

# City of Manhattan Beach



## Boards and Commissions Handbook

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# Welcome

The Manhattan Beach City Council would like to thank you for your interest in becoming a City Boardmember or Commissioner. Your willingness and commitment to serve your community is greatly appreciated and we thank you.

The expertise and guidance that City Boards and Commissions provide the City Council as the final decision-making body is very important and relied upon heavily by City Council when issues are discussed.

Historically, Boards and Commissions were created for the purpose of overseeing distinct issues and subjects affecting Manhattan Beach. Although commissions are unique to themselves, there are procedures, protocols and policies that are common to all of them.

In order to assist Boardmembers and Commissioners in becoming familiar with standard procedures and protocol, this Boards and Commissions Handbook has been developed. It provides a general orientation of a boardmember and/or commissioner's role and responsibilities. I urge you to take time to familiarize yourself with the Handbook and to use it as a reference guide as the need arises.

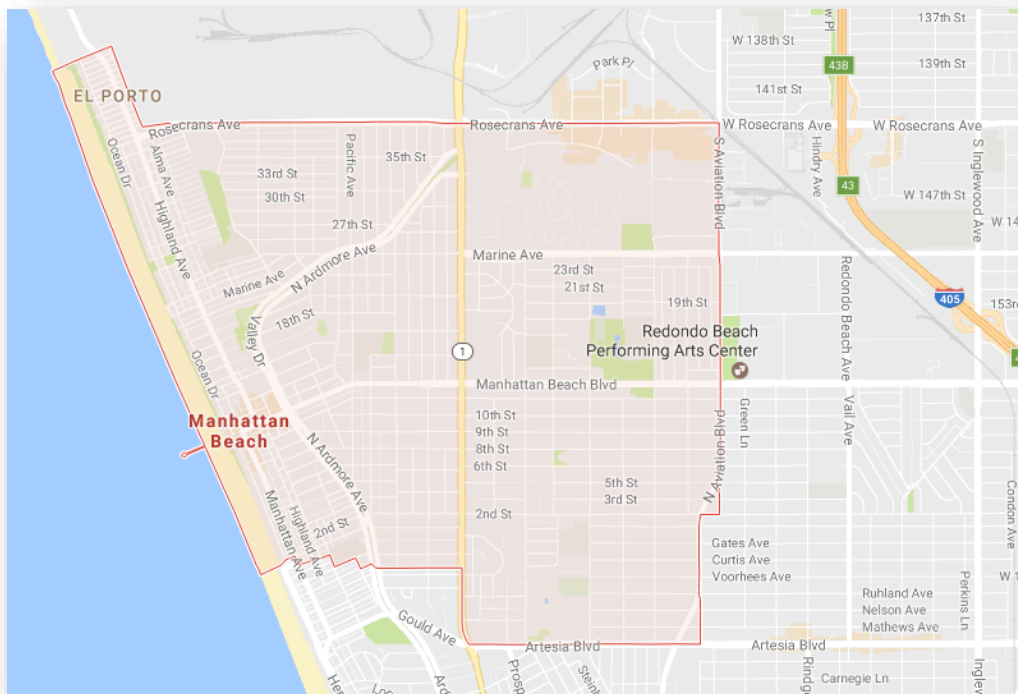
Your dedication to the well-being of the City of Manhattan Beach and its citizens is highly valued. Once again, on behalf of the City Council, thank you for your participation in this process.

Manhattan Beach City Council



# Basic City Information

Incorporated on December 2, 1912, Manhattan Beach encompasses 3.89 square miles, with 2.1 miles of beachfront and 40 acres of total recreational beach area. This community of "Sun, Sand and Sea" is located in the South Bay area of Los Angeles County, 19 miles from downtown Los Angeles, and is one of Southern California's most desirable communities in which to work and live. Manhattan Beach is home to approximately 35,000 residents. The City offers residents a pleasant, peaceful, coastal living environment with easy access to all Los Angeles area amenities. Manhattan Beach is truly cosmopolitan, but maintains the warmth of a quaint small town, far removed from the stress of typical urban life. In addition to its popular coastline, the community is home to large numbers of tourist and family-oriented events, such as the Manhattan Beach Open volleyball tournament, the Pumpkin Races, and the Holiday Fireworks to name a few. Manhattan Beach is a full-service General Law City operating under a Council-Manager form of government. The City Council consists of five members elected at large, each serving a 9 1/2 month mayoral rotation during their four year term. The City Treasurer is also elected for a term of four years. The City Council meets on the first and third Tuesdays of the month at 6:00 PM. The City operates with nine well-run departments, 294 authorized full-time and approximately 215 part-time employees. The City prides itself in offering the highest level of services to its residents and maintains a AAA/Aaa bond rating.



## **Mission Statement**

**The City of Manhattan Beach is recognized for providing exemplary municipal services and contributing to the exceptional quality of life afforded to residents, businesses and visitors who enjoy living in and visiting California's safest beach community.**



# City Elected Officials



Mayor  
David Lesser



Mayor Pro Tem  
Amy Howorth



Councilmember  
Steve Napolitano



Councilmember  
Nancy Hersman



Councilmember  
Richard  
Montgomery



City Treasurer  
Tim Lilligren

# Strategic Plan

The Manhattan Beach City Council approved a City-Wide Strategic Plan in January 2016, after a significant process of input and engagement from City Council, staff and the community. The City uses its Strategic Plan to guide decision-making at all levels of the organization. It allows the City to focus on core functions and ensure that every department is working together towards common goals.

Additionally, it is linked to each department's performance measures in order to align their processes and activities to the tenets outlined in the Plan. The City-Wide Strategic Plan recognizes and seeks to encourage the Core Values of Excellence, Fiscal Responsibility, Ethical Behavior, Mutual Respect, Integrity, Dedication to the Community, Professionalism and Openness. It does so by establishing six Pillars of Success that were considered by the City Council as essential to the vibrant future of Manhattan Beach. They are:



*Manhattan Beach*



**Strong Governance that Values  
Meaningful Resident Engagement**



**Environmental Stewardship**



**Excellent Municipal Services Provided  
by an Aligned and Committed Workforce**



**Effective Physical Asset  
Management - Infrastructure,  
Facilities, Amenities**



**Financial Sustainability**



**Economic Vitality**

## Executive Staff Directory

Position	Telephone	Email
City Manager Mark Danaj	310-802-5053	mdanaj@citymb.info
City Attorney Quinn M. Barrow	310-802-5061	qbarrow@citymb.info
Assistant City Manager Nadine Nader	310-802-5053	nnader@citymb.info
City Clerk Liza Tamura	310-802-5056	ltamura@citymb.info
Finance Director Bruce Moe	310-802-5550	bmoe@citymb.info
Human Resources Director Teresia Zadroga-Haase	310-802-5253	thaase@citymb.info
Parks & Recreation Director Mark Leyman	310-802-5414	mleyman@citymb.info
Police Chief Eve R. Irvine	310-802-5103	eirvine@citymb.info
Fire Chief Robert Espinosa	310-802-5203	respinosa@citymb.info
Public Works Director Stephanie Katsouleas	310-802-5313	skatsouleas@citymb.info
Information Technology Director Sanford Taylor	310-802-5588	staylor@citymb.info
Community Development Director Anne McIntosh	310-802-5500	amcintosh@citymb.info

## Serving the Public Trust

Public employees have a responsibility to uphold the public trust. This responsibility demands the highest standards of conduct and dedication to our individual work assignments. The City will endeavor to create a workplace free from Conflicts of Interest, or the use of inappropriate influence inside or outside the immediate work environment.

As an expression of the concern and respect of the City for its citizens, we are expected to be courteous and helpful in our contact with the public and to present ourselves in a professional manner. Complaints and inquiries should be handled in a prompt, business-like way.

We report for work at the appropriate time, neatly dressed and properly equipped. For the protection of employees and the public we serve, we observe safety regulations and wear appropriate safety gear. We are responsible for maintaining a clean, neat and safe work environment.

We have an obligation to remain objective and to render impartial service. The acceptance of any gift or gratuity from any business or individual that could reflect poorly on the integrity of the City is to be avoided.

