



DATE: October 18, 2023

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office

SUBJECT: **RESOLUTIONS APPROVING THE 2024 REGULAR MEETING SCHEDULE FOR THE JOINT MEETINGS OF THE CITY COUNCIL, SMALL CRAFT HARBOR DISTRICT BOARD, COMMUNITY DEVELOPMENT COMMISSION, AND OCEANSIDE PUBLIC FINANCING AUTHORITY; INTRODUCE AN ORDINANCE TO AMEND SECTION 2.1.27 OF THE OCEANSIDE CITY CODE; REVISE CITY COUNCIL POLICY 100-03**

SYNOPSIS

Staff recommends that the City Council, Harbor District Board of Directors, Community Development Commission, and Oceanside Public Financing Authority adopt resolutions establishing the 2024 meeting schedule dates and times for regular meetings of the City Council, Small Craft Harbor District Board (HDB), Community Development Commission (CDC), and Oceanside Public Financing Authority (OPFA); introduce an ordinance to amend Section 2.1.27 of the Oceanside City Code to maintain the ability of members of the public to address the City Council on non-agenda items for up to three minutes and remove the option to file advance written requests to speak on non-agenda items with the City Manager's office; adopt revised City Council Policy 100-03 concerning public communications on off-agenda items to ensure consistency with the proposed ordinance.

BACKGROUND

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.

The Brown Act is the State of California law that guarantees the public's right to attend and participate in meetings of local legislative bodies. It was enacted in 1953 and among other things ensures that members of the public have a right to comment on any item of interest whether it is on the agenda of a particular meeting or not. The City complies with this part of the law by placing a section on the agenda of every meeting where any member of the public can comment on any item of interest as long as it is not otherwise on the agenda. The City Council cannot take legislative action concerning any of the items discussed or brought up by the public during the Public Communications on Off-Agenda Items portion of the agenda.

Currently, individuals wishing to address the City Council on matters that are not listed on the agenda must sign up to speak at the Speaker Kiosk (iPad) or submit a "Request to Speak" form in person to the City Clerk. Each speaker is allowed to speak for up to three minutes.

Historically, the City has also provided the ability for individuals to request to speak in advance. Advance written requests to speak require individuals to fill out a form that must be submitted to the City Manager's office no later than 10:00 a.m., the Wednesday prior to the City Council meeting. Each person that submits a request is limited to five minutes.

As previously noted, the City Council cannot take any legislative action related to the items discussed or brought up by the commenter without first being brought back in the future and properly agendized.

ANALYSIS

As in the past, two meetings per month have been scheduled on the proposed 2024 meeting calendar, with the exception of July. Staff believes that the proposed schedule allows for a steady flow of Council meetings.

The attached resolutions set the regular meeting schedule for all four agencies to be effective and in place for calendar year 2024. Closed Session items begin at 3:30 p.m., General Items begin at 5:00 p.m., and Public Hearings are held at 6:00 p.m. The attached resolutions also set the time for Council Workshop meetings to begin at 2:00 p.m., when scheduled.

Staff proposes introducing an ordinance amending Section 2.1.27 of the Oceanside City Code to remove the redundant "advanced written request to speak" section of the Agenda, streamlining the process for attendees. They will not have to provide anything in writing one week in advance and will not be prevented from speaking during "off agenda public comment". Removing this section would make our agenda consistent with all other North County cities.

The revised Policy 100-03 removes the language for the written request procedure to ensure consistency with the proposed ordinance.

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply.

