

# City Council Policy Manual Changes

City of Newport Beach

Policy #	Name	Adopted	Revised	Current Language	Recommended Changes
<b>A. MAYOR /COUNCIL/COMMISSIONS</b>					
A-1	Election of Mayor and Mayor Pro Tem	11/20/1984	2/24/1997	Describes how and when the Mayor and Mayor Pro Tem are elected	Combine with A-3, A-6, A-8, A-10, A-11, A-13, A-15, A-20
A-2	Board, Commission and Committee Appointments	6/28/1965	5/12/2015	Describes process for appointments to Boards, Commissions and Committees (BCC)	Combine with A-5, A-7, A-8, A-9, A-11, A-13, A-15
A-3	Requests for Research or Information	5/14/2013	N/A	Describes process by which individual Council members may ask for staff to research specific issues	Combined with Council Policy A-1
A-4	Community Service Recognition Awards	10/28/1968	3/14/2000	Describes when a Community Service award can be made by the Mayor	Change "shall" to " may" for awards, change plaque to gift and added committees to policy
A-5	Fundraising/Contracts by City Boards, Commissions or Committees	1/24/1994	2/26/1996	BCC members cannot fundraise or enter into contracts on behalf of the City	Combine with A-2
A-6	Open Meeting Policies	11/13/1967	6/9/2015	Describes how meetings are conducted and order of agenda	Combined with Council Policy A-1
A-7	Boards, Commissions, and Committees - Expressions of Official City Position or Policy	1/8/1979	2/26/1996	Process for BCC members to voice their positions on City policy	Combine with Council Policy A-2
A-8	Use of City Stationary	1/22/1979	2/26/1996	Identifies who may use City stationary	Combined with Council Policy A-1, and A-2
A-9	City Council Boards, Commissions and Committees	5/8/1973	5/12/2015	Conduct of City Council appointed BCC members	Combine with Council Policy A-2
A-10	Procedural Rules for the Conduct of City Council Meetings	8/21/1972	1/8/2013	Rules for Council and public during a City Council meeting	Combined with Council Policy A-1
A-11	Recording of Open Meetings	11/13/1967	4/12/2016	Guidelines for recording all city meetings	Combined with Council Policy A-1, and A-2

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A-12	Discretionary Grants	4/8/1985	5/12/2015	Identifies types of discretionary grants and the process for making recommendations	No Change
A-13	Decorum and Order for City Commissions, Committees and Boards	5/2//96	1/24/2017	Expectations of BCC members	Combined with Council Policy A-1 and A-2
A-14	Restrictions on Communications Initiated by City Officials or City Staff with Civil Service Board Members	1/27/1997	5/12/2015	Identifies separation of duties for City Officials and Civil Service members	No Change
A-15	Ex Parte Communication Policy	11/10/1997	N/A	BCC members cannot attempt to influence a matter pending before City Council	Combined with Council Policy A-1 and A-2
A-16	Conflict of Interest Procedures	6/22/1998	N/A	Describes conflict of interest for all city officials	Added committees to policy - renumbered to A-3
A-17	Newport Beach City Council Airport Policy	2/14/1972	10/22/1990	Priorities for Council with regards to John Wayne Airport	No Change
A-18	Guidelines for Implementation Charter Section 423	3/27/2001	8/11/2009	How to implement Charter Section 423 - "Measure S"	No Change
A-19	Guidelines for Invocations	1/27/2004	N/A	How invocations are to be delivered to comply with the law	No Change
A-20	City Council Members Expressions of Official City Position or Policy	7/14/2015	N/A	How Council members are to request a official Council Policy	Combined with Council Policy A-1
<b>B. RECREATION &amp; SENIOR SERVICES</b>					
B-1	Park Fee Policy	6/27/1994	5/12/2015	Identification of city wide park resources	Update citywide resources, names of parks and activities that are included in parks
B-2	Recreation Fees	10/1/1963	6/10/2014	Policy on costing of recreation programs	Delete policy - fees are included in the Citywide fee schedule

