

Ad Hoc Open Government Subcommittee

Meeting

Tuesday, March 12, 2013

6:30 PM

City Council Chambers



Mayor David J. Lesser
Mayor Pro Tem Amy Howorth

Executive Team

David N. Carmany, City Manager

Jim Arndt, Public Works Director
Robert Espinosa, Fire Chief
Cathy Hanson, Human Resources Director
Bruce Moe, Finance Director
Richard Thompson, Community Development Director

Quinn Barrow, City Attorney
Richard Gill, Parks & Recreation Director
Eve R. Irvine, Police Chief
Liza Tamura, City Clerk

MISSION STATEMENT:

The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.

THE AD HOC OPEN GOVERNMENT SUBCOMMITTEE WELCOMES YOU!

WELCOME . . . By your presence, you are participating in the process of representative government. To encourage that participation, the Ad Hoc Open Government Subcommittee has specified a time for citizen comments on its agenda, at which time citizens may address the subcommittee concerning matters relating to the open government process. The Ad Hoc Open Government Subcommittee consists of two members of the City Council (Mayor Pro Tem Lesser and Councilmember 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 City's website at www.citymb.info, at the County Library located at 1320 Highland Avenue, the Police Department located at 420 15th Street, and are also on file in the City Clerk's Office for public inspection. Any person who has any question concerning any agenda item may call the City Clerk's office at (310) 802-5056 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 City Clerk's Office at (310) 802-5056 (voice) or (310) 546-3501 (TDD). Notification 36 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

A. CALL TO ORDER**B. PLEDGE TO THE FLAG****C. ROLL CALL****D. AUDIENCE PARTICIPATION****E. GENERAL BUSINESS**

1. Report by Special Counsel on Sunshine Ordinances and Recommendation that the Subcommittee Seek Further City Council Direction [13-0134](#)

SEEK CITY COUNCIL DIRECTION

Attachments: [Attachment 1 - Sunshine Ordinance Staff Report from August 30, 2012](#)

2. Public Records Protocol and Review of Public Records Act Request Log [13-0135](#)
APPROVE

Attachments: [Attachment 1 - Public Records Protocol Staff Report from August 30, 2012](#)

[Attachment 2 - Public Records Protocol](#)

[Attachment 3 - Public Records Act Request Log](#)

3. Status Update on Various Open Government Initiatives: Use of Special Meetings, Policy on Minutes, Consent Calendar Content, Follow-Up on Agenda Items, Staff Reports and Including Public/Stakeholders, Agenda Structure and Process

[13-0136](#)

DISCUSS AND PROVIDE DIRECTION

Attachments: [Attachment 1 - Open Government Initiatives Matrix](#)
[Attachment 2 - Agenda for the March 21, 2013, Teambuilding Meeting](#)

F. ADJOURNMENT

G. FUTURE MEETINGS

CITY COUNCIL MEETINGS

Mar. 19, 2013 – Tuesday – 6:00 PM – City Council Meeting
Mar. 21, 2013 – Thursday – 8:30 AM – City Council Teambuilding Meeting
Apr. 2, 2013 – Tuesday – 6:00 PM – City Council Meeting
Apr. 16, 2013 – Tuesday – 6:00 PM – City Council Meeting
Apr. 23, 2013 - Tuesday - X:00 - Board & Commission Interviews
Apr. 30, 2013 - Tuesday - X:00 - City Council Study Session
May. 7, 2013 – Tuesday – 6:00 PM – City Council Meeting
May. 9, 2013 – Thursday – 6:00 PM – City Council Budget Study Session #1 (Tentative)
May. 14, 2013 – Tuesday – 6:00 PM – City Council Budget Study Session #2 (Tentative)
May. 16, 2013 – Thursday – 6:00 PM – City Council Budget Study Session #3 (Tentative)
May. 21, 2013 – Tuesday – 6:00 PM – City Council Meeting
Jun. 4, 2013 – Tuesday – 6:00 PM – City Council Meeting
Jun. 18, 2013 – Tuesday – 6:00 PM – City Council Meeting
Jul. 2, 2013 – Tuesday – 6:00 PM – City Council Meeting
Jul. 10, 2013 – Wednesday – 8:30 AM – City Council Strategic Plan Meeting
Jul. 16, 2013 – Tuesday – 6:00 PM – City Council Meeting
Aug. 6, 2013 – Tuesday – 6:00 PM – City Council Meeting
Aug. 20, 2013 – Tuesday – 6:00 PM – City Council Meeting

BOARDS, COMMISSIONS AND COMMITTEE MEETINGS

Mar. 13, 2013 – Wednesday – 6:30 PM – Planning Commission
Mar. 25, 2013 – Monday – 6:30 PM – Parks & Recreation Commission
Mar. 27, 2013 – Wednesday – 6:30 PM – Planning Commission
Mar. 28, 2013 – Thursday – 6:30 PM – Parking & Public Improvements Commission
Apr. 3, 2013 – Wednesday – 6:00 PM – North Manhattan Beach Business Improvement District
Apr. 8, 2013 – Monday – 6:30 PM – Library Commission
Apr. 9, 2013 – Tuesday – 6:00 PM – Cultural Arts Commission
Apr. 10, 2013 – Wednesday – 6:30 PM – Planning Commission
Apr. 22, 2013 – Monday – 6:30 PM – Parks & Recreation Commission
Apr. 24, 2013 – Wednesday – 6:30 PM – Planning Commission
Apr. 25, 2013 – Thursday – 6:30 PM – Parking & Public Improvements Commission
May. 1, 2013 – Wednesday – 6:00 PM – North Manhattan Beach Business Improvement District
May. 8, 2013 – Wednesday – 6:30 PM – Planning Commission
May. 13, 2013 – Monday – 6:30 PM – Library Commission
May. 14, 2013 – Tuesday – 6:00 PM – Cultural Arts Commission
May. 22, 2013 – Wednesday – 6:30 PM – Planning Commission
May. 23, 2013 – Thursday – 6:30 PM – Parking & Public Improvements Commission
Jun. 5, 2013 – Wednesday – 6:00 PM – North Manhattan Beach Business Improvement District
Jun. 10, 2013 – Monday – 6:30 PM – Library Commission
Jun. 11, 2013 – Tuesday – 6:00 PM – Cultural Arts Commission
Jun. 12, 2013 – Wednesday – 6:30 PM – Planning Commission
Jun. 24, 2013 – Monday – 6:30 PM – Parks & Recreation Commission
Jun. 26, 2013 – Wednesday – 6:30 PM – Planning Commission
Jun. 27, 2013 – Thursday – 6:30 PM – Parking & Public Improvements Commission

H. CITY HOLIDAYS**CITY OFFICES CLOSED ON THE FOLLOWING DAYS:**

May. 27, 2013 – Monday – Memorial Day
Jul. 4, 2013 – Thursday – Independence Day
Sep. 2, 2013 – Monday – Labor Day
Oct. 14, 2013 – Monday – Columbus Day
Nov. 11, 2013 – Monday – Veterans Day
Nov. 28-29, 2013 – Thursday & Friday – Thanksgiving Holiday
Dec. 25, 2013 – Wednesday – Christmas Day
Jan. 1, 2014 – Wednesday – New Years Day
Jan. 20, 2014 – Monday – Martin Luther King Day
Feb. 17, 2014 – Monday – President's Day
May. 26, 2014 – Monday – Memorial Day