



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 17, 2017

ITEM NUMBER: **OB-1**

SUBJECT: AMENDMENT OF COSTA MESA MUNICIPAL CODE SECTIONS 2-97 and 2-101
CHANGING THE TITLE OF CHIEF EXECUTIVE OFFICER TO CITY MANAGER AND
ASSISTANT CHIEF EXECUTIVE OFFICER TO ASSISTANT CITY MANAGER

DATE: JANUARY 5, 2017

FROM: OFFICE OF THE CHIEF EXECUTIVE OFFICER

PRESENTATION BY: ASHLEY M. GARCIA, MANAGEMENT ANALYST

FOR FURTHER INFORMATION CONTACT: ASHLEY M. GARCIA, MANAGEMENT ANALYST
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RECOMMENDATION:

Staff recommends that the City Council give second reading to and adopt the attached ordinance amending sections 2-97 and 2-101 of the Costa Mesa Municipal Code to remove references to the Chief Executive Officer and Assistant Chief Executive Officer and change the titles to City Manager and Assistant City Manager respectively.

BACKGROUND:

In February 2011, the City Council formally changed the title of City Manager to Chief Executive Officer. Section 2-97 of the Costa Mesa Municipal Code was amended to state that the City Manager may be referred to as the City's CEO. Subsequently, the Assistant City Manager title was changed to Assistant Chief Executive Officer in April 2011, and Section 2-101 of the Costa Mesa Municipal Code was accordingly amended to state that the title Assistant CEO could be used. At the request of Mayor Foley, the City Council considered adoption of an ordinance to change back the titles to City Manager and Assistant City Manager for consistency amongst local municipalities at its meeting held January 3, 2017. Introduction of the ordinance and first reading was approved by the City Council. If approved for second reading and adoption tonight, the ordinance will go into effect in 30 days.

ANALYSIS:

From the date of incorporation in 1953 until February 2011, the highest-ranking public official in the City of Costa Mesa was called the City Manager. In its Municipal Code, Costa Mesa explicitly adopted the Council-Manager form of government and established the office of the city manager. As such, the City Manager and Assistant City Manager titles are appropriate and will ensure consistency amongst local municipalities. 32 of the 34 cities in Orange County title the highest-ranking appointed public official, City Manager. The current exceptions include the title of Chief Executive Officer in Costa Mesa and City Administrator in Placentia.

In order to change the titles back to City Manager and Assistant City Manager, the proposed ordinance amends Section 2-97 of the Costa Mesa Municipal Code relating to the city manager and Section 2-101 relating to the assistant city manager to remove language referring to the CEO and Assistant CEO titles. No other changes to the sections are proposed.

ALTERNATIVES CONSIDERED:

The City Council could choose not to amend Municipal Code sections 2-97 and 2-101 or give direction to staff regarding alternative changes to be made.

FISCAL REVIEW:

This change would result in minor costs associated with new signage, stationery, collateral materials and necessary reference changes to the Costa Mesa Municipal Code, Personnel Rules and Administrative Regulations.

LEGAL REVIEW:

The City Attorney's Office has reviewed the documents and approved them as to form.

CONCLUSION:

City Council to give second reading to and adopt the attached ordinance amending the Costa Mesa Municipal Code sections 2-97 and 2-101.

ASHLEY M. GARCIA
Management Analyst

THOMAS R. HATCH
Chief Executive Officer

THOMAS P. DUARTE
City Attorney

ATTACHMENTS: 1 [Ordinance No. 17-XX](#)
 2 [Proposed red-lined changes to the
Municipal Code](#)