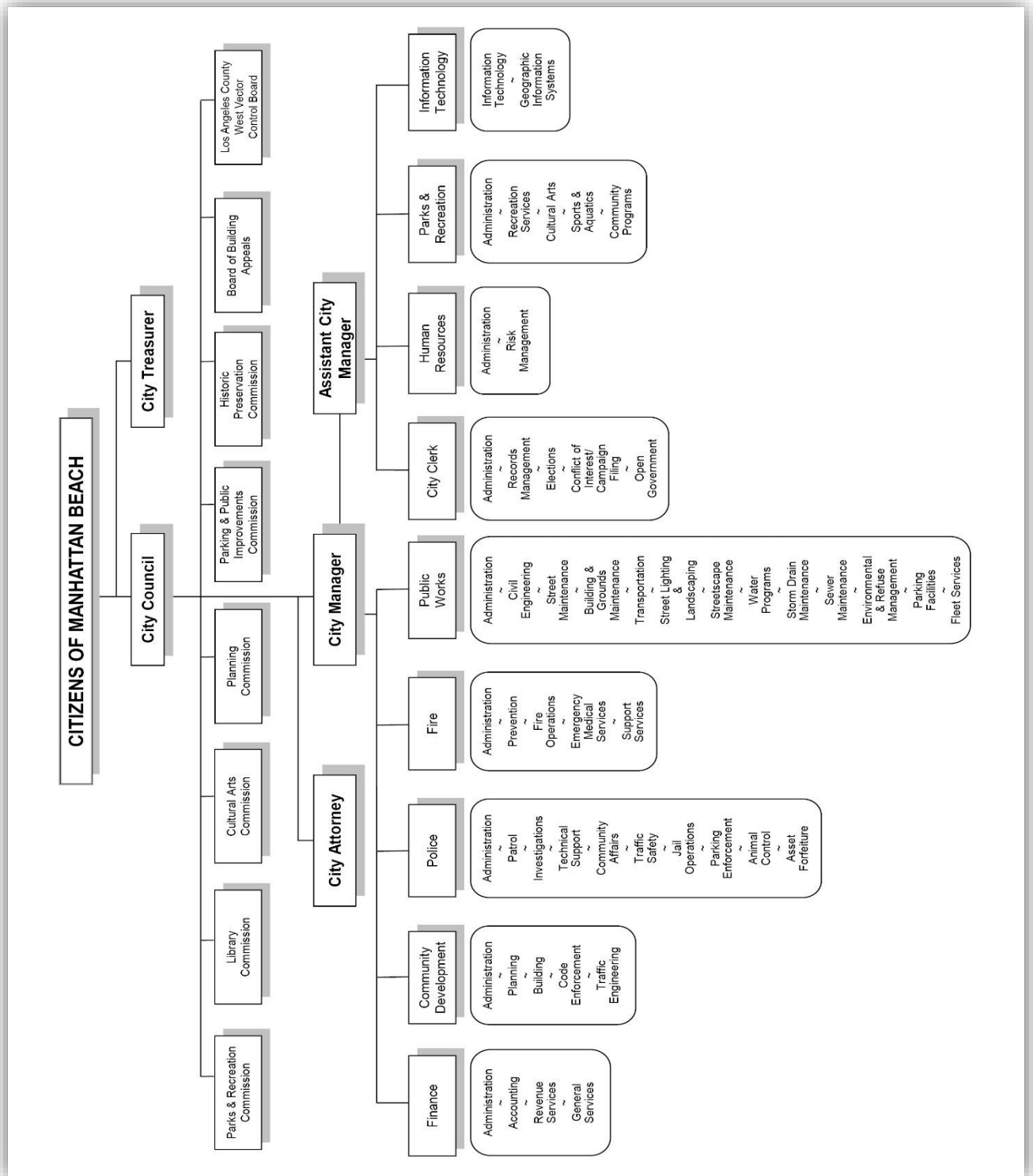
Equipment and supplies are provided to serve the citizens. Misuse or abuse of equipment diminishes the quality of service that can be provided. Personal use of supplies and equipment is a misuse of public funds.

Appropriate social interaction in the workplace is beneficial. However, we should avoid lengthy conversations or visits. Socializing which diminishes productivity deprives the public of the service it deserves.

We in public service have a special and important role. We are expected to observe and respond to community needs. In the event of a major disaster, we are disaster service workers. In time of need, we are subject to additional duties as required. We are visible and expected to assist the public whenever possible.



# City Organization and Department Chart



# City Hall Hours of Operation



## 2017 MB CITY OFFICE HOURS

Mon - Thur 7:30 AM - 5:30 PM | Alternate Open Fri 8:00 AM - 5:00 PM

January 2017

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2017

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2017

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2017

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July 2017

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2017

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2017

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2017


Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2017

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2017

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

 Federal Holiday  
(City Offices Closed)

 Alternate Friday  
(City Offices Closed)

 City Council Meeting  
\* 2017 Manhattan Beach  
General Municipal Election

• If it is a life-threatening emergency, as always dial 911.

• If it is a non-life-threatening emergency call Police Dispatch at (310) 545-4566 to report the emergency and stand-by City Staff will be available to respond.

• Visit [www.citymb.info/city-services/new-city-hall-hours](http://www.citymb.info/city-services/new-city-hall-hours) for extended services available on closed Fridays.

# **City Boards and Commissions**

## **Current Boards and Commissions**

Currently, there is one Board and six Commissions in the City of Manhattan Beach. The City is also represented by one seat on the Los Angeles County West Vector Control Board, appointed by the City Council.

## **Parks and Recreation Department Commissions**

### **Parks and Recreation Commission**

The Parks and Recreation Commission serves in an advisory capacity to the City Council regarding the recreational needs of all citizens, and shall promote supervised public recreation within the City.

- Consists of seven (7) members: four (4) members selected at-large, one (1) member from the Older Adult community, one (1) representative appointed by the Manhattan Beach Unified School District, and one (1) student representative.
- Meets the 4<sup>th</sup> Monday of every month at 6:00 PM in the City Council Chambers.

### **Library Commission**

The Library Commission serves in an advisory capacity to the City Council regarding library services provided by the Los Angeles County Library System to the citizens of Manhattan Beach. This Commission also serves as a liaison between the County, City and public/private community groups supportive of library services.

- Consists of six (6) members: five (5) members selected at-large and one (1) student representative.
- Meets the 2nd Monday of each month at 6:00 PM in the City Council Chambers.

### **Cultural Arts Commission**

The Cultural Arts Commission assists the City Council to develop an Annual Work Plan for Cultural Arts in the City. The Commission also encourages and supports Public Art (festivals, concerts, special events and educational programs) in the community.

- Consists of six (6) members: three (3) members selected at-large, two (2) members selected with art-related experience, and one (1) student representative.
- Meets the 3rd Monday of every month at 6:00 PM in the City Council Chambers.

### **Community Development Department Boards and Commissions**

#### **Planning Commission**

Pursuant to California Planning and Zoning Law and the California Environmental Quality Act (CEQA), the Planning Commission considers land use applications such as use permits, variances, planned development permits, CEQA, and appeals of certain decisions made by the Directors of Community Development, and recommends to the City Council zone changes, code amendments, and modifications to long-range planning documents, including but not limited to the City's General Plan and Local Coastal Plan. It is the only existing Commission that makes official determinations. Planning Commission decisions may be appealed to the City Council.

- Consists of five (5) members
- Meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month at 6:00 PM in the City Council Chambers. When all five current seats have vacated, the regular meeting starting time will be changed to 6:00 PM.

#### **Parking and Public Improvements Commission**

The Parking and Public Improvements Commission (PPIC) makes recommendations to the City Council on public parking issues, capital improvement projects, traffic management and activities within the public right-of-way including encroachment permits.

- Consists of five (5) members: three (3) members selected at-large, and two (2) members owning and/or operating businesses located in the City<sup>1</sup>, excluding home-based businesses.
- Meets the 4<sup>th</sup> Thursday of each month at 6:00 PM in the City Council Chambers.

#### **Historic Preservation Commission**

Among other duties, the Historic Preservation Commission approves or disapproves applications for Certificates of Appropriateness and Certificates of Economic Hardship; compiles and maintains the Register of Historic Resource in

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<sup>1</sup> Commissioner must have a business license registered with the City of Manhattan Beach.

the City; compiles, maintains, and periodically updates the Inventory of Historic Resources; and recommends to the City Council the designation of and nomination of historic landmarks and districts, as well as other duties related to Historic Preservation.

- Consists of five (5) members: three (3) members selected at-large, and two (2) members who are professionals in one of the following fields. (architecture, history, planning, land economics, real estate or a related discipline)
- Meets the 1<sup>st</sup> Wednesday of each month at 6:00 PM (Will meet monthly for the first year and quarterly each year thereafter).
- Members will serve 3 year terms. (Seat No. 4 and No. 5 will serve 2 year terms initially).

