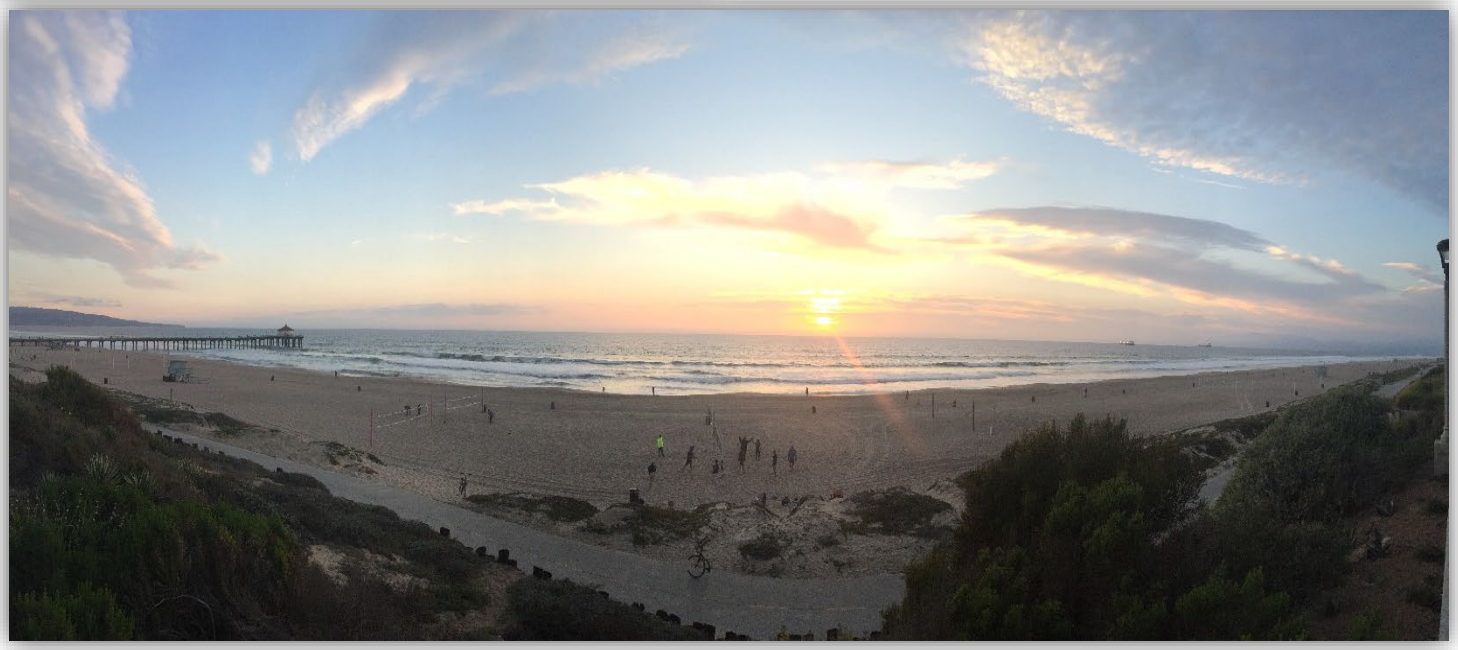
REDLINE VERSION

City of Manhattan Beach



Boards and Commissions Handbook

Last Updated: August 19, 2024

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~~ is both necessary and beneficial to the decision-making process of 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 the City of Manhattan Beach. Although commissions are unique to themselves, there are procedures, protocols and policies that are common to all of them.

