CITY OF MANHATTAN BEACH
AD HOC OPEN GOVERNMENT SUBCOMMITTEE MEETING
THURSDAY, MARCH 1, 2012
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

03/01/12-1.   Approval of Action Minutes of the December 13, 2011, Ad Hoc Open Government Subcommittee Meeting.

03/01/12-2.   Update Regarding City Council Approved Short Term Open Government Initiatives.

03/01/12-3.   Update Regarding Pending Short Term Open Government Initiatives.

03/01/12-4.   Review of Medium Term Open Government Initiatives.

03/01/12-5.   Review of Long Term Open Government Initiatives.

03/01/12-6.   Consideration of a Revised Vision Statement.

F.   ADJOURNMENT

**CITY OF MANHATTAN BEACH
ACTION MINUTES OF THE
AD HOC OPEN GOVERNMENT SUBCOMMITTEE MEETING
DECEMBER 13, 2011
6:30 p.m.**

The Ad Hoc Open Government Subcommittee Meeting of the City Council of the City of Manhattan Beach, California, was held the 13th day of December, 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.

A.   Call Meeting to Order

B.   Roll Call
Present:	Councilmembers Lesser and Howorth.	
Absent:	None.	
Staff:	David N. Carmany, City Manager	
	Roxanne Diaz, City Attorney	
	Clay Curtin, Management Analyst	
	Leilani Emnace, Information Systems Manager	

C.   Audience Participation

> Gerry O'Connor
> Ed Caprielian
> Richard Zeif
> Gary Osterhout

D.   General Business

12/13/11-1   ***Approval of the Minutes of the November 29, 2011, Ad Hoc Open Government Subcommittee Meeting***
The following individuals spoke:
Gerry O'Connor

Councilmember Howorth noted a few name/spelling corrections and City Manager Carmany asked for unnecessary reference to speaker addresses be removed.

Motion by Councilmember Howorth to approve the amended minutes. Approved. (2-0)

12/13/11-2   ***Review Approve the Revised Goal Statement***
The following individuals spoke:
Ed Caprielian
Gary Osterhout
Richard Zeif
Gerry O'Connor
Gary McAulay

Councilmembers Lesser and Howorth directed staff to modify the existing statement to be a vision statement and incorporate the public comments which were received.

12/13/11-3   *Discuss and Approve Open Government Priorities Matrix*
The following individuals spoke:
Gary Osterhout
Richard Zeif
Ed Caprielian
Gerry O'Connor

Councilmembers Lesser and Howorth held a discussion with staff about the matrix of previously identified Open Government objectives and implementation challenges (staffing, costs, etc.). Staff was directed to update the list regarding items as discussed and to add columns for timeline (short, medium, long-term) and effectiveness area categories.

Motion by Councilmember Howorth to approve the list of topics as amended. Approved. (2-0)

12/13/11-4   *Discuss and Provide Direction on Technology Solutions*
The following individuals spoke:
Gerry O'Connor

Councilmembers Lesser and Howorth held a discussion with staff regarding additional modules from Granicus and/or alternate providers which could be helpful to the proposed Open Government initiatives. Staff was directed to evaluate various alternatives and provide information and options to be presented to the full City Council at its next meeting.

12/13/11-5   *Discussion of Live Streaming of Ad Hoc Open Government Subcommittee Meetings*
The following individuals spoke:
Richard Zeif

The Subcommittee asked for an update on the viewership numbers for the webcasting of the Ad Hoc Open Government Subcommittee meetings. Staff responded that although it is still low, viewership had increased over that of the previous meeting.