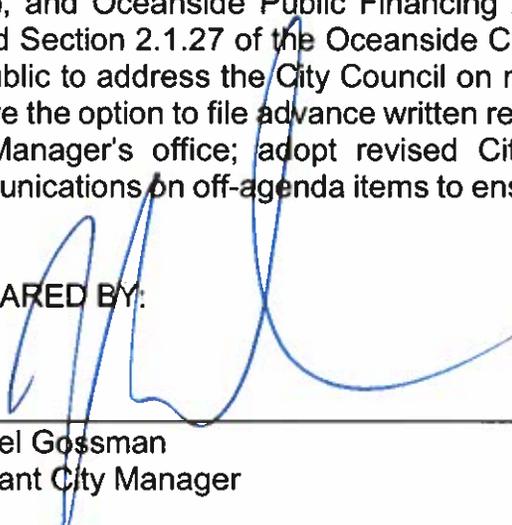
CITY ATTORNEY'S ANALYSIS

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

RECOMMENDATION

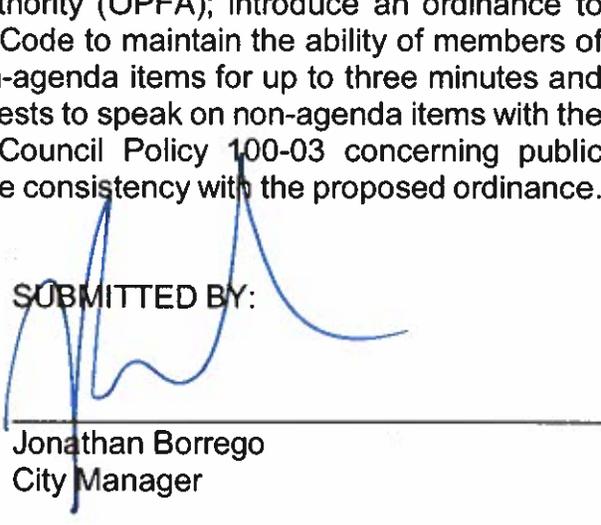
Staff recommends that the City Council, Harbor District Board of Directors, Community Development Commission, and Oceanside Public Financing Authority adopt resolutions establishing the 2024 meeting schedule dates and times for regular meetings of the City Council, Small Craft Harbor District Board (HDB), Community Development Commission (CDC), and Oceanside Public Financing Authority (OPFA); introduce an ordinance to amend Section 2.1.27 of the Oceanside City Code to maintain the ability of members of the public to address the City Council on non-agenda items for up to three minutes and remove the option to file advance written requests to speak on non-agenda items with the City Manager's office; adopt revised City Council Policy 100-03 concerning public communications on off-agenda items to ensure consistency with the proposed ordinance.

PREPARED BY:



Michael Gossman
Assistant City Manager

SUBMITTED BY:



Jonathan Borrego
City Manager

ATTACHMENTS:

1. Calendar
2. Resolutions
3. Ordinance
4. City Council Policy 100-03

CITY OF OCEANSIDE 2024 CITY COUNCIL/CDC/HARBOR/OPFA MEETING SCHEDULE

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Council/CDC/Harbor/OPFA Meetings
 City-observed Holidays
 Mayor – Appropriations Committee – Washington, DC

△ League of CA Cities

○ Graduation is Thurs, June 6

Meetings begin at 3:30 pm for Closed Session Items, General Items at 5:00 pm, Public Hearings at 6:00 pm

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE ESTABLISHING THE TIME OF WORKSHOP MEETINGS, ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS, AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024

WHEREAS, the City Council desires to establish the regular meeting schedule for calendar year 2024; and

WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft Harbor District Board of Directors, Community Development Commission, and Oceanside Public Financing Authority, subject to the provisions of Oceanside City Code Section 2.1, shall convene on Wednesdays, as established by Attachment A, beginning at 3:30 p.m. for Closed Session Items; 5:00 p.m. for General Items, or at such time as may be stated on the agenda posted for a meeting, with Public Hearing Items time-certain at 6:00 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 and/or the Oceanside Public Financing Authority. On a regular meeting day, a meeting may be convened after the time scheduled for its commencement.

WHEREAS, the City Council of the City of Oceanside Workshop meetings shall begin at 2:00 p.m., when scheduled.