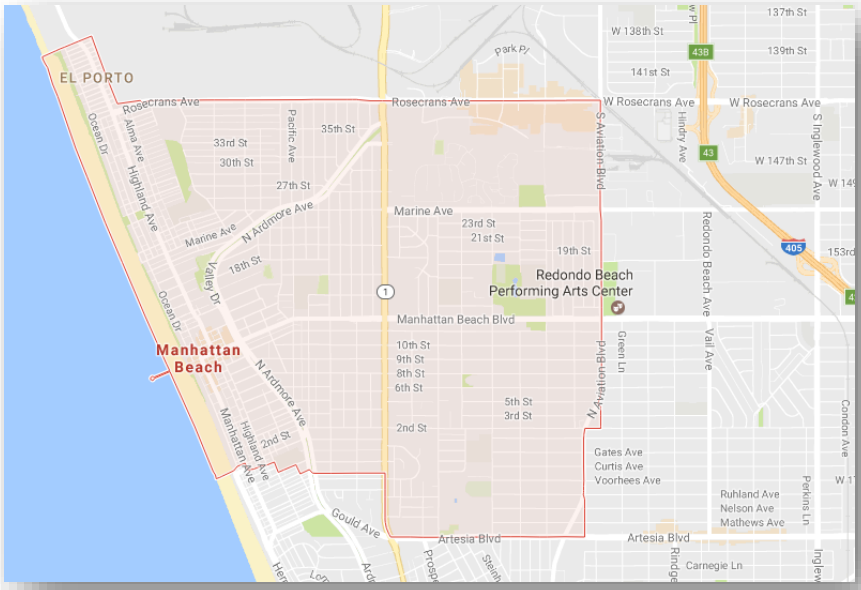
~~In order to assist Boardmembers and Commissioners in becoming familiar with standard procedures and protocol, this Boards and Commissions Handbook has been developed.~~ This handbook has been developed to assist board and commission members in the standard procedures and protocols of City business and provides a general orientation of their role and responsibilities. ~~It provides a general orientation of a Boardmember and/or Commissioner's role and responsibilities.~~ We 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 residents 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 many tourist and family-oriented events, such as the Manhattan Beach Open volleyball tournament, the Pumpkin Race~~s~~, 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 91/2-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, 302 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 bond rating.



Mission Statement

Our mission is to provide excellent municipal services, preserve our small beach town character and enhance the quality of life for our residents, businesses, and visitors.

City Elected Officials

Format to be updated

Mayor
Joe Franklin

Mayor Pro Tem
Amy Howorth

Councilmember
David Lesser

Councilmember
Steve Napolitano

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:~~

Executive Staff Directory

Position	Telephone	Email
Acting City Manager Talyn Mirzakhanian	310-802-5053	tmirzakhanian@manhattanbeach.gov
City Attorney Quinn M. Barrow	310-802-5061	qbarrow@manhattanbeach.gov
City Clerk Liza Tamura	310-802-5056	ltamura@manhattanbeach.gov
Interim Finance Director Onyx Jones	310-802-5553	ojones@manhattanbeach.gov
Human Resources Director Lisa Jenkins	310-802-5253	ljenkins@manhattanbeach.gov
Parks & Recreation Director Mark Leyman	310-802-5414	mleyman@manhattanbeach.gov
Police Chief Rachel Johnson	310-802-5103	rjohnson@manhattanbeach.gov
Fire Chief Mike Lang	310-802-5230	mlang@manhattanbeach.gov
Public Works Director Erick Lee	310-802-5303	elee@manhattanbeach.gov
Information Technology Director Miguel Guardado	310-802-5588	mguardado@manhattanbeach.gov
Acting Community Development Director Ryan Heise	310-802-5503	rheise@manhattanbeach.gov

Council – Manager Form of Government

City Council

Manhattan Beach is a General Law City operating under the City Council-City Manager ("Council-Manager") form of government. The Council-Manager form is the primary form of local government in California.

~~In Manhattan Beach, there are five City Councilmembers elected at-large, in contrast to other cities where Councilmembers are elected by specified districts.~~ Councilmembers in Manhattan Beach are elected to four-year terms. The Mayor's office is rotated among each of the Councilmembers, providing approximately nine months of service as Mayor during each Councilmember's four-year term of office.

In 1996, Manhattan Beach voters overwhelmingly decided to limit members of the City Council to two terms in office (for a total of eight years), with the provision that allows a Councilmember to hold office again after being out of office for a period of at least two years.

The City Council is the policy-making body for the City. The City Council is responsible for establishing local laws, setting public policy, approving City programs, appropriating funds, and representing the residents of Manhattan Beach.

City Manager

While the authority and responsibility for public policy rests with the City Council, the City Manager has responsibility and authority for the administration and operation of the City.

The City Council appoints the City Manager, who is responsible for the administration and day-to-day operations of the City. The primary responsibilities of the City Manager include: ensuring that all laws and ordinances are properly enforced; exercising control over all public buildings, parks, property, departments and divisions of the City, and over all appointed officers and employees; recommending adoption of measures and ordinances deemed necessary and expedient; and preparing and implementing the City's operating budget.

