



## Legislation Text

---

**File #:** 17-0176, **Version:** 2

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Liza Tamura, City Clerk

Quinn M. Barrow, City Attorney

Mark Leyman, Parks and Recreation Director

Anne McIntosh, Community Development Director

George Gabriel, Management Analyst

**SUBJECT:**

Approval of the Modernized and Updated Boards and Commissions Handbook and First Reading of Ordinance No. 17-0017 Revising the Number of Members on the Library Commission and Cultural Arts Commission (City Clerk Tamura, Parks and Recreation Director Leyman and Community Development Director McIntosh).

**APPROVE BOARDS AND COMMISSIONS HANDBOOK AND FIRST READING OF ORDINANCE NO. 17-0017**

---

**RECOMMENDATION:**

Staff recommends that:

1. City Council approve the modernized and updated Boards and Commissions Handbook, and
2. Conduct first reading of Ordinance No. 17-0017 revising the number of members on the Library Commission and Cultural Arts Commission.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

The Handbook for Boards and Commission members is an administrative document which outlines the roles and responsibilities of Boardmembers and Commissioners and can be revised as City Council directs.

At the October 16, 2007 City Council meeting, the City Council approved the Boards and Commissions Handbook. Since that time a number of revisions have been proposed by department liaisons and Commissioners.

At the April 18, 2017 City Council meeting, staff presented a modernized and updated Boards and

Commissions Handbook and work plan process. City Council approved the work plan process with recommended revisions to the Handbook (described below) and requested that the Handbook return to City Council for approval.

## **DISCUSSION:**

The red-lined strikethrough version of the Boards and Commissions Handbook has a variety of revisions recommended by City Council and staff. Below is a breakdown of all the revisions made within the document since the item was last discussed at the April 18, 2017 City Council meeting.

1. Edit page 1 of the “Welcome” section on page 1, replacing “I” with “We.”
2. Edit the “City Elected Officials” section on page 4 and replace pictures with the most up to date versions.
3. Removed the “Serving the Public Trust” section on page 7.
4. Re-insert the “Council-Manager Form of Government” section on page 8.
5. Edit the “City Organization and Department Chart” section on page 10 and replace chart with the most up to date version.
6. Consistent with City Council’s direction at the June 20, 2017 City Council meeting, removal of the Historic Preservation Commission from the handbook and add responsibilities to the Planning Commission.
7. Maintain the membership of Board of Building Appeals to five members.
8. Consistent with City Council’s direction at the May 2, 2017 City Council meeting, remove Resolution No. 16-0032 formalizing the Annual Interview and Appointment Process.
9. Consistent with City Council’s direction at the June 5, 2017 Joint City Council meeting, revise the language within the “Work Plan Process” to ensure Commissions have the ability to request the discussion of items for consideration with City Council’s approval.
10. Revised the permitted absences for Boardmembers and Commissioners from four absences to three absences.
11. Inclusion of the City’s Nepotism Policy within the handbook.
12. Inclusion of the Rules of Decorum and Civility Policy that applies to Boardmembers and Commissioners within the handbook.
13. Inclusion of the updated Sunshine Policy as directed by the City Council at the May 3, 2017 City Council Adjourned Regular meeting.

In addition to these changes, staff is recommending the City Council conduct the first reading of Ordinance No. 17-0017 to maintain policy consistencies between Resolution No. 17-0059 and the Manhattan Beach Municipal Code. Resolution No. 17-0059 was adopted by the City Council at the May 2, 2017 City Council adjourned regular meeting, amending the membership of the Library Commission, Parks and Recreation Commission, and Cultural Arts Commission. Specifically, Resolution No. 17-0059: 1) Opens the student representative seat to all High School students regardless of whether they attend Mira Costa High School, 2) Allows an individual with any art related experience to fill Seat No. 1, and 3) Adds a student representative seat to the Library Commission and Cultural Arts Commission.

Therefore, staff is recommending that the City Council consider Ordinance No. 17-0017 revising the Municipal Code to identify the number of members for the Library Commission and Cultural Arts Commission consist of six members each.

## **POLICY ALTERNATIVE:**

### **ALTERNATIVE:**

Propose additional edits for review and return to City Council for approval at a later meeting.

### **PROS:**

- Incorporates additional edits for public review and input.

### **CONS:**

- Delays the approval of the Boards and Commissions Handbook.

## **PUBLIC OUTREACH/INTEREST:**

After analysis, staff determined that public outreach was not required for these issues.

## **ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

## **LEGAL REVIEW**

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

## **Attachments:**

1. Modernized and Updated Boards and Commissions Handbook (Red-Lined Strikethrough Version)
2. Ordinance No. 17-0017