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B-3	Co-Sponsored Events	7/22/1991	4/13/2004	Policy on when City will allow use of its name for an event	Eliminate review by Parks, Beaches and Recreation Commission
B-4	Commercial Uses in Public Parks	5/12/1975	4/8/2003	How and when commercial uses in parks will be allowed	No Change
B-5	Vincent Jorgensen Community Room in Library	10/10/2006	N/A	Identifying this room rentals with preference for youth and educational activities	No Change
B-6	Newport Theatre Arts Center	7/27/1981	10/10/2006	Agreement on use and management of the Newport Theater Arts Center	No Change
B-7	Special Event Permit Request Processing	1/24/1994	5/12/2015	How and who will manage special events	Added residency requirements
B-8	Bike, Foot Race and Surf Contest Event Policy	2/14/1983	9/27/2011	Policy on events one beaches and public access, permit process	No Change
B-9	Naming of City Parks & Facilities	9/12/1998	5/13/2003	Process and guidelines for naming city facilities	Added that person must be deceased for at least 15 years
B-10	Use, Priorities and Fees for Marian Bergeson Aquatic Center	6/25/1990	5/12/2015	Shared use with Newport Mesa Unified School District, schedules and fees	Change fee language to reflect cost of service as defined in NBMC
B-11	The City Employees' Memorial at Bob Henry Park	11/10/1997	4/8/2003	Policy to honor city employees who have lost their lives in performance of job duties	No Change
B-12	Co-Sponsorship of Annual Fireworks Events	3/9/1998	8/11/2009	Funding levels for sponsorship of fireworks	No Change
B-13	Public Use of City Facilities	5/26/1998	5/12/2015	Process to use public facilities and rules and regulations	Add smoking is prohibited in park, park facility and/or beach
B-14	Temporary Signs with Sponsorship Recognition in City Parks and Beaches	9/14/1998	8/11/2009	Where, when and how signs can be placed in parks and or beaches	No Change

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B-15	Parks, Beaches and Recreation Commission Decisions	9/13/1999	4/8/2003	Powers and Duties of the PB&R Commission	Added language that the only reason for a City Council call-up shall be for the entire body to hear the matter
B-16	Maximizing Public Access to City Parks	2/26/2002	5/12/2015	Restricting reservations in parks on high peak days	Change name of Ensign View Park to John Wayne Park
B-17	Parks, Facilities and Recreation Program Donations	5/9/2006	6/26/2012	How, when and where the City will accept donations	Added donations must be in accordance with Council policy F-3 and designated gifts must first be approved by the City Council. Change General Services to Municipal Operations . Eliminate Gift Donation Catalog. Added "In Loving Memory"
C. RESERVED FOR FUTURE USE					
D. CITY MANAGER					
D-1	Media Relations	11/23/1992	10/14/2008	Identifies who can speak to the media, release of information and Council notifications	Significantly revised - see redline
D-2	Annexation Guidelines	2/27/1967	3/14/2000	Describes issues to consider when reviewing annexations	No Change
D-3	Council Policy Review	8/30/1966	3/22/1999	Defines when Council shall review its policies	Delete policy - to be done at Council discretion
D-4	Innovation / Improvement Incentive Program	1/24/1994	5/12/2015	Guidelines for the City's employee suggestion program	No Change
D-5	City Websites	7/28/2009	N/A	Rules governing what material will be allowed on the City's website	Significantly revised - see redline
D-6	Social Media	3/23/2010	N/A	Rules governing various social media sites and authorized users	Delete policy - combined with Council Policy D-5

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D-7	Electronic Communications	4/23/2002	9/27/2011	Guidelines for retention and deletion of electronic communication	Delete policy - included in Public Records Act
D-8	Voice-Mail General Policy	4/25/1994	5/12/2015	Proper greetings and response times for employees using voicemail	Delete policy - in employee policy manual
D-9	Economic Development Policy	3/22/1993	9/27/2011	Reporting of economic development activities to the City Council	Eliminates City Manager annual report
<b>E. CITY CLERK</b>					
E-1	Public Records Act Policy	1/24/1994	1/24/2012	Staff processing and timelines for Public Records Act requests	Eliminated reference to D-7. Add referring legal questions to the City Attorney's office
E-2	Council Meetings Agenda Distribution to the Public by Mail	12/17/1993	3/14/2000	Process to receive a Council Agenda by mail	Delete policy - already State law
<b>F. FINANCE - DEFERRED TO FINANCE COMMITTEE - NO RECOMMENDED CHANGES</b>					
<b>G. GENERAL SERVICES</b>					
G-1	Retention or Removal of City Trees	5/9/1966	9/8/2015	Process for managing the City's urban forest	Change General Services to Municipal Operations Department, added that more than 3 problem trees in a row may be removed with approval of the Parks, Beaches and Recreation Commission, allow MOD Director to extend reforestation timeframes and reference to NBMC Section 13.090.030, eliminate old city hall site, add Irvine Terrace Park, M Street
G-2	Adopt-A-Beach Program	4/13/1992	5/11/2004	Process by which residents and groups can maintain and clean beaches on a regular basis	Delete - no longer applicable or used by the community