### **Board of Building Appeals**

The Board of Building Appeals hears requests for interpretation of California Code provisions, alternative materials and methods of construction. The Board's interpretations and recommendations to the City Council are advisory. Members must be qualified by experience and training. If there are insufficient applicants, the City Council may appoint qualified members serving concurrently on a Commission.

- Consists of three (3) members.
- Meets on an as-needed basis in the City Council Chambers.
- Boardmembers are appointed to indefinite terms.

### **Los Angeles County West Vector Control Board**

The Los Angeles County West Vector and Vector-Borne Disease Control District was formed in 1944 and covers approximately 680 square miles, contains 23 cities, including the City of Manhattan Beach, and unincorporated territory of Los Angeles County. The purpose of the control district is to educate the public about vector-transmitted diseases, vector related injuries and provide additional information on services offered by the control district.

- Each city council, and county board of supervisors within the boundaries of the district, may appoint one (1) representative each to the Los Angeles County West Vector Control Board of Trustees.
- The Board of Trustees holds regular meetings once every two months on the 2nd Thursday of the month at 7:30 PM at the District's headquarters located at 6750 Centinela Avenue, Culver City, CA.
- There are a total of six meetings per year (January, March, May, July, September, November). First time appointees are appointed for a two

- (2) year term; thereafter, a trustee may be appointed to a two (2) or four (4) year term at the discretion of City Council. There is no maximum tenure for this appointment.
- The appointee is subject to separate policies from what is outlined in the Handbook.

# **Policies and Procedures**

## **Qualifications**

Boardmembers and Commissioners are appointed by the City Council. Each year, the City accepts applications for open Board and Commission seats. Notice is published in the City's adjudicated newspaper (The Beach Reporter), on the City's website, social media, and on the City's posting boards. Applications are available in the City Clerk's office and may also be downloaded from the City's website. In order to serve on a Board or Commission, an applicant must be a registered voter, 18 years of age or older at the time the application is submitted to the City Clerk's Office, and reside in the City of Manhattan Beach.

Applicants applying for student representative seats are an exception to the requirements above. Student representatives must be grades 9-12 during their appointed term (June 1 – May 31) and must be residents of Manhattan Beach. Incoming freshman completing their eighth grade year are considered eligible.

All Board and Commission candidates are required to acknowledge (on their application) that they have read the Boards & Commissions Handbook. The Boards & Commissions Handbook is available on the City's website. Minor changes to this Handbook such as updating the Elected Officials page or the Executive Staff Directory, may be made by the City Clerk, but substantive revisions will require City Council approval.

## **Terms**

The term of office for each Commission is three (3) years, starting June 1<sup>st</sup> and ending May 31<sup>st</sup>. Student representatives serve a one-year term.

Commissioners may serve a maximum of two consecutive three year terms (6 years) on the same Commission. Partial term appointment (see Filling Unscheduled Vacancy) to any term is not applied to the term limit.

Commissioners should not expect to be automatically re-appointed to their Commission seat. At the end of their first term, those Commissioners seeking re-appointment must reapply and submit an updated application. An interview with the City Council is required.

After serving two consecutive three year terms (6 years), Commissioners must wait one year before serving on the same Commission again. Commissioners may apply to be appointed to a different Commission at any time, but, with the exception of the Board of Building Appeals, may not serve concurrently on more

than one Commission. Members of the Board of Building Appeals are not subject to any term limits.

Term expirations on each Board and Commission shall stagger so all seats do not expire within one year.

### **Annual Interview and Appointment Process**

Periodically, the City Council will change the Interview and Appointment Process. Most recently, the City Council adopted Resolution No. 16-0032 on April 19, 2016. This Resolution governs the interview, appointment and voting process for City Boards and Commissions. The Resolution states that interviews will take place at a City Council meeting. A copy of Resolution 16-0032 is attached as Exhibit A in the attachments section of the Boards and Commissions Handbook. The City Clerk is responsible for the Annual Interview and Appointment Process and will make the necessary arrangements once per year during the spring. The City Council may from time to time amend the Annual Interview and Appointment Process. The City Clerk's Office will adhere to timeframes during the Annual Interview and Appointment Process as detailed below.

<b>Annual Process</b>	<b>Annual Timeframe</b>
Advertise Expected Vacancies	February - April
Boardmember and Commission Application Submission Period	February - April
City Council Conducts Interviews <sup>2</sup>	1st City Council Meeting of May
1 <sup>st</sup> Round of Appointments	1st City Council Meeting of May
2 <sup>nd</sup> Round of Appointments	2 <sup>nd</sup> City Council Meeting of May
Conduct Ethics Training for Appointees	May - June
Commissioner/Boardmember Begins Term	June 1st

### **Filling Unscheduled Vacancies**

From time to time, Board and Commission vacancies occur prior to the expiration of the term for various reasons such as voluntary resignations and removal. When such a vacancy occurs, the City Clerk shall publish the vacancy and accept applications. A new member will be appointed by the City Council at a public meeting.

If a vacant seat has 18 months or less remaining in its term, the new member will complete the original term of office and automatically be re-appointed to a

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<sup>2</sup> Per Resolution No. 16-0032, interviews will be recorded and available for viewing at a later date on the City's website.

three-year term. Following the three-year term, the member will be eligible for re-appointment by the City Council to another three-year term. If Commissioner desires to be re-appointed, it is recommended that the Commissioner re-apply and re-interview.

If a vacant seat has 18 months or more remaining in its term, the new member will complete the original term of office and then be eligible for re-appointment for only one succeeding three-year term.

### **Compensation**

Boardmembers and Commissioners are volunteer positions and will serve without compensation but may be reimbursed for their reasonable and necessary costs and expenses incurred in connection with the performance of their duties. Expenses must be pre-approved by the Department Head and Staff Liaison.

### **Resignations and Removals**

A member of a Board or Commission may be removed from office by a vote of the majority of the City Council. A Commissioner may also resign with a formal letter of resignation submitted to the City Clerk and agendaized for City Council acceptance.

Four (4) absences are permitted within a term (June 1 – May 31). After the 4th absence, a member who exceeds the absence allowance will automatically forfeit their Board or Commission seat and must submit a resignation letter. If no letter is submitted to the City Clerk's Office within 14 days, the seat will be deemed vacant. This includes all meetings, i.e., Regular, Adjourned, Joint and Special. Tardiness to a meeting by an amount greater than 30 minutes will be counted as an absence.

Non-attendance by the student representatives during the summer are not considered absences. Absences for student representatives only apply during the school year.

Members of the Board of Building Appeals and Historic Preservation Commission are subject to stricter meeting attendance standards due to the irregularity and limited frequency of meetings. Two (2) absences are permitted within a term (June 1 – May 31). Therefore, after the 2<sup>nd</sup> absence, a member will automatically forfeit their Board or Commission seat and must submit a resignation letter.

### **Orientation Training**

In October 2007, the City Council made mandatory an Orientation Training process for all new Boardmembers and Commissioners. Newly appointed members are required to attend one (1) training session in May provided by the City Clerk prior to attending their first Board/Commission meeting. This mandatory orientation is optional for Boardmembers and Commissioners who are re-appointed.

If appointed to fill a vacancy outside the normal appointment time-period (when training is not available), newly appointed Boardmembers or Commissioners shall review an Orientation Training video and sign an affirmation with the City Clerk prior to attending their first Board or Commission meeting. Additionally, the Department liaison will provide a detailed orientation.

### **Statement of Economic Interests**

The City's Conflict of Interest Code requires every commissioner<sup>3</sup> to submit a statement of economic interests (referred to as Form 700) for public officials. The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests.

Boardmembers and Commissioners are required to submit a Form 700 to the City Clerk's Office within 30 days from the day they are appointed by the City Council. Failure to do so will disqualify a boardmember or commissioner from serving on a Board or Commission and will be subject to removal.

### **Civic Center Parking**

To assist Boardmembers and Commissioners who must attend meetings, free evening parking is provided in the underground parking lot at City Hall, Monday through Thursday, after 3:00 PM.

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<sup>3</sup> The Board of Building Appeals is exempt from this requirement.

# Work Plan

During the course of a Boardmember or Commissioner's term, Work Plans may need to be developed with the Staff Liaison. Depending on the department associated with the Staff Liaison, a Work Plan will need to be developed. Work Plans will follow the Work Plan Process (described below) and will require discussion and City Council approval.

