



# ADMINISTRATIVE REGULATION

## Office of the City Administrator

<b>Number</b>	<b>115</b>
<b>Sections</b>	<b>1 - 7</b>
<b>Effective Date</b>	<b>4/16/08</b>
<b>Responsible Department</b>	<b>Administration</b>
<b>Review Date</b>	<b>4/16/13</b>

<b>SUBJECT: CLOSED SESSIONS FOR CITY COUNCIL/REDEVELOPMENT AGENCY MEETINGS</b>
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1. **Purpose:** To establish a policy for processing items that need to be considered at a closed session of the City Council/ Redevelopment Agency.
2. **Authority:** Section 401 of the Huntington Beach City Charter
3. **Application:** This Administrative Regulation applies to all City departments.
4. **Definitions:** Not applicable.
5. **Policy:**
  - 5.1 Upon determination by a City department that a closed session of the City Council/ Redevelopment Agency is needed to discuss matters permitted under the Brown Act, department heads shall cause to have prepared by the City Attorney the appropriate memorandum to agendize. Also, a brief description of the item that will appear on the City Council agenda shall be provided.
6. **Responsibilities:**
  - 6.1 Department Heads – The department head shall cause to have prepared by the City Attorney’s Office a memo to agendize with description of the closed session item.
  - 6.2 City Administration – The Assistant to the Deputy City Administrator shall coordinate between the City department, the City Attorney and City Clerk to see that the closed session items are agendized.
  - 6.3 City Attorney – The City Attorney, at the request of a department head, shall prepare and approve the appropriate memorandum to agendize and forward same to the Assistant to the Deputy City Administrator.
7. **Procedures:**
  - 7.1 Each department head having a need for a closed session with City Council is responsible for requesting the City Attorney’s Office to prepare and approve the appropriate memorandum to agendize for submittal to the Assistant to the Deputy City Administrator.

- 7.2 Upon receipt of the approved memorandum to agendize from the City Attorney's Office, the Assistant to the Deputy City Administrator will cause the memorandum to be forwarded to the City Clerk for inclusion on the City Council's agenda.
- 7.3 Whenever possible, the need for a closed session should be stated no later than at the staff Agenda Review meeting seven days prior to the scheduled City Council meeting.

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Paul Emery, Interim City Administrator