITY COUNCIL POLICY MANUAL (CHAPTER 100 POLICIES) (cont.)

3. City Manager Deese inquired if the City Council had a preference on how they would like to proceed in considering the remainder of the City Council Policy updates.

ACTION: Motion by Natividad, to direct the City Manager to look at the remainder of the policies and determine which ones can be considered as part of a regular Council agenda and which ones will require a workshop. Motion died for lack of a second.

Motion by Sotelo-Solis, seconded by Rios, to have the City Manager bring back dates for workshops. Motion failed by the following vote, to-wit, Ayes: Sotelo-Solis, Rios. Nays: Cano, Natividad, Morrison.

Motion by Natividad, seconded by Cano, to re-introduce previous motion to have the City Manager go through the policies and to try to insert consideration of policy updates into the Regular Agenda when she considers it practical to do so. Motion ruled out of order.

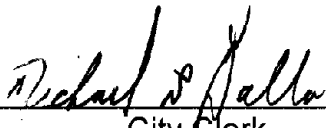
Motion by Cano, seconded by Natividad, to adopt the previous motion made by Vice Mayor Natividad. Motion carried by the following vote, to-wit: Ayes: Cano, Morrison, Natividad, Rios. Nays: Sotelo-Solis. Absent: None. Abstain: None.

ADJOURNMENT

Motion by Sotelo-Solis, seconded by Rios, to adjourn the meeting to the next Regular Meeting of the City Council and Community Development Commission – Housing Authority of the City of National City to be held Tuesday, June 18, 2013 at 6:00 p.m. at the Council Chambers, National City, California. Carried by unanimous vote.

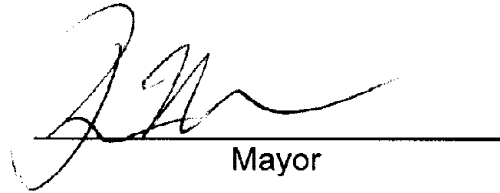
Regular Meeting of the Successor Agency to the Community Development Commission as the National City Redevelopment Agency to be held Tuesday, April 16, 2013 at 6:00 p.m. at the Council Chambers, National City, California.

The meeting closed at 8:35 p.m.



City Clerk

The foregoing minutes were approved at the Regular Meeting of September 17, 2013.



Mayor