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 2023, 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 _____, 2023, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

MAYOR OF THE CITY OF OCEANSIDE

ATTEST:



CITY ATTORNEY

CITY CLERK

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE ESTABLISHING
THE TIME OF WORKSHOP MEETINGS, ESTABLISHING THE DATES AND TIMES OF
REGULAR MEETINGS, AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR
CALENDAR YEAR 2024

CITY OF OCEANSIDE 2024 CITY COUNCIL/CDC/HARBOR/OPFA MEETING SCHEDULE

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 Mayor – Appropriations Committee – Washington, DC

League of CA Cities

Graduation is Thurs, June 6

Meetings begin at 3:30 pm for Closed Session Items, General Items at 5:00 pm, Public Hearings at 6:00 pm

Rev. 9/13/2023

1 RESOLUTION NO.

2 A RESOLUTION OF THE SMALL CRAFT HARBOR DISTRICT
3 BOARD OF DIRECTORS OF THE CITY OF OCEANSIDE
4 ESTABLISHING THE TIME OF WORKSHOP MEETINGS,
5 ESTABLISHING THE DATES AND TIMES OF REGULAR
6 MEETINGS, AND ESTABLISHING THE REGULAR MEETING
7 SCHEDULE FOR CALENDAR YEAR 2024

8 WHEREAS, Ordinance No. O09-H01 and Sections 2.1 and 2.1.63 of the Oceanside City
9 Code require that dates and times of meetings of the Small Craft Harbor District Board of
10 Directors shall be established by resolution; and

11 WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft
12 Harbor District Board of Directors, Community Development Commission, and Oceanside
13 Public Financing Authority, subject to the provisions of Oceanside City Code Section 2.1, shall
14 convene on Wednesdays, as established by Attachment A, beginning at 3:30 p.m. for Closed
15 Session Items; 5:00 p.m. for General Items, or at such time as may be stated on the agenda
16 posted for a meeting, with Public Hearing Items time-certain at 6:00 p.m., for the purpose of
17 hearing regular and/or joint items with the City Council and/or the Community Development
18 Commission and/or the Oceanside Public Financing Authority. On a regular meeting day, a
19 meeting may be convened after the time scheduled for its commencement.

20 WHEREAS, Small Craft Harbor District Board of Directors Workshop meetings shall
21 begin at 2:00 p.m., when scheduled.

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

24 SECTION 1. The regular meeting schedule for the Small Craft Harbor Board of
25 Directors, for calendar year 2024, attached hereto as Attachment A, is hereby adopted.

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

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1 PASSED AND ADOPTED by the Small Craft Harbor District Board of Directors of the
2 City of Oceanside, California, this _____ day of _____, 2023, by the
3 following vote:

4
5 AYES:

6 NAYS:

7 ABSENT:

8 ABSTAIN:

9
10 _____
11 PRESIDENT

12 ATTEST:

13
14 _____
15 SECRETARY

16
17 
18 _____
19 HDB ATTORNEY

20 A RESOLUTION OF THE SMALL CRAFT HARBOR DISTRICT BOARD OF DIRECTORS OF
21 THE CITY OF OCEANSIDE ESTABLISHING THE TIME OF WORKSHOP MEETINGS,
22 ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS, AND
23 ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024
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CITY OF OCEANSIDE 2024 CITY COUNCIL/CDC/HARBOR/OPFA MEETING SCHEDULE

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Council/CDC/Harbor/OPFA Meetings
 City-observed Holidays
 Mayor – Appropriations Committee – Washington, DC

League of CA Cities

Graduation is Thurs, June 6

Meetings begin at 3:30 pm for Closed Session Items, General Items at 5:00 pm, Public Hearings at 6:00 pm

Rev. 9/13/2023

RESOLUTION NO.

A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF OCEANSIDE ESTABLISHING THE TIME OF WORKSHOP MEETINGS, ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS, AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024

WHEREAS, the Community Development Commission of the City of Oceanside desires to establish the regular meeting schedule for calendar year 2024; and

WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft Harbor District Board of Directors, Community Development Commission, and Oceanside Public Financing Authority, subject to the provisions of Oceanside City Code Section 2.1, shall convene on Wednesdays, as established by Attachment A, beginning at 3:30 p.m. for Closed Session Items; 5:00 p.m. for General Items, or at such time as may be stated on the agenda posted for a meeting, with Public Hearing Items time-certain at 6:00 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 and/or the Oceanside Public Financing Authority. On a regular meeting day, a meeting may be convened after the time scheduled for its commencement.

