

**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 25<sup>th</sup> 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](http://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.

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Ariana Kennedy  
Recording Secretary

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David Lesser  
Councilmember

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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 1<sup>st</sup> 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