

**CITY OF MANHATTAN BEACH
AD HOC OPEN GOVERNMENT SUBCOMMITTEE MEETING
TUESDAY, NOVEMBER 29, 2011
6:30 P.M.**

**CITY COUNCIL CHAMBERS
CITY HALL
1400 HIGHLAND AVENUE
MANHATTAN BEACH, CA 90266**

AGENDA

WELCOME . . . By your presence, you are participating in the process of representative government. To encourage that participation, the subcommittee encourages and has specified time for public comments on its agenda at which time members of the public may address the subcommittee on matters relating to the open government process. The subcommittee consists of two members of the City Council (Councilmembers Lesser and Howorth) who have been asked by the City Council to develop recommendations with respect to open government. The subcommittee's recommendations will be considered by the City Council at a future City Council meeting.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the world wide web at www.citymb.info (contact 310-802-5056), at the County Library located at 1320 Highland Avenue, the Police Department located at 420 15th Street and are also on file in the Office of the City Clerk for public inspection. Any person who has any question concerning any agenda item may call the City Clerk's office to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (310) 802-5056 (voice) or (310) 546-3501 (TDD).

A. CALL TO ORDER

B. PLEDGE TO FLAG

C. ROLL CALL

D. AUDIENCE PARTICIPATION

E. GENERAL BUSINESS

11/29/11-1. Approval of Minutes of the October 25, 2011, Ad Hoc Open Government Subcommittee Meeting.

11/29/11-2. Review and Approval of the Proposed Open Government Goal Statement.

11/29/11-3. Approval of the Proposed Open Government Topics from the October 25, 2011, Ad Hoc Open Government Subcommittee Meeting.

11/29/11-4. Prioritize List of Open Government Topics.

11/29/11-5. Discussion of Live-Streaming and Minutes of the Ad Hoc Open Government Committee Meetings.

F. ADJOURNMENT

**CITY OF MANHATTAN BEACH
MINUTES OF THE
AD HOC OPEN GOVERNMENT SUBCOMMITTEE MEETING
OCTOBER 25, 2011**

The Ad Hoc Open Government Subcommittee Meeting of the City Council of the City of Manhattan Beach, California, was held the 25th day of October, at the hour of 6:30 p.m., in the City Council Chambers of City Hall, at 1400 Highland Avenue, in said City. A full video of this Ad Hoc Open Government Subcommittee Meeting can be accessed online at www.citymb.info.

PLEDGE TO THE FLAG

Councilmember Amy Howorth led the pledge of allegiance.

ROLL CALL

Present: Councilmembers Lesser and Howorth.
Absent: None.
Staff: Liza Tamura, City Clerk
Roxanne Diaz, City Attorney
Clay Curtin, Management Analyst
Ariana Kennedy, Management Analyst

AUDIENCE PARTICIPATION

Gary McAulay, No Address Provided, contributed throughout the Subcommittee meeting. He thanked staff for doing their best to include the community in meetings; explained there is a large difference between what is legally required and reaching out to the public; asked for an establishment of City Council's goals (does City Council want to involve the public? How much outreach?); requested an examination of the structure and frequency of City Council meetings; asked for documentation of issues that arise during City Council meetings and agendaize them for discussion at a later meeting; asked what the minimum posting requirements are and suggested exceeding the minimum; and clarified that in his opinion nothing is more important than transparency.

Gerry O'Connor, No Address Provided, participated throughout the meeting. He expressed his appreciation and excitement and asked that the Open Government Subcommittee discuss: how to include the public (or not) in the staff report process; have a list of future items coming before the City Council with dates; set the goals of the Open Government Subcommittee, measure the cost and then make a decision regarding implementation; create a standard for substantive minutes for all meetings; ensure that minutes are posted with the videos on the City's website; add all future City Council meetings on the list of future meetings on the agenda (Work Plan, Study Sessions, Special meetings, etc.); consistently adhere to agreed upon

time limits for speakers; have staff introduce items pulled from the consent calendar; explore voting lights, electronic agendas, public timers offered by Granicus and other companies; asked that City Council meeting structure and management be discussed; provide notice for Finance Subcommittee meetings; have the City Manager report any significant conferences; improve the manner in which Work Plan documents are updated on the website and the minutes taken at those meetings; adhere to a higher set of standards (in regards to the Brown Act); increase management training for senior staff; have a significant budget for succession planning; explained that the Open Government Subcommittee should win back the trust of the community; and thanked the Subcommittee for discussing the issues.