E.   Adjournment

Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	$$$ Impact	Current Status	
3	Public Forums, Hearings, and Meetings	Short	Train City Council and Staff on types of meetings (regular, special, emergency, etc)	1-page handout	City Attorney	None	None		Implemented.	
4	Public Forums, Hearings, and Meetings	Short	Include a schedule of upcoming meetings on each agenda	Modify the current Agenda Template	City Clerk	None	None		Implemented with 2-months of upcoming meeting dates included.	
7	Public Forums, Hearings, and Meetings	Short	Timely completion and posting of City Council, Subcommittee, and Commission meeting minutes	Staff will develop an administrative policy setting the desired turnaround time for meeting minutes and distribute to all departments responsible for commissions or development of minutes	City Clerk	Staffing, day to day operations interrupt this activity	None		Implemented.	
14	Public Forums, Hearings, and Meetings	Short	Pulling of Consent items: City Council should pull 1st with staff introduction of the item included; clarifying questions and statements that could be addressed quickly vs. pulling an item.	City Council Policy	City Clerk	None			Implemented.	
16	Knowledge Acquisistion and Information Accessibility	Short	Councilmembers provide oral report of conferences/travel (first meeting after the event – per AB1234) and written reports with attachments (cover page or outline plus supplemental materials) available for public review	Staff will develop a 1-page cover sheet for use by Councilmembers. They will have the ability to attach supplemental materials. This will be kept on file in the City Clerk's office for public review.	City Attorney	None	City Councilmembers will still be required to provide an oral report of their conferences / travel at the first meeting following a trip (per AB1234)		The City Attorney is finalizing the 1-page form that will be used.	
22	Public Forums, Hearings, and Meetings	Short	Evaluation of Meeting Management Software/Technology Tools to aid in meeting operation and audience participation	Staff will bring to City Council options for enhancing current meeting management software.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software; additional /dedicated I.S. staff support during City meetings	None	Cost of I.S. staff	City Council approved on 1/3/12. Estimated completion by 7/1/12	
23	Public Forums, Hearings, and Meetings	Medium	Voting Touch Device	(included as part of meeting management software/technology)	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software modules; additional / dedicated I.S. & Clerk staff support during City meetings	None	Cost of I.S. staff	City Council approved on 1/3/12. Estimated completion by 7/1/12	
24	Public Forums, Hearings, and Meetings	Medium	Public Timer	Implement existing solution	City Clerk / I.S. Manager	Granicus software configuration and training of staff	None		City Council approved on 1/3/12. Estimated completion by 7/1/12	
25	Public Forums, Hearings, and Meetings	Longterm	Electronic Agenda Packets	Staff will bring to City Council options for implementation of an electronic agenda packet.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software and/or procedures; additional I.S. staff support	None		City Council approved on 1/3/12. Estimated completion by 7/1/12	
27	Public Forums, Hearings, and Meetings	Short	Scheduling of Annual Work Plan Meetings	A Work Plan meeting to set the coming year's goals typically occurs in January of each year so that items requiring budgetary consideration will be vetted and presented during the budget process.	City Manager	None	None		Implemented.	

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1	Public Forums, Hearings, and Meetings	Short	Send out reserved meeting notices as soon as a meeting is set, with the agenda to follow (e.g. color coded posting boards)	E-Notify, City Website	City Clerk	Scheduling of limited staff, unbudgeted expenses	None; exceeds legal minimum requirements		Staff is researching.
8	Public Forums, Hearings, and Meetings	Short	Policy on the format of minutes (action vs. summary)	City Council Policy	City Clerk	Staffing, day to day operations interrupt this activity			Staff is researching. Action minutes along with individual speaker timestamps will be possible with the Granicus implementation by 7/1/12.
11	Public Forums, Hearings, and Meetings	Short	Evaluate the policy on time limits for audience participation (currently policy of 3-min individual and 15-min cumulative is set by City Council resolution)	City Council Policy	City Clerk	None	City Attorney will review		Staff is researching.
12	Public Forums, Hearings, and Meetings	Short	Evaluate the order/placement of audience participation on the agenda; review other cities' audience participation models	City Council Policy	City Clerk	None			Staff is researching.
13	Public Forums, Hearings, and Meetings	Short	Consent Calendar content (include routine items only)	Mayor and City Manager currently work together to set the agenda	City Manager	None			Staff is researching.
15	Public Forums, Hearings, and Meetings	Short	Follow-up of items that need to be agendized for a future meeting; ensuring that items are brought back	Staff will make a list of items requested to be agendized during each City Council meeting and the list will be discussed at the first Dept Head meeting immediately following City Council meetings and items will be placed on the upcoming agenda list	City Manager / City Clerk	None	None		Staff is researching. Possible electronic integration with future meeting agendas via Granicus modules being implemented by 7/1/12.
17	Knowledge Acquisistion and Information Accessibility	Short	City Manager to report on conferences/travel of senior staff	Staff will develop a 1-page cover sheet for use by senior staff. They will have the ability to attach supplemental materials. This will be provided to the City Manager within 1-week of the event. City Manager will provide a brief oral summary of senior staff travel at the next City Council meeting under the City Manager's report.	City Manager		None		Staff is researching. Will likely follow a similar format to that being developed for the City Council members.
18	Public Forums, Hearings, and Meetings	Short	Staff Reports: how to or not to include the public/stakeholders	The City could adopt an administrative policy outlining staff report procedures	City Manger				Staff is researching

Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	$$$ Impact	Current Status	
2	Public Forums, Hearings, and Meetings	**Medium**	Explore concept and limits of the use of special meetings (policy)	City Council Policy	City Attorney		City Attorney is Reviewing			
5	Public Forums, Hearings, and Meetings	**Medium**	Provide for meeting broadcasting capabilities at the Police/Fire Conference Room, Joslyn Center, Library	Purchase of necessary equipment, additional I.S. Division staff required	I.S. Manager	Scheduling of limited staff, unbudgeted expenses	None	Cost of I.S. staff	Staff is researching options, exploring the use of PEG funding for capital costs. This item is being evaluated as part of the budget process.	
6	Public Forums, Hearings, and Meetings	**Medium**	Provide for interim recording of meetings held outside City Council Chambers	Small investment for equipment, and ongoing staffing	I.S. Manager	Scheduling of limited staff, unbudgeted expense	None	Cost of I.S. staff	Staff is researching.	
9	Knowledge Acquisition and Information Accessibility	**Medium**	Agenda Structure and Process	Survey other cities,	City Manager / City Clerk				Staff is researching.	
19	Knowledge Acquisition and Information Accessibility	**Medium**	Public Records Requests	Staff will develop an administrative policy setting Public Records Act procedures ensuring compliance with the law and timely response to all requests	City Clerk / City Attorney				City Attorney is reviewing this.	
20	Knowledge Acquisition and Information Accessibility	**Medium**	Provide written guidelines to staff and the public regarding the California Public Records Act and the Brown Act in accordance with the McKee settlement	Written guidelines in the form of a handout will be provided to staff and available for review by the public in the City Clerk's office	City Attorney	None	None		City Attorney is reviewing this.	
21	Public Forums, Hearings, and Meetings	**Medium**	Electronic Community Discussion Board	Staff will bring options to the subcommittee and City Council for consideration	City Manager		City Attorney will review	Cost of I.S. staff	Staff is researching options.	

Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	$$$ Impact	Current Status
10	Public Forums, Hearings, and Meetings	**Longterm**	Sticking to the Agenda						
25	Public Forums, Hearings, and Meetings	**Longterm**	Electronic Agenda Packets	Staff will bring to City Council options for implementation of an electronic agenda packet.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software and/or procedures; additional I.S. staff support	None		City Council approved on 1/3/12. Estimated completion by 7/1/12
26	Public Forums, Hearings, and Meetings	**Longterm**	Quarterly Work Plan updates at City Council meetings and ongoing updates posted to the City website	Modify the current Work Plan website page to a chart form that will be updated on an ongoing basis. An agenda item for "Work Plan Status Update" will be added to the City Council Agenda for the second regular meeting of each month: July, October, January, April.	City Manager	None	None		

ITEM NO.6

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