The City Manager is either directly or indirectly responsible for the appointment of all City employees. All Department Heads report to the City Manager, except for the City Attorney and the City Treasurer.

City Attorney

The City Attorney is appointed by and serves at the pleasure of the City Council. The City Attorney acts as the legal advisor to the City Council, City Manager and commissions. ~~The City Attorney represents the City in civil cases and in lawsuits where the City is a party to the lawsuit. In addition, the City Attorney prosecutes state law misdemeanors and municipal code violations within the City of Manhattan Beach.~~

City Treasurer

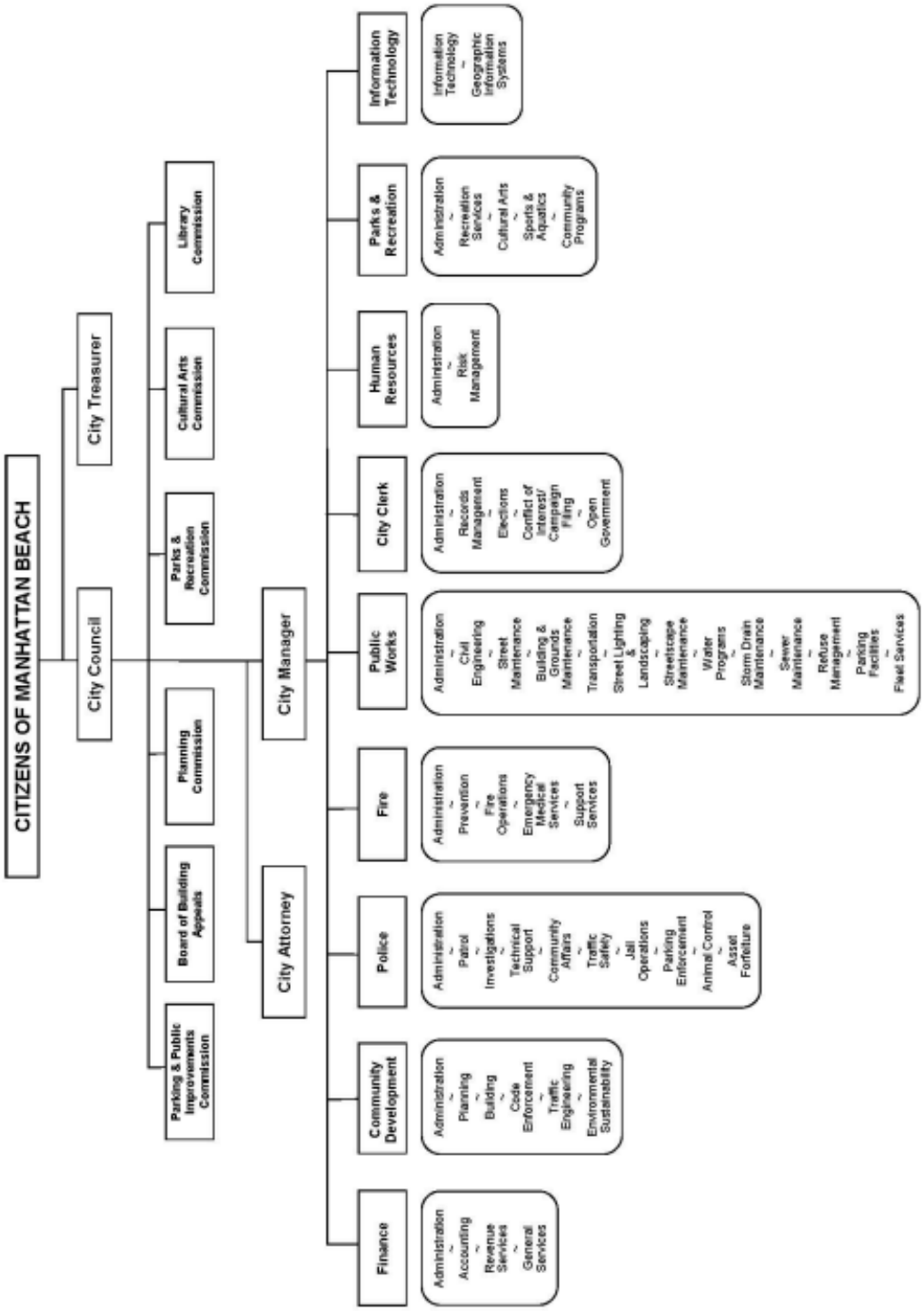
The City Treasurer oversees the investment of the City's idle cash funds, serves as Chairman of the Council's Finance Subcommittee and serves as Treasurer of the South Bay Regional Public Communications Authority emergency dispatch center.

