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**DRAFT  
CITY OF DANA POINT**

**AGENDA REPORT**

**DATE: FEBRUARY 23, 2005**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: SHARIE APODACA, DIR. OF ADMINISTRATIVE SERVICES**

**SUBJECT: ESTABLISHMENT OF THE CHAMBER RENOVATION TASK FORCE**

**RECOMMENDED ACTION:**

That the City Council (1) adopt a resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ESTABLISHING A CITY COUNCIL CHAMBER RENOVATION TASK FORCE.

**ISSUE:**

Whether to approve the subject resolution, Action Document A, and establish the City Council Chamber Renovation Task Force.

**DISCUSSION:**

At its meetings of January 17 and 26, 2005, the City Council provided direction for the creation of a number of Subcommittees and Task Force assignments to assist the Council with policy development. At your meeting of February 9, 2005, the Council directed staff to prepare the required enabling resolutions as quickly as possible once the various criteria associated with each subcommittee/task force had been determined. This criteria pertains to membership, term, purpose and funding.

One of the various Task Forces in question is the Council Chamber Renovation Task Force. The Council Chambers in its current condition is in dire need of space planning and remodeling for the efficient conduct of public meetings and public participation. Renovation of the Chambers will also improve security, and enhance handicapped accessibility and participation. Current technology for cable television broadcast is obsolete and produces a poor quality live broadcast of public meetings. Therefore, the Council Chamber Renovation Task Force is charged with developing and overseeing the preparation of plans and specifications for the remodel of the chambers, including the integration of state-of-the-art technology (computer and public address systems) for optimum meeting decorum and televised broadcasts; improved security; and enhanced public participation by all, including individuals with special needs. The conceptual plans

would be brought before the entire Council for consideration and final approval, including the required bidding process and necessary contract approvals.

In terms of membership, the City Council appointed Mayor Pro Tem Anderson and Councilmember Lacy to the Task Force. The City Manager and/or designees would also serve as staff members to provide administrative and technical support to the committee. Administrative Services Director Sharie Apodaca and City Architect/Planning Manager John Tilton have been appointed to the committee by the City Manager.

If the City Council desires to establish the Task Force, staff recommends that Council adopt the attached resolution.

**NOTIFICATION/FOLLOW-UP:**

None

**STRATEGIC PLAN IMPLEMENTATION:**

Under the Strategic Planning Initiative to achieve total excellence in municipal services and City administrative/planning with excellent customer service and cost-effectiveness.

**FISCAL IMPACT:**

As the Council will recall, as a result of negotiations with Cox Communications, the new franchise agreement approved in November 2004, provided the City with a one-time Public, Education and Government Grant in the amount of \$788,700. This grant has been remitted to the City and can be utilized for capital or non-capital purposes at the Council's discretion. The funds are budgeted and intended for the Council Chamber Renovation Project.

**ALTERNATIVE ACTIONS:**

- 1. Provide alternative direction as required.
- 2. Provide additional direction to staff.

**ACTION DOCUMENTS:**

- A. [Resolution - Establishing a City Council Chamber Renovation Task Force](#).....3

**SUPPORTING DOCUMENTS:**

- B. City Council Policy 206.....5  
(Hard Copy provided)

**DRAFT****Action Document A: Resolution****RESOLUTION NO. \_\_\_\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ESTABLISHING A COUNCIL CHAMBER RENOVATION TASK FORCE**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

**SECTION 1. Establishment of Task Force**

There is hereby created a Task Force which shall be known as the "Council Chamber Renovation Task Force."

**SECTION 2. Task Force Membership**

Membership of the Dana Point Council Chamber Renovation Task Force shall consist of two City Council members and the City Manager or designee(s).

**SECTION 3. Staff Assistance**

The City Manager will allocate adequate necessary technical and clerical assistance to the Task Force subject to the City's priorities and workload.

**SECTION 4. Compensation**

Members of the Task Force shall serve without compensation.

**SECTION 5. Duties of Task Force**

To develop a proposal for City Council consideration that will propose present day technology integrated with the remodeling of the Council Chambers that will provide optimum meeting decorum and televised broadcasts; improved safety; and enhanced public participation by all individuals, including those with special needs such as handicapped accessibility.

**SECTION 6. Term of Task Force**

The Task Force shall be established upon adoption of this resolution and shall continue in effect until the renovation of the Council Chambers has been completed.

**SECTION 7. The Task Force shall meet on an as-needed basis.**

SECTION 8. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Dana Point at its regular meeting held on the 23rd day of February, 2005.

\_\_\_\_\_  
WAYNE RAYFIELD, MAYOR

ATTEST:

\_\_\_\_\_  
SHARIE APODACA, INTERIM CITY CLERK

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF DANA POINT )

I, \_\_\_\_\_, City Clerk of the City of Dana Point, California do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was duly adopted and passed at a regular meeting of the City Council on the 23<sup>rd</sup> day of February, 2005, by the following vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
SHARIE APODACA, INTERIM CITY CLERK