## **Work Plan Development for the Parks and Recreation Department**

Commissions will follow a Work Plan Process. The Work Plan will be a guiding document that provides direction and discussion items for the upcoming year. Staff Liaisons will work with commissioners to create approved Work Plans that correspond with City Council goals and priorities. The Work Plan will outline the commission's goals, future activities, any necessary or anticipated budgetary considerations and priorities for the upcoming year.

Prior to the annually scheduled Joint City Council/Commission meeting, the Staff Liaison will develop a list of ideas to discuss with City Council. At the Joint meeting, the commission will receive direction and prioritize ideas from the City Council. Subsequently, at the next regularly scheduled commission meeting, the commission will further develop a Draft Work Plan based on City Council direction. Ideas will then be filtered to be consistent with City Policies and develop fiscal implications. Following the approved Draft Work Plan, Staff Liaisons shall provide a cover memo indicating whether the Commission's Draft Work Plan corresponds with the Department's Work Plan. The process allows staff and commissioners to draft a Commission Work Plan that properly accounts for their priorities and requests funding to meet their goals. One example would be organizing a Speaker Series at the Joslyn Community Center or the Manhattan Beach Library.

The Commission's Draft Work Plan will then be presented at a regularly scheduled City Council meeting for City Council approval. Upon City Council review, the City Council may add, remove or revise items. City Council may ask for periodic updates on items or for the Boards/Commissions to develop options and recommendations for further City Council action.

If a new item is brought forward from the commission after the Work Plan has been approved by the City Council, the commission may still request permission to discuss that item, but will require City Council approval. During the "Commission Items" portion of a Commission meeting, a Commissioner may raise the idea of a new initiative for potential future consideration. If the majority of the Commission agrees to pursue the new initiative, the Commission may forward the request to the City Council through a letter or summary prepared by the Staff Liaison and

attached to the Commission Minutes asking to consider amending the Work Plan to include the new initiative.

Below is a breakdown of what is within the purview of each commission's Work Plan development.

### **Parks and Recreation Commission**

The Parks and Recreation Commission will assist the City Council to develop an annual Work Plan on recreational and park needs of our residents, and promotes use of open space as well as supervised public recreation within the City.

### **Library Commission**

The Library Commission will assist the City Council to develop an annual Work Plan regarding library services provided by the Los Angeles County Library System to the citizens of Manhattan Beach.

### **Cultural Arts Commission**

The Cultural Arts Commission will assist the City Council to develop an annual Work Plan to encourage and support art education programs in the community and schools; and make recommendations to the City Council for the Arts in Public Places and Strand Alcove Bench Programs.

### **Work Plan Process for Community Development Department**

Boards or Commissions that are quasi-judicial or meet irregularly such as: the Planning Commission, Board of Building Appeals, Historic Preservation Commission and Parking and Public Improvements Commission (PPIC) will develop Work Plans, but are limited in their scope.

The work of these bodies is regulatory in nature and is primarily mandated by State and Local codes. In addition, from time to time, amendments to the City's regulations will be required due to changes in law. To that end, these bodies may be asked to review policy documents or legislative matters and provide direction to City Council through the Work Plan Process. In addition, Boardmembers and Commissioners may require training and education to remain current with the technical information that governs their work. How the Work Plan Process applies to each board or commission within the Community Development Department breaks down as follows:

### **Planning Commission**

The Planning Commission is a quasi-judicial Commission responsible for making official determinations on land use applications such as use permits, variances, planned development permits, CEQA, and appeals of the Directors decisions, and recommendations to the City Council on zone changes, code amendments, and modifications to long-range planning documents.

### **Parking and Public Improvements Commission**

The Parking and Public Improvements Commission (PPIC) makes recommendations on public parking issues, capital improvement projects, traffic management and activities within the public right-of-way including encroachment permits by receiving City Council or staff liaison direction.

### **Historic Preservation Commission**

The Historic Preservation Commission advises the City Council in all matters pertaining to historic preservation in the City. However, since the commission meets on a quarterly basis (after their first year) the Commission may be fairly limited in the amount of items to review.

### **Building Board of Appeals**

The Board of Building Appeals meets on an as-needed basis that is contingent upon appeals to the City's interpretation of the Building Code. Therefore, the annual Work Plan development process is not applicable to the Board.

### **Los Angeles County West Vector Control Board**

The Los Angeles County West Vector Control Board is not a Board managed by the City of Manhattan Beach and therefore cannot direct the board to follow a formal Work Plan. Therefore, the boardmember (or trustee) may bring up matters at the County's board meetings that are requested by City Council.

# Legal Procedures

## **Assuming Office**

The California Political Reform Act of 1974 requires that certain public officials must file Statements of Economic Interests on an annual basis. Staff will notify each Commissioner as to whether he or she must file a Statement of Economic Interest.

The Act also requires public officials to disqualify themselves from participating in decisions which may affect their financial interests annually.

The Fair Political Practices Commission (FPPC) is the agency with the primary responsibility for interpreting and enforcing the Act. The Act requires local agencies, such as the City of Manhattan Beach, to administer the processing of Statements of Economic Interests.

After your appointment by the City Council, the City Clerk will provide the necessary forms to each Commissioner required to file a Statement of Economic Interest. Any Commissioners with questions regarding economic interests should contact the Fair Political Practices Commission (FPPC) in Sacramento at (916) 322-5660 or toll free at (866) 275-3772.

The City Attorney prepares handbooks on Conflicts of Interest and the Brown Act. These Handbooks are available upon request. The following briefly summarizes both topics.

## **Conflict of Interest**

Boards and Commissions address a wide range of issues, therefore it is likely that matters will be discussed which directly or indirectly impact Board and Commission members. The proper operation of local government requires that public officials, including Board and Commission members, be independent, impartial, and responsible to the people. State law prohibits certain Conflicts of Interest. Some conflicts are treated as criminal acts. Please refer to a Conflict of Interest Handbook for more information.

In general, if you have a financial interest in a matter that is about to be discussed, you should disclose that during the meeting, prior to the discussion of the item, leave the dais and refrain from participating in the discussion or vote. If you have a question about what may or may not be a Conflict of Interest you may consult the City Attorney for clarification prior to the meeting. You should contact the City Attorney at the earliest possible time so that the City Attorney can assist you in

getting a formal opinion from the FPPC. Only a formal opinion from the FPPC can immunize you from liability on conflict issues. However, there is no Attorney/Client privilege for this type of discussion.

### **The Ralph M. Brown Act & Sunshine Policy**

The Ralph M. Brown Act (The Brown Act) (California Code Section 54950 through 54962), described as the strictest open meeting law in the United States, requires that all Board and Commission business be conducted in public. The Act further requires that all meetings of Boards and Commissions be open to the public, without any restriction on the right of the public to attend, and that all actions to be considered be set forth on the Boards and Commission's written agenda.

Board and Commission members should not discuss Board/Commission business with a quorum of other Board/Commission members outside of a public meeting. A quorum is defined as a majority of the members of the official body.

Off-agenda discussions (in person, on phone, in e-mail or otherwise) of agenda items or Commission business among a quorum of Commissioners are prohibited even if serial in nature. For example, if Commissioner X e-mails Commissioner Y regarding Commission business and forwards Commission Y's response to Commissioner Z, a Brown Act violation may have occurred. If a citizen or staff member e-mails Commissioners X, Y and Z soliciting their opinions about an agenda item and each reply copying all, a Brown Act violation has probably occurred. Commissioners should take extra care to review the content and recipients of e-mails and all communications to avoid Brown Act violations.

Should you have questions regarding The Brown Act, please contact the City Attorney.

On August 18, 2015 City Council adopted a Sunshine Policy directing staff to go above and beyond the minimum requirements of The Brown Act. Where applicable, Boardmembers and Commissioners are required to fully comply with the City's Sunshine Policy (see Attachment – Exhibit B).

### **Ethics Training**

The City Council requires that City Board and Commission members attend ethics training. A member has one year from the time of appointment to complete the training. The training must be repeated every two years while serving. Your Staff Liaison and/or City Clerk will notify Board/Commission members of an upcoming training.

# **Board and Commission Meetings & Process**

## **Agenda Packets**

Prior to each Board or Commission meeting, City Staff prepares an Agenda, a Staff Report, and accompanying documentation (Agenda Packet). This information is posted 72 hours before the meeting on the City's website, the City's posting boards, and is available via hard copy at City Hall. Board and Commission members will receive their Agenda Packet delivered to their home or other specified location the Thursday or Friday prior to the week of their meeting.