The City's portfolio ~~of approximately $55 million~~ is invested in high grade corporate bonds, United States Treasury notes, Federal Agencies and the State's Local Agency Investment Fund. The goals of the portfolio management are to maximize safety, assure sufficient liquidity for the City's cash flow needs, while also striving to obtain appropriate yields. The City Treasurer communicates the activities of the portfolio through monthly reports to the City Council.

The City Treasurer is elected at large by the residents of Manhattan Beach for a four-year term. There are no term limits for this elected position.

City Organization and Department Chart

Chart to be updated



City Hall Hours of Operation

2024 CITY HALL OFFICE HOURS

Monday - Thursday 8:00 AM - 5:00 PM | Friday 8:00 AM - 4:00 PM

January 2024

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		

February 2024

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	

March 2024

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

April 2024

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			

May 2024

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

June 2024

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

July 2024

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		

August 2024

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

September 2024

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				

October 2024

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	

November 2024

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

December 2024

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			

- **Holiday** (City Offices Closed)
- **Work Plan Meeting**
- **Budget Study Sessions**
- **City Council Meeting**
- **Boards & Commissions Interviews**
- **General Municipal Election** (November 5th)

- If it is a life-threatening emergency, 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.

The City encourages everyone to continue taking advantage of City services provided online at www.manhattanbeach.gov. The City welcomes the opportunity to service the community

www.manhattanbeach.gov

City Boards and Commissions

Current Boards and Commissions

Currently, there is one board and five 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 (55+ years of age), one (1) representative appointed by the Manhattan Beach Unified School District, and one (1) student representative.
- Meets the 4th Monday of every month at 4:00 PM in a hybrid format (in-person in City Council Chambers and virtually via Zoom).

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 4:00 PM in a hybrid format (in-person in City Council Chambers and virtually via Zoom).

Cultural Arts Commission

The Cultural Arts Commission serves in an advisory capacity to ~~assists~~ the City Council ~~to develop an Annual Work Plan for~~ regarding the City's cultural arts needs. ~~Cultural~~

~~Arts in the City.~~ The commission also encourages and supports Public Art (artwork in public spaces, ~~festivals,~~ concerts, ~~special~~ art events, and educational programs) in the community.

- Consists of six (6) members[1]: four (4) members selected at-large, one (1) member selected with art-related experience, and one (1) student representative.
- Meets the 3rd Monday of every month at 4:00 PM in a hybrid format (in-person in City Council Chambers and virtually via Zoom).

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 ~~implements the City's zoning ordinance and~~ considers land use applications such as use permits, variances, planned development permits, historic landmark requests, ~~CEQA,~~ and appeals of certain decisions made by the ~~Directors of~~ Community Development Director, 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 quasi-judicial decisions ~~official determinations~~. Planning Commission decisions may be appealed to the City Council.

- Consists of five (5) members.
- Meets on the 2nd and 4th Wednesdays of each month at 3:00 PM in a hybrid format (in-person in City Council Chambers and virtually via Zoom).

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.

[1] Gallery owners, dealers, producers, agents, and other profit-oriented intermediaries are not eligible for appointment to the commission (Res. 17-0059).

- Consists of five (5) members: four (4) members selected at-large, and one (1) member owning or operating businesses located in the City[2], excluding home-based businesses.
- Meets the 4th Thursday of each month at 4:00 PM in a hybrid format (in-person in City Council Chambers and virtually via Zoom).

Board of Building Appeals

The Board of Building Appeals hears requests for interpretation of California Building 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 five (5) members.
- Meets on an as-needed basis in the City Council Chambers.
- Boardmembers are appointed to 3-year terms but may serve indefinitely.

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 City's appointed Trustee must be a resident and registered voter in Manhattan Beach.
- The Board of Trustees currently 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.