WHEREAS, Community Development Commission Workshop meetings shall begin at 2:00 p.m., when scheduled.

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 2024, 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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1 PASSED AND ADOPTED by the Community Development Commission of the City of
2 Oceanside, California, this _____ day of _____, 2023, by the following vote:

3
4 AYES:

5 NAYS:

6 ABSENT:

7 ABSTAIN:

8
9 _____
10 CHAIRMAN

11 ATTEST:

12
13 _____
14 SECRETARY

15
16 
17 _____
18 GENERAL COUNSEL

19
20 A RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF
21 OCEANSIDE ESTABLISHING THE TIME OF WORKSHOP MEETINGS, ESTABLISHING
22 THE DATES AND TIMES OF REGULAR MEETINGS, AND ESTABLISHING THE
23 REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024
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CITY OF OCEANSIDE

2024 CITY COUNCIL/CDC/HARBOR/OPFA MEETING SCHEDULE

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 City-observed Holidays
 Mayor – Appropriations Committee – Washington, DC

League of CA Cities

Graduation is Thurs, June 6

Meetings begin at 3:30 pm for Closed Session Items, General Items at 5:00 pm, Public Hearings at 6:00 pm

Rev. 9/13/2023

1 RESOLUTION NO.

2 A RESOLUTION OF THE OCEANSIDE PUBLIC FINANCING
3 AUTHORITY OF THE CITY OF OCEANSIDE ESTABLISHING
4 THE TIME OF WORKSHOP MEETINGS, ESTABLISHING THE
5 DATES AND TIMES OF REGULAR MEETINGS, AND
6 ESTABLISHING THE REGULAR MEETING SCHEDULE FOR
7 CALENDAR YEAR 2024

8 WHEREAS, the Oceanside Public Financing Authority of the City of Oceanside desires
9 to establish the regular meeting schedule for calendar year 2024; and

10 WHEREAS, the consolidated joint regular meetings of the City Council, Small Craft
11 Harbor District Board of Directors, Community Development Commission, and Oceanside
12 Public Financing Authority, subject to the provisions of Oceanside City Code Section 2.1, shall
13 convene on Wednesdays, as established by Attachment A, beginning at 3:30 p.m. for Closed
14 Session Items; 5:00 p.m. for General Items, or at such time as may be stated on the agenda
15 posted for a meeting, with Public Hearing Items time-certain at 6:00 p.m., for the purpose of
16 hearing regular and/or joint items with the City Council and/or the Community Development
17 Commission and/or the Small Craft Harbor District Board of Directors. On a regular meeting
18 day, a meeting may be convened after the time scheduled for its commencement.

19 WHEREAS, Oceanside Public Financing Authority Workshop meetings shall begin at
20 2:00 p.m., when scheduled.

21 NOW, THEREFORE, the Oceanside Public Financing Authority of the City of
22 Oceanside does resolve as follows:

23 SECTION 1. The regular meeting schedule for the Oceanside Public Financing
24 Authority, for calendar year 2024, attached hereto as Attachment A, is hereby adopted.

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

27 ////

28 ////

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1 PASSED AND ADOPTED by the Oceanside Public Financing Authority of the City of
2 Oceanside, California, this _____ day of _____, 2023, by the following vote:

3
4 AYES:

5 NAYS:

6 ABSENT:

7 ABSTAIN:
8

9 _____
10 CHAIRMAN

11 ATTEST:

12
13 _____
14 SECRETARY

15
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GENERAL COUNSEL

A RESOLUTION OF THE OCEANSIDE PUBLIC FINANCING AUTHORITY OF THE CITY OF OCEANSIDE ESTABLISHING THE TIME OF WORKSHOP MEETINGS, ESTABLISHING THE DATES AND TIMES OF REGULAR MEETINGS, AND ESTABLISHING THE REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024

CITY OF OCEANSIDE

2024 CITY COUNCIL/CDC/HARBOR/OPFA 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	29		

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
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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
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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
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
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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
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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/OPFA Meetings
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Rev. 9/13/2023