Boardmembers and Commissioners should read their Agenda Packet prior to the public meeting. Commissioners who have questions after reviewing the Agenda Packet are encouraged to call their City Staff Liaison prior to the meeting. This allows Staff an opportunity to prepare additional information for the meeting, if necessary. While it is appropriate to ask questions of Staff, it is equally important to keep an open mind until after the matter has been presented. The Brown Act requires decisions to be made during the public meeting. Therefore, if you learn information from your discussion with Staff prior to the public meeting, it is important that you state this information during the public meeting. In addition, for due process, you should state for the record any conversations you have with the applicant or the public prior to your body's consideration.

## **Minutes**

Minutes are taken by City Staff at each meeting. Minutes contain a record of the proceedings, motions and actions, date, time location, staff and Commissioners present, adjournment time, and date, time and location of next meeting.

Minutes are not taken verbatim, but rather summarize the position, reasoning and vote of each Boardmember or Commissioner. While Minutes may reflect statements, positions and the vote of each member, the recommendation to the City Council will be by the collective body as opposed to individual members. Where the Commission's recommendations are different from Staff, Staff will present both positions. The Minutes will also identify all public individuals who comment on issues.

Minutes become an official record once they are approved by the majority of the Commissioners at the following meeting. Corrections to the Minutes may be made during a public meeting with the approval of the majority of Commissioners.

## **Meetings & Quorum**

A quorum (a majority of the members of the body) is required to conduct an official meeting.

### **Regular Meetings**

The Brown Act requires that the time and place of the scheduled meetings be set forth in rules and regulations of the Board or Commission and that an agenda be published 72 hours in advance.

### **Adjourned Meetings**

City Staff may cancel a regularly scheduled meeting for lack of a quorum. Staff shall post a notice in advance of the new adjourned meeting.

### **Joint Meetings**

Once per year, City Council and Staff may schedule a Joint Meeting with each Board and Commission. These meetings enable Commissioners, Staff and Councilmembers to discuss issues of mutual interest and gather ideas for Work Plan preparation. Its dual purpose is to serve as a venue for attendees to get to know each other better. Joint meetings are public meetings and are noticed accordingly. Below are regularly scheduled timeframes in which Joint Meetings are expected to be held annually<sup>4</sup>.

<b>Board/Commission</b>	<b>Annual Timeframes</b>
Parks and Recreation Commission	First Monday of June
Library Commission	First Monday of June
Cultural Arts Commission	First Monday of June
Planning Commission	Third Wednesday of June
Parking and Public Improvements Commission	Third Wednesday of June
Historic Preservation Commission	Third Wednesday of June
Board of Building Appeals	N/A

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<sup>4</sup> Joint meetings held on the same dates will be held for an allotted time of one hour with each commission.

### **Special Meetings**

Pursuant to The Brown Act, the Chair of a Commission may call a special meeting at any time with 24 hours advanced written or email notice. Written notice must be sent and received by each member of the Commission and then posted for the general public. The notice must state the time and place of the meeting, and all agenda items to be transacted or discussed. The agenda must be posted at least 24 hours prior to the special meeting at all City posting locations.

# **Rules, Duties and Limitations**

## **Roles**

In general, the role of Boards and Commissions is to advise and provide recommendations to the City Council regarding issues that are presented to the Commission from either the City Council, City Staff, or initiated by the Commission itself and approved by the City Council for study. Staff will generally recommend solutions to the issue at hand. Commissioners are welcome to suggest additional solutions, as well. Both Staff and Commission solutions will be presented to City Council in a Staff Report.

Boards and Commissions are officially appointed bodies by the City Council. Commissions may form Ad Hoc Committees of less than a majority of its membership to conduct studies and to develop recommendations to be considered by the Commission. Ad Hoc Committees are established for specific purposes and for limited time periods.

## **Duties**

Boardmembers and Commissions' general duties are to attend their Board and Commission meetings, review in advance the Agenda Packet, take public testimony, evaluate and deliberate with their colleagues and Staff, and make Commission recommendations to City Council that are in the best interest of the community.

Depending on the issue before the Board or Commission, it is permissible and may be helpful for Boardmembers and Commissioners to make site visits. Ask your Staff Liaison to advise you.

Boards and Commissions may on occasion be asked to reach out to the community to inform the general public about various issues and events that are relevant to their Commission work. In these cases, City Staff and City Council will create an outreach plan with the Board or Commission as identified in the City Council approved Work Plan.

## **Limitations (Do Not)**

- Make law or policy
- Direct Staff or Council
- Authorize City expenditures
- Do anything not authorized by law or herein

# **Rules Regulations and Decorum**

## **Running the Meeting**

The Chairperson presides and conducts the meetings in accordance with the Brown Act Commission by-laws (if any) and Roberts Rules of Order. Each Commission shall also appoint a Vice Chairperson who shall serve as Chair should the Chair be unable to conduct a meeting.

The Commission Chair and Vice Chairperson are one-year terms (June 1 to May 31) and are rotated amongst the Commissioners in order of their seniority on the Commission.

If the Chairperson seat becomes vacant during a term, the Vice Chairperson shall assume the duties of Chairperson and a new Vice Chairperson will be appointed by the Commission in accordance with seniority on the Commission.

## **Relationship Between the Commission and City Staff**

The City Manager appoints a Staff Liaison for each Board and Commission. He or she becomes the primary contact between the Commission and the City Council. If a Commissioner sends a letter or e-mail message to the City Council and or City Manager concerning Commission related issues, a copy should be sent to the Staff Liaison as well.

The role of the Staff Liaison is to provide information to the Boardmembers and Commissioners to assist them in making a recommendation to the City Council. The Staff Liaison prepares the Agenda Packet and ensures that all public notices are made. He or she also attends each meeting, and prepares the Staff Report and Minutes that go to City Council with the Commissions' recommendations. Commissioners may request any changes to the meeting minutes during the meeting at which the minutes are being presented for approval. Staff Liaisons are responsible for the legislative history of the Board or Commission which includes agenda packets, minutes and resolutions (for Planning Commission).

## **Communication with the Public & Stakeholders**

Commissioners are often contacted by the public or other stakeholders with regard to matters before them. It is appropriate to receive this information in order to learn more about the issue. However, it is important that Commissioners refrain from making decisions or expressing their views on the pending issue prior to the meeting. Keeping an open mind will make it easier for Commissioners to understand all sides of an issue once it is presented at the public meeting.

Commissioners may encourage those who take an interest to attend and participate in Commission meetings. Commissioners should keep in mind, however, that many people who may be impacted will not be in attendance. Commissioners should endeavor to represent the interests of all the citizens of Manhattan Beach, not just the individuals present at a meeting. Commissioners should use their best judgment to make the decision that is best for the entire community.

As mentioned earlier, the disclosure during a public meeting of site visits, as well as prior contact with applicants, opponents or other stakeholders (known as "Ex Parte Communications") is required prior to discussing and acting on a matter.

### **Communication with Council**

It is the Staff Liaison's role to communicate to City Council the findings of the Board and Commissions. Where the Commission recommendations are different from those of the Staff, Staff will present both positions to City Council in the Staff Report and presentation.

Commissioners are not permitted to speak during City Council meetings on topics that have come before their Commission. They may, however, make phone calls or send e-mails to the City Council, with copies to their Staff Liaison.

As mentioned, Boardmembers or Commissioners may have the opportunity to meet directly with the City Council at least once per year during the Joint Meeting, where discussion on Work Plan items are appropriate.

# Keep in Mind

## **Teamwork**

We are honored to have you as part of our team! Your appointment places you among others who share your commitment to the community and your fellow citizens of the City of Manhattan Beach. You will realize that in order for a local governmental agency to effectively serve the needs of its residents and businesses, there must be cooperation and teamwork at every level including the City Council, Board & Commission members and City Staff.

## **Different Opinions are Welcome**

Everyone sees the world in a slightly different way, and the five or more individuals serving on a Board or Commission are no different. You will have your own opinions and views with respect to certain issues, as will your colleagues. You should respect the opinions and views of others whether they are Staff, other Board/Commission members, or individuals speaking before your Board or Commission.

As a Board or Commission member, you will invest a great deal of time and energy to arrive at a meaningful recommendation for the City Council's consideration. Do not be upset or frustrated if Staff members disagree with the Board/Commission's recommendation. City Staff is motivated by the same goals as the Board or Commission members – namely, the best interests of the City. They too have an obligation to present their best recommendations to the City Council. The ultimate decision rests with the City Council, and it is incumbent upon City Staff to provide the City Council with all the relevant information to make the best decision. At times this may include positions that conflict with Commissioner's positions or the Commission's recommendation.

