



Legislation Details (With Text)

**File #:** 17-0262      **Version:** 1

**Type:** Old Bus. - Staff Report      **Status:** Agenda Ready

**In control:** City Council Regular Meeting

**On agenda:** 6/6/2017      **Final action:** 6/6/2017

**Title:** Proposed Revisions to: City Council Meeting Management Rules; Sunshine Policy; and Municipal Code Revisions Provisions to the Zoning Code Regarding Appeal and Council Review (City Attorney Barrow and City Clerk Tamura).  
ADOPT RESOLUTION NO. 17-0077, APPROVE REVISIONS AND INTRODUCE ORDINANCE NO. 17-0008

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution No. 17-0077, 2. Legislative Digest Resolution No. 17-0077, 3. Ordinance No. 17-0008, 4. Legislative Digest Ordinance 17-0008, 5. Revised Sunshine Policy

Date	Ver.	Action By	Action	Result
6/6/2017	1	City Council Regular Meeting	approved	Pass
6/6/2017	1	City Council Regular Meeting	approved	Pass
6/6/2017	1	City Council Regular Meeting	approved	Pass

**TO:**  
Honorable Mayor and Members of the City Council

**THROUGH:**  
Mark Danaj, City Manager

**FROM:**  
Quinn M. Barrow, City Attorney  
Liza Tamura, City Clerk  
George Gabriel, Management Analyst

**SUBJECT:**  
Proposed Revisions to: City Council Meeting Management Rules; Sunshine Policy; and Municipal Code Revisions Provisions to the Zoning Code Regarding Appeal and Council Review (City Attorney Barrow and City Clerk Tamura).  
**ADOPT RESOLUTION NO. 17-0077, APPROVE REVISIONS AND INTRODUCE ORDINANCE NO. 17-0008**

**RECOMMENDATION:**  
Staff recommends that the City Council:

1. Adopt Resolution No. 17-0077 revising City Council meeting management rules,
2. Approve Revisions to the Sunshine Policy,
3. Introduce Ordinance No. 17-0008.

### **FISCAL IMPLICATIONS:**

No fiscal implications associated with the recommended action.

### **BACKGROUND:**

At the May 3, 2017 City Council Adjourned Regular Meeting, the City Council conducted a retreat to discuss their vision, priorities and goals.

During its discussion on Agenda Item L of Procedures of Protocols, City Council directed staff to return with a variety of revisions to facilitate effective and efficient meeting management, greater transparency and meaningful public participation.

Discussed below are the changes directed by City Council that revise and restate the current meeting management rules, agenda structure, future agenda items, appeals and review of Planning Commission items.

To ensure internal consistencies staff has attached revisions to three documents for City Council consideration.

### **DISCUSSION:**

Based on City Council direction, staff has made the following revisions to the meeting management rules and the Sunshine Policy.

1. Revise public comment rules to allow speakers:
  - a. A maximum of three minutes during the public comment section of the agenda to discuss any matter that is within the subject matter jurisdiction of the City Council, including items on the agenda and the consent calendar.
  - b. Three minutes to speak on any one agenda item that is being considered during the meeting.
2. Revise the votes needed by City Council to extend a meeting past 11:00 PM from 4 votes to majority vote.
3. In efforts to streamline the agenda, City Council directed staff to revise the agenda to reflect the following changes:
  - a. Move the City Manager Report and City Attorney Report after General Business items are heard.
  - b. Remove the "Old Business" and "New Business" agenda sections and replace both with a new section titled, "General Business."
  - c. Add a section in the agenda after the Consent Calendar section titled, "Items Pulled from the Consent Calendar."
  - d. Revise the section titled, "Forecast Agenda and Future Discussion Items" to "Future Discussion Items."
4. Remove the section titled, "Planning Commission Quasi-Judicial Decisions." Notification of Planning Commission Quasi-Judicial Decisions will be placed in the section titled, "Information Items."
5. Revise Chapter 10.100 of the Manhattan Beach Municipal Code regarding Appeals and

Council Review to:

- a. Require two Councilmembers, instead of one to call items for review,
  - b. Reinstate the 15-day Zoning Code appeal and council review periods.
6. Revise the Closed Session descriptions in the Sunshine Policy to comply with the Brown Act.
  7. Delete the Cell Phone Policy from the Sunshine Policy.
  8. Remove Agenda Forecast from the agenda.

Legislative Digest attachments highlighting the revisions for Resolution No. 17-0077 and Ordinance No. 17-0008 are attached for your reference. In addition, there were some non-substantive changes made to correspond the resolution with the City's current practice.

**PUBLIC OUTREACH/INTEREST:**

This subject was discussed at the retreat that was open to and attended by members of the public.

**LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**Attachment/Attachments:**

1. Resolution No. 17-0077
2. Legislative Digest Version of Resolution No. 17-0077
3. Ordinance No. 17-0008
4. Legislative Digest Version of Ordinance No. 17-0008
5. Revised Sunshine Policy