



# *CITY COUNCIL AGENDA REPORT*

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**MEETING DATE:** December 6, 2004

**ITEM NUMBER:**

**SUBJECT:** UPDATES ON COUNCIL POLICIES 000-6 & 100-7

**DATE:** NOVEMBER 16, 2004

**FROM:** City Manager's Office

**PRESENTATION BY:** STEVEN E. HAYMAN, ASSISTANT CITY MANAGER

**FOR FURTHER INFORMATION CONTACT:** CAROL C. PROCTOR, MANAGEMENT ANALYST  
AT 714.754.5688

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## **RECOMMENDATION:**

That the City Council approve the amended versions of:

1. Council Policy 000-6, pertaining to City Newsletters; and
2. Council Policy 100-7, pertaining to Use of City Facilities and Waiver of User Fees.

## **BACKGROUND:**

Council Policy 000-6 describes guidelines for the City Newsletter (see Attachment 1). The City Newsletter was removed from this year's City budget in an effort to reduce costs. City Council instead directed staff to combine noteworthy City business articles into the quarterly Recreation Brochure, as was done in prior years. The combined brochure, Costa Mesa Community News and Recreation Review, is now in place. Consequently, the Council Policy needs to be updated to reflect the changes.

The City Council took action on Council Policy 100-7 at their City Council meeting of November 1, 2004. This item was before City Council as a result of a request by the Mesa Del Mar Homeowners Association (MDM-HOA) Board of Directors to use one of the first floor conference rooms in City Hall for monthly Board of Director meetings. The request asked that Council Policy 100-7, pertaining to Waiver of Fees for Use of City Facilities/Equipment (Attachment 2), be amended to allow outside organizations to reserve an available conference room during evenings that City Hall is open. Action by City Council on this request was to not allow use of City Hall facilities by outside organizations, and to amend the Policy, by referencing the City's User Fees and Charges Manual and eliminating Exhibit A.

This staff report addresses both Council Policy revisions for City Council's consideration.

**ANALYSIS:**

The policies adopted by the City Council are occasionally brought forward to the City Council for updating, purging or amending. Staff is currently reviewing all Council Policies to ensure they are still valid or contain current information with regard to purpose, policy guidelines, and procedures. Staff began updating Council Policy 000-6 after the City Council deleted the funds for creating a biannual City newsletter from this fiscal year's budget. Attachment 1 notes the existing Council Policy, followed by the redlined version and the proposed final version.

Council Policy 100-7 has been revised per City Council direction and is included with this report in the same format as Council Policy 000-6, as noted in Attachment 2.

**FISCAL REVIEW:**

There is no fiscal impact involved in the updating of these Council Policies.

**LEGAL REVIEW:**

There is no legal impact involved with regard to the updating of these Council Policies.

**CONCLUSION:**

Staff requests that City Council approve the updated versions of the two Council Policies.

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CAROL C. PROCTOR  
MANAGEMENT ANALYST

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STEVEN E. HAYMAN  
ASSISTANT CITY MANAGER

DISTRIBUTION: City Manager  
Assistant City Manager  
Finance Director  
Recreation Manager  
Legislative & Public Affairs Manager

ATTACHMENTS: 1 [Council Policy 000-6 \(current/redlined/proposed\)](#)  
2 [Council Policy 100-7 \(current/redlined/proposed\)](#)