Agenda Item #:_____

Staff Report
City of Manhattan Beach

TO: Honorable Mayor Tell and Members of the City Council

THROUGH: David N. Carmany, City Manager

FROM: Clay J. Curtin, Management Analyst

DATE: January 3, 2012

SUBJECT: Update from the Ad Hoc Open Government Subcommittee and Approval of Open Government Initiatives

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RECOMMENDATION:
Staff recommends the City Council approve the list of Open Government Initiatives identified by the Ad Hoc Open Government Subcommittee (Attachment B).

FISCAL IMPLICATION:
There is no fiscal impact with this recommendation. Individual initiatives may have associated costs requiring additional funds; however, these items will be brought to the City Council for final approval through the strategic plan and budget process.

BACKGROUND:
On June 3, 2011, the City Council held an agendized City Council Work Plan meeting. At that meeting, Open Government was deemed a City Council priority and the City Council suggested a number of initiatives. The Ad Hoc Open Government Subcommittee was formed, consisting of Councilmembers Lesser and Howorth, to review all Open Government Initiatives, conduct research, and report back to City Council.

The Ad Hoc Open Government Subcommittee held four (4) separate publicly noticed meetings to gather input regarding the goals of the subcommittee and to identify a list of Open Government initiatives. These occurred on October 12, 2011, October 25, 2011, November 29, 2011, and December 13, 2011. The Ad Hoc Open Government Subcommittee provided a verbal progress report at the November 1, 2011, City Council meeting. Each meeting has been videotaped and archived as part of the public record.

The Ad Hoc Open Government Subcommittee has subsequently worked with staff to incorporate the public comments it received into the Subcommittee's vision statement (Attachment A) and Open Government Initiatives matrix (Attachment B). The Ad Hoc Open Government Subcommittee will be available to meet as needed to monitor progress.

DISCUSSION:
The list of Open Government Initiatives has been formatted and organized so that each objective is identified by the effectiveness area addressed and the staff's estimated implementation timeline. The short-term items can be implemented in the current fiscal year. The medium and long-term items will be addressed in subsequent budgets and work plans. Some items will require additional appropriations or policy decisions in the future, and those items would be presented to the City Council at a future meeting.

CONCLUSION:
The Ad Hoc Open Government Subcommittee has identified a vision statement and twenty-eight (28) initiatives to be implemented. Staff recommends the approval of this list to be researched and brought forward to the City Council for consideration through the strategic plan and budget process.

Attachment:
A. Open Government Vision Statement
B. Open Government Initiatives matrix

City of Manhattan Beach
Open Government Vision Statement

The City of Manhattan Beach is committed to open, transparent, and inclusive government.

This will be achieved by continuously:
- strengthening effective communication with the public,
- maximizing informed engagement, and
- encouraging a sense of common purpose.

Our vision is active civil discourse, maximized trust, and a shared responsibility toward building a better, stronger community guided by democratic principles and practices.

Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	$$$ Impact	Current Status
1	Public Forums, Hearings, and Meetings	Short	Send out reserved meeting notices as soon as a meeting is set, with the agenda to follow (e.g. color coded posting boards)	E-Notify, City Website	City Clerk	Scheduling of limited staff, unbudgeted expenses	None; exceeds legal minimum requirements		Staff is researching options
2	Public Forums, Hearings, and Meetings	Medium	Explore concept and limits of the use of special meetings (policy)	City Council Policy	City Attorney		City Attorney is Reviewing		
3	Public Forums, Hearings, and Meetings	Short	Train City Council and Staff on types of meetings (regular, special, emergency, etc)	1-page handout	City Attorney	None	None		
4	Public Forums, Hearings, and Meetings	Short	Include a schedule of upcoming meetings on each agenda	Modify the current Agenda Template	City Clerk	None	None		
5	Public Forums, Hearings, and Meetings	Medium	Provide for meeting broadcasting capabilities at the Police/Fire Conference Room, Joslyn Center, Library	Purchase of necessary equipment, additional I.S. Division staff required	I.S. Manager	Scheduling of limited staff, unbudgeted expenses	None	Cost of I.S. staff	Staff is researching options, exploring the use of PEG funding for capital costs
6	Public Forums, Hearings, and Meetings	Medium	Provide for interim recording of meetings held outside City Council Chambers	Small investment for equipment, and ongoing staffing	I.S. Manager	Scheduling of limited staff, unbudgeted expense	None	Cost of I.S. staff	
7	Public Forums, Hearings, and Meetings	Short	Timely completion and posting of City Council, Subcommittee, and Commission meeting minutes	Staff will develop an administrative policy setting the desired turnaround time for meeting minutes and distribute to all departments responsible for commissions or development of minutes	City Clerk	Staffing, day to day operations interrupt this activity	None		
8	Public Forums, Hearings, and Meetings	Short	Policy on the format of minutes (action vs. summary)	City Council Policy	City Clerk	Staffing, day to day operations interrupt this activity			
9	Knowledge Acquisision and Information Accessibility	Medium	Agenda Structure and Process	Survey other cities,	City Manager / City Clerk				
10	Public Forums, Hearings, and Meetings	Longterm	Sticking to the Agenda						
11	Public Forums, Hearings, and Meetings	Short	Evaluate the policy on time limits for audience participation (currently policy of 3-min individual and 15-min cumulative is set by City Council resolution)	City Council Policy	City Clerk	None	City Attorney will review		
12	Public Forums, Hearings, and Meetings	Short	Evaluate the order/placement of audience participation on the agenda; review other cities' audience participation models	City Council Policy	City Clerk	None			
13	Public Forums, Hearings, and Meetings	Short	Consent Calendar content (include routine items only)	Mayor and City Manager currently work together to set the agenda	City Manager	None			
14	Public Forums, Hearings, and Meetings	Short	Pulling of Consent items: City Council should pull 1st with staff introduction of the item included; clarifying questions and statements that could be addressed quickly vs. pulling an item.	City Council Policy	City Clerk	None			
15	Public Forums, Hearings, and Meetings	Short	Follow-up of items that need to be agendized for a future meeting; ensuring that items are brought back	Staff will make a list of items requested to be agendized during each City Council meeting and the list will be discussed at the first Dept Head meeting immediately following City Council meetings and items will be placed on the upcoming agenda list	City Manager / City Clerk	None	None		
16	Knowledge Acquisision and Information Accessibility	Short	Councilmembers provide oral report of conferences/travel (first meeting after the event – per AB1234) and written reports with attachments (cover page or outline plus supplemental materials) available for public review	Staff will develop a 1-page cover sheet for use by Councilmembers. They will have the ability to attach supplemental materials. This will be kept on file in the City Clerk's office for public review.	City Clerk	None	City Councilmembers will still be required to provide an oral report of their conferences / travel at the first meeting following a trip (per AB1234)		

Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	$$$ Impact	Current Status
17	Knowledge Acquisition and Information Accessibility	**Short**	City Manager to report on conferences/travel of senior staff	Staff will develop a 1-page cover sheet for use by senior staff. They will have the ability to attach supplemental materials. This will be provided to the City Manager within 1-week of the event. City Manager will provide a brief oral summary of senior staff travel at the next City Council meeting under the City Manager's report.	City Manager		None		
18	Public Forums, Hearings, and Meetings	**Short**	Staff Reports: how to or not to include the public/stakeholders	The City could adopt an administrative policy outlining staff report procedures	City Manger				
19	Knowledge Acquisition and Information Accessibility	**Medium**	Public Records Requests	Staff will develop an administrative policy setting Public Records Act procedures ensuring compliance with the law and timely response to all requests	City Clerk / City Attorney				
20	Knowledge Acquisition and Information Accessibility	**Medium**	Provide written guidelines to staff and the public regarding the California Public Records Act and the Brown Act in accordance with the McKee settlement	Written guidelines in the form of a handout will be provided to staff and available for review by the public in the City Clerk's office	City Attorney	None	None		
21	Public Forums, Hearings, and Meetings	**Medium**	Electronic Community Discussion Board	Staff will bring options to the subcommittee and City Council for consideration	City Manager		City Attorney will review	Cost of I.S. staff	
22	Public Forums, Hearings, and Meetings	**Short**	Evaluation of Meeting Management Software/Technology Tools to aid in meeting operation and audience participation	Staff will bring to City Council options for enhancing current meeting management software.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software; additional /dedicated I.S. staff support during City meetings	None	Cost of I.S. staff	
23	Public Forums, Hearings, and Meetings	**Medium**	Voting Touch Device	(included as part of meeting management software/technology)	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software modules; additional / dedicated I.S. & Clerk staff support during City meetings	None	Cost of I.S. staff	
24	Public Forums, Hearings, and Meetings	**Medium**	Public Timer	Implement existing solution	City Clerk / I.S. Manager	Granicus software configuration and training of staff	None		
25	Public Forums, Hearings, and Meetings	**Longterm**	Electronic Agenda Packets	Staff will bring to City Council options for implementation of an electronic agenda packet.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software and/or procedures; additional I.S. staff support	None		
26	Public Forums, Hearings, and Meetings	**Longterm**	Quarterly Work Plan updates at City Council meetings and ongoing updates posted to the City website	Modify the current Work Plan website page to a chart form that will be updated on an ongoing basis. An agenda item for "Work Plan Status Update" will be added to the City Council Agenda for the second regular meeting of each month: July, October, January, April.	City Manager	None	None		
27	Public Forums, Hearings, and Meetings	**Short**	Scheduling of Annual Work Plan Meetings	A Work Plan meeting to set the coming year's goals typically occurs in January of each year so that items requiring budgetary consideration will be vetted and presented during the budget process.	City Manager	None	None		
28	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		