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE AMENDING SECTION 2.1.27 OF THE OCEANSIDE CITY CODE TO REMOVE THE OPTION TO FILE ADVANCE WRITTEN REQUESTS TO SPEAK ON NON-AGENDA ITEMS WITH THE CITY MANAGER'S OFFICE

WHEREAS, Government Code 54950 et seq. mandates that City Council meetings be conducted in public consistent with open meeting laws; and

WHEREAS, the Oceanside City Council has established a procedural ordinance for the orderly conduct of City Council meetings; and

WHEREAS, the City Council has reviewed the procedural ordinance and desires to amend the ordinance to facilitate City Council meetings in compliance with the Brown Act;

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

SECTION 1. Article I of Chapter 2, Section 2.1.27(b) of the Oceanside City Code is hereby amended to read in its entirety as follows:

Speakers shall be limited to three (3) minutes each. Public input shall not be limited so long as scheduled public hearings are allowed to proceed on time. Anyone desiring to speak shall reserve time at the meeting by personally filing a written request with the city clerk in advance of the time stated on the agenda for oral communications. Speakers will be called in order of receipt. Any requests to speak that have not been heard prior to any public hearing, will be heard after the other agenda items have been considered.

SECTION 2. Article I of Chapter 2, Section 2.1.27 (c) is deleted in its entirety.

SECTION 3. Article I of Chapter 2, Section 2.1.27 (d) is amended to be new Section 2.1.27(c) with no other changes to the text of the former Section 2.1.27(d).

SECTION 4. Article I of Chapter 2, Section 2.1.27 (e) is amended to be new Section 2.1.27(d) with no other changes to the text of the former Section (e).

SECTION 5. The City Clerk of the City of Oceanside is hereby directed to publish this ordinance, or the title hereof as a summary, pursuant to state statute, once within fifteen (15) days after its passage in a newspaper of general circulation published in the City of Oceanside.

	POLICY NUMBER	100-03
	ADOPTED	8-26-81
	REVISED	12-17-86
SUBJECT:	REVISED	2-24-88
City Council/CDC/Harbor Board/OPFA	REVISED	12-12-01
Off-Agenda Items; Public	REVISED	9-19-07
Communications: Off-Agenda Items	REVISED	10-04-23

It is the policy of the City Council that no off-agenda items requiring Council action (including the City Manager's and the City Attorney's agenda items) be considered by the City Council unless one of the following criteria is met:

- 1) An emergency situation exists;
- 2) The Council determines by a two-thirds vote, or by a unanimous vote if less than two-thirds of the Council is present, that the need to take action on the item arose subsequent to the posting of the agenda; or
- 3) The item was included in an agenda for a prior meeting occurring not more than five days prior and was continued to the meeting at which the action is to be taken.

If the Council determines that the need to take action arose subsequent to the agenda posting, pursuant to criteria 2 above, it shall make that determination by separate motion, including the reasons for the determination. Those reasons shall be reflected in the Council minutes.

It is the responsibility of the Chairperson of any Council Committee to have all items requiring Council action placed on the agenda; otherwise that item will be subject to the same restrictions as another off-agenda item.

Notwithstanding the above, a Councilmember may, under City Councilmember Reports, give an informational report on any item not on the agenda, providing that no discussion or action takes place on that item.

Public Communications on City Council/CDC/Harbor Board/OPFA Matters (off-agenda item)

Members of the public shall have the right to address the City Council/CDC/Harbor Board/OPFA on any matter within the elected body's jurisdiction, subject to the time limit set forth in Policy 100-32. Citizens may address the City Council/CDC/Harbor Board/OPFA by filing a written request with the City Clerk prior to the time the

Presiding Officer calls the item. A request to speak on an off-agenda item may be filed at the Speaker Kiosk or directly with the City Clerk before the Presiding Officer calls the item. The Council/CDC/Harbor Board/OPFA may hear, but not discuss or take action on, citizen communications not on the agenda. All such communications shall be routinely referred to staff for administrative action or placement on a subsequent agenda, as deemed appropriate by staff.