## **We Value Your Service**

As a member of a City Board or Commission, you play a very important role in making Manhattan Beach a great place to live and work. You will be asked to make recommendations on a number of issues, many of which have an equal number of supporters and opponents. You may find that making these recommendations is not always an easy task.

You will soon realize that the services the City provides, many of which require careful thought and planning, ensure the highest quality service while remaining cost efficient. You will learn that there are different rules and procedures required to accomplish goals and complete projects for a public agency than for a private

company. Many of these requirements and regulations are unfamiliar to the average citizen.

### **Enjoy the Experience**

You should take comfort in knowing that you are making a positive difference in your community. Without you and your fellow Board and Commission members' help and personal insight, the City of Manhattan Beach would not be the great place that it is!

# Attachments

## Exhibit A - Boards and Commissions Interview & Appointment Process (Resolution No. 16-0032)

### RESOLUTION NO. 16-0032

#### A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ESTABLISHING THE INTERVIEW, APPOINTMENT AND VOTING PROCESS FOR THE CITY'S BOARDS, COMMISSIONS AND COMMITTEES

WHEREAS, the operation of the City of Manhattan Beach government is a shared responsibility of elected officials, staff, and many citizens who serve voluntarily on various boards, commissions, and committees;

WHEREAS, the purpose, powers and duties of all boards, commissions and committees are determined by the Manhattan Beach City Council and set forth in the Municipal Code section specific to each board, commission and committee;

WHEREAS, the City of Manhattan Beach is best served when there is broad representation of citizen demographics and interests on its boards, commissions, and committees;

WHEREAS, the Manhattan Beach City Council is sensitive to the need for fairness in making appointments to boards, commissions, and committees;

WHEREAS, the Manhattan Beach City Council desires to appoint qualified, knowledgeable, and dedicated people to serve on its boards, commissions and committees;

WHEREAS, all appointments will be consistent with requirements of applicable law;

WHEREAS, the Municipal Code previously governed the process for appointments; and

WHEREAS, the purpose of this Resolution is to establish a fair, consistent, uniform and efficient process for making City Council appointments of members to the City's various boards, commissions and committees.

NOW THEREFORE THE MANHATTAN BEACH CITY COUNCIL DOES RESOLVE AS FOLLOWS

Section 1. Interviews for vacant boards, commissions or committee seats will be conducted at a City Council meeting.

Section 2. The start time for interviews will be determined based on the number of applicants for each vacancy.

Section 3. A defined set of interview questions will be drafted and reviewed by the Human Resources Director for impartiality prior to the scheduled interviews.

Section 4. Each candidate will interview with the entire City Council as a group.

Section 5. Applicants will be called into the City Council Chambers one at a time for his or her interview.

Section 6. Interviews will be conducted in the City Council Chambers.

Section 7. After all interviews have been completed, City Council will deliberate and make appointments to each vacant seat based on a majority vote. Appointments will be conducted as an agenda item at a publicly held regular City Council meeting.

Section 8. This resolution shall take effect immediately upon adoption.

Section 9. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED April 19<sup>th</sup>, 2016.

Ayes: Howorth, Powell, Burton, Lesser and Mayor D'Errico.  
Noes: None.  
Absent: None.  
Abstain: None.

  
TONY D'ERRICO  
Mayor  
City of Manhattan Beach

ATTEST:

  
\_\_\_\_\_  
Liza Tamura  
City Clerk

# Attachments

## Exhibit B - Sunshine Policy

### **1. PURPOSE**

The City of Manhattan Beach ("City") is committed to transparency, open government and providing the public with timely and wide-ranging access to its meetings, written records and information.

This Sunshine Policy is the culmination of the work initiated by the City's Ad Hoc Open Government Subcommittee which was established in order to improve transparency, openness and accessibility. From 2011 to 2013, the Ad Hoc Open Government Subcommittee held multiple public input meetings to discuss many open government best practices. Through the research conducted, the Ad Hoc Open Government Subcommittee created and revised numerous Open Government Initiatives, and developed an Open Government Initiatives Matrix. In some instances, the City Council directed staff to go above and beyond the minimum requirements of the Ralph M. Brown Act (Brown Act). In other instances (e.g. Appendix A, No. 2), City Council directed staff to fully comply with the Brown Act.

The purpose of this policy is to compile the work of the Ad Hoc Open Government Subcommittee into one cohesive policy with the goal of ensuring the public has easier access to City government, so that they may be more informed about what their City is doing, and so that they may be involved in a more meaningful and knowledgeable way.

### **2. FINDINGS**

The Manhattan Beach City Council finds as follows:

A. The Ralph M. Brown Act states: "The people of this State do not yield their sovereignty to the agencies which serve them."

B. It is the City's duty to serve the public and to accommodate those who wish to obtain information about or participate in the process of making decisions by providing comment and input, prior to any official decision.

C. Elected City officials, commissions, boards, advisory bodies and other agencies of the City exist to conduct the people's business. This policy is intended to assure that the deliberations of these bodies and the City's operations are open to the public.

D. Each member of the public is afforded the following: the ability to attend City Council meetings and provided an opportunity to directly address the council "before or during" consideration of an agenda item. In those rare and unusual circumstances where the business of government may be conducted behind closed doors, those circumstances must be carefully and narrowly defined to prevent any abuse.

E. This policy is intended in part to clarify and supplement the Ralph M. Brown Act and the California Public Records Act to assure that the people of the City of Manhattan Beach can be fully informed and thereby retain control over the instruments of local government in their City.

### **3. DEFINITIONS**

Unless defined herein, the definitions in the Ralph M. Brown Act and the California Public Records Act and related laws shall govern.

### **4. SUNSHINE INITIATIVES**

The City of Manhattan Beach goes above and beyond the minimum requirements of the Brown Act. The following initiatives reflect the work of the Ad Hoc Open Government Subcommittee as well as additional implemented Sunshine initiatives:

#### **A. Public Forums, Hearings and Meetings.**

The City Council has adopted the attached Meeting Management Resolution (Resolution No. 16-0049), or its successor, amends and restates the rules of order for the conduct of City Council meetings and includes a number of Sunshine Initiatives, including:

- a. **Public Comment** - Provides the public an early opportunity to comment on any agenda item, or non-agenda item within the subject matter jurisdiction of City Council.
- b. **Planning Commission Quasi-Judicial Decisions** - Provides the public early notification of Planning Commission Quasi-Judicial Decisions.
- c. **Forecast Agenda and Future Discussion Items** - Provides the public early notification of future City Council Agenda items.

(Resolution 16-0049; Appendix A, No. 9, No. 10, No. 23 and No. 31).

#### **1. City Council Agenda and Agenda Packet Noticing and Distribution Timeframes:**

- a. Posting a copy of the agenda in a location freely accessible to the public 24 hours a day, no later than six days before the date of the meeting, and shall specify the time and location of the regular meeting (Appendix A, No. 1) and;
- b. All agendas shall be posted on the bulletin boards located outside of City Hall and the bulletin boards at the Joslyn Community Center, the Manhattan Heights Community and on the City's website no later than six days before the date of the meeting. Complete agenda packets for each body shall be made available at the office of the City Clerk, the Manhattan Beach Police Department, the Joslyn Community Center and the Manhattan Beach Public Library as well as posted on the City's website, to the extent fiscally and technologically feasible, no later than

six days before the date of the meeting, and shall be available for immediate public inspection at the locations listed above during normal business hours, except for the Manhattan Beach Police Department which will be available 24 hours a day, seven days a week (Resolution 16-0049) and;

c. All agendas and agenda packets of every regular City Council meeting shall be available to the public by an email subscription through the City's email notification (E-Notify) system (Appendix A, No. 1, No. 19 and No. 26). Such service shall be provided free of charge and shall be provided to the subscriber until the request for the service is cancelled by the subscriber or the email address is no longer valid. The email shall be sent at the time of the posting of the agenda for the meeting.

d. By reference, the attached Resolution 16-0049 or its successor, City Council meeting agendas shall include a tentative agenda forecast of upcoming City Council meetings and items that need to be agendaized for future meetings, Consent Calendar section (Resolution 16-0049; Appendix A, No. 4, No. 11, No. 12, No. 13, and No. 28).

e. When applicable, a comprehensive public outreach section is now incorporated into the new staff report format. This new format includes a Public Outreach/Interest section which will be utilized to discuss planned outreach efforts that have occurred with various stakeholders (Appendix A, No. 14) and;

f. Documents provided to the City Clerk after the posting of an agenda will be distributed to the City Council and hard copies will be made available for the public at the City Council meeting (Resolution 16-0049).

g. All agendas of every quasi-judicial body shall be available to the public by an email subscription through the City's email notification (E-Notify) system (Appendix A, No. 1). Such service shall be provided free of charge and shall be provided to the subscriber until the request for the service is cancelled by the subscriber or the email address is no longer valid. The email shall be sent at the time of the posting of the agenda for the meeting.

h. Early notification of recent Planning Commission decisions will be posted on the City's website and distributed through the City's E-Notify system (Appendix A, No. 31).