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G-3	Preservation of Views	7/22/1991	3/14/2000	City's role in maintaining views based on growth of trees	Add language for tree trimming to be in accordance with International Association of
G-4	Median Landscaping Developments on Public Cul-De-Sacs	12/8/1969	1/24/1994	The process for allowing plantings at cul-de-sacs	Change General Services to Municipal Operations Department
G-5	(Reserved for Future Use)	N/A	N/A		
G-6	Maintenance and Planting of Parkway Trees	11/22/1982	9/8/2015	How, when and where parkway trees will be placed and maintained	Remove Soil Analysis Requirement for Land Developers, change 90 day tree health to 1 year, update designated street tree list
G-7	Solid Waste Management and Resource Recovery	7/26/1982	1/24/1994	Encouragement of recycling programs	Delete policy - State law governs
G-8	Beach Maintenance Policy	6/24/1996	N/A	Guidelines for routine and emergency beach maintenance will be performed	Change General Services to Municipal Operations Department, add language regarding the City's Local Coastal Program , sand berms and shoreline protection
<b>H. HARBOR AND BEACHES - TO BE REVIEWED BY THE HARBOR COMMISSION</b>					
<b>I. LIBRARY SERVICES</b>					
I-1	Library Service Policy	3/27/1984	9/27/2011	Statement of service oriented library meeting the needs for a diverse community	Refer all library policies to the Board of Trustees prior to City Council review
I-2	Use of the Newport Beach Public Library	1/24/1994	5/12/2015	Rules and Regulations for library system	Delete
I-3	Newport Beach Public Library Collection Development Policy	10/22/1990	9/27/2011	How staff will select materials to be placed in the library	Delete
I-4	Library Gift and Donor Policy	3/11/1991	10/10/2006	Process for accepting and recognizing gifts and donations to the library	Delete

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I-5	Newport Beach Public Library Gift Policy	10/27/1992	4/8/2003	Gifts must be approved by the Library Board of Trustees	Delete
I-6	Children in the Library	1/24/1994	9/27/2011	Policy regarding children in the library and expected code of conduct	Delete
I-7	Library Meeting Rooms	7/14/1980	10/10/2006	Rules, procedures and priorities for using rooms at the library	No Change
I-8	Newport Beach Public Library Internet Use Policy	2/24/1997	10/10/2006	Library policy regarding use of the internet on site	Delete
I-9	Art in Public Places	8/8/1986	4/8/2003	Policy and procedures for determining types of art and location of art in public places	Removed language exceeding the City Charter concerning Arts Commission responsibilities.
I-10	Financial Support for Culture and Arts	5/11/1981	4/8/2003	Council will fund \$55,000 a year from the General Fund for culture and art	Removed specific language referencing two individual groups to highlight broad community support.
I-11	Donation of Art to City of Newport Beach	2/24/1986	5/12/2015	How the City will acquire and/or accept art in the City	Specified that art can only be sold, donated or removed if the City owns the art.
I-12	Sister City Association Policy	11/28/1988	4/8/2003	Definitions of role of city in conjunction with the Sister City Association	No Change
I-13	Public Arts and Cultural Facilities Fund	3/26/2013	N/A	Creation of Fund for art in the amount of 2% from unallocated public benefit fees included in approved development agreements	Delete
J. RESERVED FOR FUTURE USE					
K. PLANNING					
K-1	General Plan	4/22/1974	9/27/2011	Manner of Adoption and Amendment of General Plan	Change to include Local Coastal Plan - see redline

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K-2	Places of Historical and Architectural Significance	5/28/1985	9/27/2011	Criteria for selection of historical and architectural significant sites	Change reference to Historical Building Code to reference NBMC
K-3	Implementation Procedures for the California Environmental Quality Act	3/26/1973	5/12/2015	Guidelines for staff implementation of CEQA, levels of authority, exempt projects, applicant responsibilities, fees and review authority	Add Local Coastal Program and clean up language for consistency regarding decision making authorities
K-4	Paleontological Guidelines	8/26/1974	9/27/2011	City to maintain site locations and process for determining when studies are required	Combined with K-5 - complete redraft
K-5	Archaeological Guidelines	1/13/1975	9/27/2011	City to maintain site locations and process for determining when studies are required	Combine with K-4 - complete redraft
K-6	Changes to the Santa Ana Heights Specific Plan or to Aspects of the General Plan that Relate to the Santa Ana Heights Specific Plan	5/9/2006	N/A	Process for changes to the Santa Ana Heights Specific Plan, which include a review by a Project Advisory Committee as well as the County of Orange	Deleted, no longer needed
K-7	Determination of Convenience and Necessity for Alcoholic Beverage Outlets	5/8/1995	9/27/2011	Process by which the Police Department will approve alcoholic beverage outlets	Changes regarding the “determination of public convenience or necessity” for ABC licenses has been simplified. Unnecessary information has been deleted and review criteria has been added that reflects the Police Department’s current practices in the review of these types of requests. Economic and planning criteria are also included.

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K-8	Seashore Oceanfront Comprehensive Plan	5/8/1995	9/27/2011	On-going administration of a plan to deal with issues in West Newport	Delete - no longer applicable
K-9	Code Enforcement	6/26/1995	9/27/2011	Process for code enforcement actions	No Change
K-10	(Reserved for Future Use)				Delete
K-11	Temporary Signage for City-Sponsored, Co-Sponsored or for Non-Profit and Charitable Organizations & Events	4/23/2002	9/27/2011	Time, manner and place for temporary signage for co-sponsored and/or non-profit events	No Change
L. PUBLIC WORKS/TRAFFIC/UTILITIES - TO BE REVIEWED BY PLANNING COMMISSION					