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Staff Report

City of Manhattan Beach

TO: Honorable Mayor Aldinger and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Lindy Coe-Juell, Assistant to the City Manager
Liza Tamura, City Clerk

DATE: April 15, 2008

SUBJECT: Consideration of a Resolution to Establish an Adjournment Time for City Council Meetings

RECOMMENDATION:

Staff recommends that City Council review Resolution No. 6132, select an appropriate adjournment time for City Council meetings, and adopt the resolution with that time in place.

FISCAL IMPLICATION:

There are no fiscal implications involved with the recommended action.

BACKGROUND:

In the last year, several City Council meetings have concluded in the late night or early morning hours of the next day. Councilmembers, members of the public and staff have expressed a desire to establish a reasonable time for adjournment of City Council meetings. The concern expressed by these parties has been that conducting discussion at such a late hour may preclude the public from fully participating in the meetings and may affect the City Council's ability to fully deliberate and consider the items on the agenda.

DISCUSSION:

In order to prepare for this discussion, the City Clerk sent an inquiry through the League of California Cities City Clerk's email listserv. Through this email, we asked other cities if they have established a set adjournment time for their City Council meetings. Of the 71 cities that responded:

- 29 have adopted a resolution establishing a meeting adjournment time
- 25 have no written policy or established practice
- 7 have adopted a meeting guidebook that contains an adjournment time
- 6 have passed ordinances that establish an adjournment time
- 4 have a standing practice for adjourning at a certain time, but not a written policy

Staff reviewed the written policies provided by the responding cities. We found that the vast majority establish an adjournment time, provide that an item under discussion at that time may be

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finished, and then provide that the meeting will be adjourned unless the City Council votes (4/5) to continue. We also found that several cities place wording on their agendas to inform the public of the established adjournment time. The following language (with a meeting adjournment time as selected by Council) may be added to the standard introductory statement on our agenda.

Any agenda item which has not been introduced by __ : __ p.m. will be continued to the next regular City Council meeting, or to such other time set by the Council prior to adjournment, unless the Council votes to suspend this rule.

Based on our review of other cities' written policies, staff has prepared the attached resolution for Council's review. We recommend that Council discuss this issue, select an appropriate established adjournment time, adopt Resolution No. 6132 and direct staff to include the standard agenda language above on all future City Council meeting agendas.

ATTACHMENT: Resolution No. 6132

RESOLUTION NO. 6132

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MANHATTAN BEACH, CALIFORNIA, ESTABLISHING AN
ADJOURNMENT TIME FOR CITY COUNCIL MEETINGS

WHEREAS, regular City Council meetings are held on the first and third Tuesday of each month and begin at 6:30 p.m.; and,

WHEREAS, City Council meetings have on several occasions concluded in the late night or early morning hours of the next day; and,

WHEREAS, the City Council recognizes that such a late hour may preclude the public from fully participating in the meetings; and

WHEREAS, the City's business should be conducted at an hour that allows for the City Council and staff to be alert and responsive; and

WHEREAS, the City Council has the authority to schedule an adjournment time for City Council meetings; and

WHEREAS, efficient and effective meetings can be conducted through the establishment of a time certain for adjournment of City Council meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Manhattan Beach that we resolve, order and determine as follows:

SECTION 1. The City Council shall adjourn each regular meeting thereof by __ : __ p.m., unless four-fifths (4/5) of the Council Members present vote to waive or extend the required adjournment time.

SECTION 2. Any item of business commenced prior to __ : __ p.m. may be completed without the necessity of a four-fifths (4/5) vote to waive or extend the adjournment time.

SECTION 3. Upon adjournment under this Resolution, those agenda items not completed shall be continued to the next regular City Council meeting, or to such other time set by the Council prior to adjournment.

SECTION 4. This resolution shall take effect immediately. The City Clerk shall make this resolution readily available for public inspection within thirty (30) days of the date this resolution is adopted.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and thenceforth and thereafter the same shall be in full force and effect.

PASSED, APPROVED and ADOPTED this 15th day of April, 2008.

Ayes:
Noes:
Absent:
Abstain:

Mayor, City of Manhattan Beach, California

ATTEST:

City Clerk