Notwithstanding any other provision of this policy, the inability of an agenda subscriber to timely receive the agenda or agenda-related material via the City's E-Notify system pursuant to this section, shall not constitute grounds for invalidation of the actions of the body taken at the meeting for which the agenda or the agenda-related material was not timely received.

## 2. Closed Session Language, Settlement Transparency.

This policy will provide more information to the public regarding the language on Closed

Session agendas pertaining to litigation matters and settlement agreements. The language is listed below:

- a. **Existing Litigation** - The City will provide additional information to describe closed sessions concerning existing litigation to adequately inform the public of the nature of the litigation.
- b. **Anticipated Litigation** - The City will provide additional information as to the existing facts and circumstances to describe closed sessions concerning anticipated litigation.
- c. **Settlement Agreements** - Proposed settlements of litigation will be placed on the open session portion of City Council meeting agendas for Council action except where the City Council finds, based upon the advice of legal counsel, that open discussion would prejudice the position of the City.

### 3. Minutes.

- a. Each body covered by the Brown Act shall record the minutes for each meeting convened under the provisions of the Brown Act. The format of the minutes for City Council meetings will be action minutes (Appendix A, No. 8). The draft action minutes of each City Council and Planning Commission meetings shall be available for inspection and copying upon request within the shortest possible time after the meeting (Appendix A, No. 7). In addition, the City shall also provide closed captioning of all City Council meetings and Planning Commission meetings (excluding Closed Sessions) for the hearing impaired (Appendix A, No. 22).

## **B. Knowledge, Acquisition and Information Accessibility.**

### 1. Cell Phone and Electronic Device Policy.

- a. City Councilmembers, Commissioners and Board Members shall not use electronic devices at any time during a City Council, Commission or Board meeting, with the exception of electronic tablets used for accessing City Council, Commission or Board agendas and reports (and relative subject matter notes using City-sponsored software).
- b. The foregoing limitation shall not apply to receipt of telephone calls or text messages from family members in the event of an urgent family matter. The City Councilmember, Commissioner or Board Member wishing to respond to such a message during the meeting shall do so during a recess or shall request to be excused from the meeting to place the return call or text in a manner that does not disrupt the meeting.

## 2. Technology and Transparency.

a. The City shall also receive public comment on its website on agendas, topics and issues within the City's jurisdiction and related to official City business. The purpose of receiving public comment through the City's website is to expand the City's civic engagement efforts in order to reach out and obtain comments and feedback from a broader segment of the City's population. The City will also use its website and internet based platforms to disseminate important information to the public. The City will employ multiple internet based platforms to receive public comment, feedback, ideas and suggestions (Appendix A, No. 15, No. 20, No. 21, No. 30, and No. 33). These internet based platforms will be made available on the City's website and may include but are not limited to:

1. Facebook.
2. Twitter.
3. Nixle.
4. Open City Hall.
5. Information Memos.
6. Budget Transparency Platform.
7. GovQA (Internet based, public records request portal used for submitting and reviewing Public Records Requests and any corresponding documents).

The City will make all reasonable efforts to ensure these services will be available 24 hours a day, seven days a week, excluding any software or hardware failure which the City has taken customary precautions.

b. A video and audio recording of each City Council meeting shall also be recorded and made available for inspection and copying upon request within the shortest possible time after the meeting. Any additional meetings held by bodies covered under the Brown Act conducted outside of the City Council chambers, at nearby City facilities, will be broadcast to the extent where technologically feasible (Appendix A, No. 5 and No. 6).

c. The City will put forth its best effort to utilize the latest advancements in technology, where financially and technologically feasible, to improve transparency and increase open government, including but not limited to Granicus Legistar and Live Manager, or other electronic meeting management software or technology (Appendix A, No. 16, No. 17 and No. 18).

## **5. BUDGET PROCESS**

This policy incorporates new open government measures regarding the City's budget process, going above and beyond what is legally required. Community budget meetings will be held prior to the creation of the City's budget to assess spending priorities for the coming fiscal year. The City will also provide quarterly budget updates regarding the City revenues and expenditures in conjunction with the online Budget Transparency Platform to increase financial transparency and public oversight. The budget process will also include a review of performance measures, and implement revised performance measures when necessary to meet the long-term strategic goals established by the City (Appendix A, No. 21 and No. 29).

## **6. TRAINING**

Annual training will be provided to Councilmembers, Commissioners and City staff on the Brown Act, California Public Records Act and conflicts of interest. The City Attorney's Office will provide training. (Appendix A, No. 3, No. 34 and No. 35).

## **7. CONFERENCE AND TRAVEL REPORTS**

Per Assembly Bill 1234 (AB 1234), City Councilmembers are required to provide a report regarding any City related travel or conferences they attended in their capacity as an elected official. City Councilmembers must provide this report at the first regular City Council meeting after returning from their travels.

This policy also requires the City Manager and all other senior City staff members to provide a report on any City related travel or conferences they attended, going above and beyond the requirements of AB 1234. These reports will be incorporated into an Information Memo distributed through the City Manager's Weekly Update that will be posted to the City's website and sent out through the City's E-Notify system (Appendix A, No. 24, No. 25 and No. 32).

## **8. PUBLIC RECORDS ACT**

Release of public records by a body or by any department, whether for inspection of the original or by providing a copy, shall be governed by the Public Records Act in any particulars not addressed by this policy (Appendix A, No. 27). In addition, the City has supplemented the Public Records Act with its own Public Records Act Protocol.

**APPENDIX A - POLICY CROSS REFERENCE MATRIX  
IMPLEMENTED OPEN GOVERNMENT INITIATIVES**

Ref.	Effectiveness Area	Implementation Timeline	City Council Approval Date	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
1	Public Forums, Hearings, and Meetings	Short	1/3/2012	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 requirements		IMPLEMENTED
2	Public Forums, Hearings, and Meetings	Medium		Explore concept and limits of the use of special meetings (policy)	City Council Policy	City Attorney		Follow Brown Act		RESOLVED
3	Public Forums, Hearings, and Meetings	Short	1/3/2012	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	1/3/2012	**Include a schedule of upcoming meetings on each agenda item. <b>*Resolution 15-0048 supercedes this section.</b>	Modify the current Agenda Template	City Clerk	None	None		IMPLEMENTED
5	Public Forums, Hearings, and Meetings	Medium	6/5/2012	Provide for meeting broadcast capabilities at the Police/Fire Conference Room, Joynt 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	IMPLEMENTED
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 expenses	None	Cost of I.S. staff	IMPLEMENTED
7	Public Forums, Hearings, and Meetings	Short	1/3/2012	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
8	Public Forums, Hearings, and Meetings	Short	4/15/2014	Policy on the format of minutes (section vs. summary)	City Council Policy	City Clerk				RESOLVED
9	Public Forums, Hearings, and Meetings	Short	6/5/2012	**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). <b>*Resolution 15-0048 supercedes this section.</b>	City Council Policy	City Clerk	None			IMPLEMENTED City Council Revised Agenda Procedures
10	Public Forums, Hearings, and Meetings	Short	6/5/2012	**Evaluate the order/placement of audience participation on the agenda; review other cities' audience participation models. <b>*Resolution 15-0048 supercedes this section.</b>	City Council Policy	City Clerk	None			IMPLEMENTED City Council Revised Agenda Procedures
11	Public Forums, Hearings, and Meetings	Short	1/3/2012	**Consent Calendar content (include routine items only). <b>*Resolution 15-0048 supercedes this section.</b>	Mayor and City Manager currently work together to set the agenda	City Manager	None			IMPLEMENTED; 7/21/2015
12	Public Forums, Hearings, and Meetings	Short	1/3/2012	**Pulling of Consent Items: City Council should pull out with staff introduction of the item included; clarifying questions and statements that could be addressed by staff during an item. <b>*Resolution 15-0048 supercedes this section.</b>	City Council Policy	City Clerk	None			IMPLEMENTED
13	Public Forums, Hearings, and Meetings	Short	7/21/2015	**Follow-up of items that need to be agendaized for a future meeting, ensuring that items are brought back at the first Dept Head meeting immediately following City Council meeting.	Staff will make a list of items requested to be agendaized for a future meeting and the City Council will discuss at the first Dept Head meeting immediately following City Council meeting.	City Manager / City Clerk	None	None		IMPLEMENTED
14	Public Forums, Hearings, and Meetings	Short		** Staff Reports: how to or not to include the public stakeholders	A public outreach section was added to Staff Report template to describe any outreach efforts conducted by staff to stakeholders as necessary.	City Manager				IMPLEMENTED 1/27/2015
15	Public Forums, Hearings, and Meetings	Medium	1/3/2012	Electronic Community Discussion Board <b>**The City has chosen to implement a new solution for an Electronic Community Discussion Board. See Matrix Item No. 20.</b>	Staff will bring options to the subcommittee and City Council for consideration	City Manager		City Attorney has reviewed None	Cost of I.S. staff	IMPLEMENTED; 3/12/2013 & 5/7/2015
16	Public Forums, Hearings, and Meetings	Short	1/3/2012	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 additional staff, additional /dedicated I.S. staff support during City meetings	None	Cost of I.S. staff	IMPLEMENTED