Madonna Newburg, No Address Provided, asked staff to utilize the microphone when answering questions so the audience can hear the answer.

Carol Wahlberg, No Address Provided, asked for advanced noticing of future Work Plan meetings.

GENERAL BUSINESS

10/25/11-1. Discuss Open Government Definitions and Subcommittee Goals

Councilmembers Lesser and Howorth led a discussion regarding Open Government Definitions and Subcommittee Goals.

10/25/11-2. Review City Council Open Government Initiatives Discussed at 2011 – 2012 Work Plan Meetings and Other Proposals

Councilmember Lesser, Councilmember Howorth, City Attorney Roxanne Diaz, City Clerk Liza Tamura and the audience discussed, updated, and added to the City Council Open Government Initiatives Discussed at the 2011-2012 Work Plan Meeting. Management Analyst Clay Curtin updated the list during the meeting (see attachment).

10/25/11-3. Confirm Future Action by Subcommittee and Staff

Councilmember Lesser and Councilmember Howorth discussed the agenda for the next meeting: examining the revised list of Open Government Initiatives and prioritizing.

The Subcommittee members thanked the audience for their participation, asked the public to contact the Subcommittee with other suggestions and asked staff to notify and e-notify the community as soon as the next Ad Hoc Open Government meeting is scheduled.

ADJOURNMENT

At 8:48 p.m. the meeting was duly adjourned.

Ariana Kennedy
Recording Secretary

David Lesser
Councilmember

Amy Howorth
Councilmember

Discussion Topics of the Ad Hoc Open Government Subcommittee (10/25/11):

- **Notice of meetings**
 - Adequate public notice, more than the minimum required if possible
 - Reserved notices sent out as soon as meeting is set (Agenda to follow)
 - Explore concept and limits of the use of special meetings
 - Train City Council and Staff (1-page sheet?) on types of meetings (regular, special, emergency)
 - Schedule of upcoming meetings on each agenda
 - Explore policy limiting use of special meetings
- **Meeting Broadcasts** (City Council, Subcommittees, Commissions, Study Sessions, etc)
 - Capabilities for Police/Fire Community Room, Joslyn Center, Library – Latest Update
- **Meeting Minutes**
 - Timely completion and posting of City Council, Subcommittee, Commission minutes
 - Format of minutes (action vs. summary)
- **Meeting Structure** (City Council)
 - Sticking to the Agenda
 - Time limits (audience participation)
 - Policy: Time Caps (15-minute cumulative and 3-minute individual). Currently set by City Council resolution.
 - Order/placement of audience participation
 - Other cities' audience participation models
 - Proper meeting management
 - Consent Calendar content (include routine items only)
 - Pulling of consent items
 - City Council should pull 1st with Staff introduction included
 - Clarifying questions and statements that could be addressed quickly vs. pulling an item
- **Conference/travel reports**
 - Councilmembers provide oral (first meeting after event – AB1234) and written reports w/attachments (cover page or outline plus supplemental materials gathered)
 - City Manager report on travel/conferences of senior staff
- **Staff Reports**
 - How to or not to include the public/stakeholders
- **Public Records Requests**
- **Electronic Community Discussion Board**
- **Evaluation of Granicus or similar tools/technology** to aid in meeting operation and audience participation:
 - Voting Lights
 - Public Timer
 - Electronic Agenda Packets
 - Others?
- **Work Plan Meetings**
 - Quarterly Updates and ongoing updates posted on the website
 - Scheduling of meetings



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Ad Hoc Subcommittee on Open Government Initiatives

FROM: City Staff

DATE: November 22, 2011

SUBJECT: Review and Approval of Proposed Open Government Goal Statement

As part of the Ad Hoc Subcommittee's review of the Open Government Initiatives, City Staff assigned to assist the subcommittee developed the following goal statement to guide the Ad Hoc Subcommittee's work:

"The City of Manhattan Beach is committed to open, transparent and inclusive government and strives to consistently meet the expectations of our residents by: (1) providing excellent service in a positive and timely manner; (2) creating opportunities for civil discourse; and (3) promoting decision making in a respectful manner."

This goal statement can serve as part of the subcommittee's overall framework to guide its work as it proceeds in the process of reviewing, prioritizing, and implementing proposed Open Government Initiatives.

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