\*\*Indicate Open Government Initiatives items implemented since July 2014.

**APPENDIX A - POLICY CROSS REFERENCE MATRIX  
IMPLEMENTED OPEN GOVERNMENT INITIATIVES**

17	Public Forums, Hearings, and Meetings	Medium	1/3/2012	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	IMPLEMENTED
18	Public Forums, Hearings, and Meetings	Medium	1/3/2012	Public Timer	Implement solution related to Granicus	City Clerk / I.S. Manager	Granicus software configuration and training of staff	None		IMPLEMENTED
19	Public Forums, Hearings, and Meetings	Longterm	1/3/2012	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 packages, individual and I.S. staff support	None		IMPLEMENTED
20	Public Forums, Hearings, and Meetings	Short		**Open City Hall	The previous Electronic Community Discussion Board (ECB Forum) was removed at the request of City Council. City Manager has decided to implement a new electronic community discussion board (Open Town Hall) which is a much more robust platform in order to increase participation from staff and public in decision making regarding policy.	City Manager/Department Heads	None	None	IMPLEMENTED; 5/6/2015	
21	Public Forums, Hearings, and Meetings	Short		**Budget Transparency Platform	This new online application was introduced at the November 5, 2014, City Council meeting as a component to the new quarterly financial information presentations implemented by the City Manager and Finance Director. This online application allows the public to query results and view historical financial data in order to improve fiscal transparency.	Finance Director	None	None	IMPLEMENTED; 11/1/2014	
22	Public Forums, Hearings, and Meetings	Short		**Closed Captioning of City Council Meetings	The City recently implemented closed captioning of City Council meetings to better improve transparency efforts.	City Clerk	None	None	IMPLEMENTED; 3/4/2015	
23	Public Forums, Hearings, and Meetings	Longterm	10/16/2012	**Sticking to the Agenda. <b>*Resolution 15-0048 supercedes this section.</b>	Facilitated teambuilding after new agenda process is tested.	City Manager			IMPLEMENTED/ONGOING City Council Teambuilding Meeting on March 21, 2013; Meeting Management Reso. 15-0048	
Ref. #	Effectiveness Area	Implementation Timeline	City Council Approval Date	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
24	Knowledge Acquisition and Information Accessibility	Short	1/3/2012	**Councilmembers provide oral report of agenda items - per AB1234 and written reports with attachments (cover page or outline plus supplemental materials) available for public review. <b>*Resolution 15-0048 supercedes this section.</b>	Staff will develop a 1-page cover sheet for use by Councilmembers. It 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 / meetings following a trip (per AB1234)		IMPLEMENTED
25	Knowledge Acquisition and Information Accessibility	Short	8/13/2013	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 an oral report of their conferences / meetings following a trip (per AB1234)	City Manager		None		IMPLEMENTED In Conjunction with Matrix Item No. 32; This will be provided in City Manager Weekly Report.
26	Knowledge Acquisition and Information Accessibility	Medium	10/16/2012	**Agenda Structure and Process. <b>*Resolution 15-0048 supercedes this section.</b>	Survey other cities.	City Manager / City Clerk				IMPLEMENTED City Council Revised Agenda Procedures
27	Knowledge Acquisition and Information Accessibility	Medium		Public Records Requests	Staff developed an administrative policy setting Public Records Act procedures ensuring compliance with the California Public Records Act and the City Manager approved a Public Records Act protocol.	City Clerk / City Attorney				IMPLEMENTED
28	Knowledge Acquisition and Information Accessibility	Short	8/13/2013	**Tentative Agenda Forecast. <b>*Resolution 15-0048 supercedes this section.</b>	This forecast will be distributed along with City Council meeting agendas and agenda packets, via hard copies, E-Notify and City website. Provides members of the public with information on future items to be discussed at future Council meetings.	City Manager/City Clerk	None	None		IMPLEMENTED; 7/21/2015
29	Knowledge Acquisition and Information Accessibility	Short		**Quarterly Budget Updates	Presented at the November 2014, City Council meeting. City Manager announced the implementation of quarterly budget update reports to provide more interactive discussion and increase transparency.	City Manager/Finance Director	None	None		IMPLEMENTED; 11/3/2014

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30	Knowledge Acquisition and Information Accessibility	Short	**Regular Information Memo	A time method of communicating with the community that is more often where items are important to the community. Items are posted on the Agenda, or do not wait to post until the item is agenda'd to inform the public. These are being distributed via our e-news process as well as the City's social media sites (Facebook and Twitter).	City Manager/ City Clerk	None		IMPLEMENTED; 11/17/2014
31	Knowledge Acquisition and Information Accessibility	Short	**Early Notification of Planning Commission Decisions. <b>*Resolution 15-0048 supercedes this section.</b>	Staff will discuss early notifications of recent Planning Commission decisions through the City's notification and on the City's website.	Community Development Director	None		IMPLEMENTED
32	Knowledge Acquisition and Information Accessibility	Short	Public Distribution of City Manager Weekly Report	City Manager will send out a weekly update on Fridays that will provide information on any events which occurred during the week.	City Manager	None		IMPLEMENTED In Conjunction with Matrix Item No. 29
33	Knowledge Acquisition and Information Accessibility	Short	**Increased Use of Other Online Tools	The City primarily uses its social media sites (Facebook and Twitter) for information distribution purposes only (one way communication). Recently, the Parks and Recreation Department has expanded its use of social media to reach out to residents. The City overall is looking to expand its social media presence and increase two way communication with its residents by using new avenues such as eComment on Agenda, Open City Hall, and new public records software GovQA.	City Manager/ City Clerk	The City has already created a comprehensive social media policy; however, the policy needs to be fully implemented and the City Clerk needs to create a framework for users to adhere to, and to expand upon the current uses of the City's social media platforms.		IMPLEMENTED/ONGOING
34	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 handbook has been provided to staff. In addition, City Attorney has provided training on the Public Records Act.	City Attorney	None		IMPLEMENTED
Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	Current Status
35	Open Government Consensus and Commitment Building	Medium	City Council and Staff Training	Review current training offerings, budgets, and opportunities provided to City Council and staff	City Manager / Human Resources Director	None		IMPLEMENTED/ONGOING Ongoing training will be provided for staff training provided to Commissioners on Brown Act, Public Records Act and

**\*ADDITIONAL OPEN GOVERNMENT INITIATIVES MATRIX ITEMS\***

	Public Forums, Hearings, and Meetings	Longterm	Quarterly Work Plan updates at City Council meetings and ongoing updates posted to the City website. <b>**The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.</b>	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 quarter. <b>**The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan</b>	City Manager	None	None	IMPLEMENTED
	Public Forums, Hearings, and Meetings	Short	Scheduling of Annual Work Plan Meetings. <b>**The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.</b>	A Work Plan meeting to set the coming year's agenda will be scheduled for the second regular meeting of each quarter. <b>**The City adopted a Strategic Plan and has Strategic Plan Session every 6 months.</b>	City Manager	None	None	IMPLEMENTED

\*Although not specifically outlined within the Sunshine Policy, these remaining items may have already been implemented or are ongoing\*

\*\*Indicate Open Government Initiatives items implemented since July 2014.