[2] Commissioner must have a business license registered with the City of Manhattan Beach. This seat does not require that the commissioner live or be registered to vote in Manhattan Beach.

- There are typically a total of six meetings per year (January, March, May, July, September, and 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.
- Trustees who attend the regularly scheduled meetings are compensated with a payment of $100 in lieu of expenses. By law, the Trustee must attend the meeting to receive compensation. No trustee can receive more than $100 per month for serving on the Board regardless of the number of meetings.
- In addition to any applicable policies in this Handbook, ~~T~~the appointee is subject to the Los Angeles County West Vector Control Board's policies. ~~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~~ on 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.~~

Board and commission members cannot be appointed if they are a current elected official of the City or if they are employed by the City of Manhattan Beach.

Terms

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

At the conclusion of their original term, interested Student Representatives may submit an application to be considered for a commission other than the one they finished serving on.

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~~ for appointment 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, with the exception of the Board of Building Appeals. Members of the Board of Building Appeals are not subject to any term limits and can serve on a commission simultaneously.

Term expirations on each board and commission shall stagger so all seats do not expire within the same year.

Annual Interview and Appointment Process

~~Periodically, the City Council will change the Interview and Appointment Process.~~ 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.~~ If there are no changes made to the process by the City Council, ~~T~~the City Clerk's Office will adhere to the standard timeframes ~~during the Annual Interview and Appointment Process~~ as detailed below.

Annual Process	Annual Timeframe
Advertise Expected Vacancies	January ~~February~~ - April
Boardmember and Commission Application Submission Period	January ~~February~~ - April
City Council Conducts Interviews	4th Tuesday in April (start time dependent on number of applicants)
1st Round of Appointments	1st City Council Meeting of May
2nd Round of Appointments	2nd City Council Meeting of May

Conduct ~~Ethics Training~~ Orientation for New Appointees	May ~~– June~~
Commissioner/Boardmember Begins Term	June ~~1st~~

The City Council has the discretionary authority to amend the interview and appointment process if needed.

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 or ~~and~~ removal. When such a vacancy occurs, the City Clerk shall notify the City Council and will receive direction regarding filling the vacancy. ~~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 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 a commissioner desires to be re-appointed, ~~it is recommended that~~ the commissioner will need to re-apply and interview again.

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

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.

Attendance

Members are expected to appear in-person for all meetings and should contact their liaison if an accommodation needs to be made to join a meeting remotely. Specific

requirements must be met, per the State Government Code in order for a commissioner to attend a meeting remotely.

Causes for Removal and 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 agendized for City Council acceptance.~~

Absences

Three ~~(3)~~ absences are permitted within a year (June 1 – May 31). Upon occurrence of the fourth absence, the commissioner will automatically forfeit their seat and a letter of resignation will be requested. ~~After the 3rd absence, a member who exceeds the absence allowance will automatically forfeit their Bboard or Ccommission 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. The subject commissioner may appeal the forfeiture of the vacated seat to the City Council in writing.

~~Tardiness to a meeting by an amount greater than 30 minutes will be counted as an absence.~~

Student representatives are permitted four absences within a year (June 1 – May 31) and are subject to the above-mentioned policy upon occurrence of their fifth 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 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, upon ~~after~~ the occurrence of the third ~~2nd~~ absence, a member will automatically forfeit the~~ir~~ board ~~or Commission~~ seat and a letter of resignation will be requested. ~~must submit a resignation letter.~~

Other Forms of Absence

Tardiness to a meeting by an amount greater than 30 minutes will be counted as an absence. Likewise, leaving a meeting 30 minutes or more before a meeting ends will be counted as an absence.

Removal and Resignations

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 agendized for City Council acceptance.

Orientation Training

~~In October 2007, the City Council made mandatory an O~~~~o~~Orientation training is mandatory~~process~~ for all new boardmembers and commissioners~~.~~ and optional for those who are re-appointed. Newly appointed members are required to attend one (1) training session in May provided by the City Clerk prior to attending their first board or commission meeting. ~~This mandatory orientation is~~ mandatory for new ~~optional for b~~~~Boardmembers and C~~~~c~~~~ommissioners~~, and optional for those ~~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 for new appointees.

~~**Statement of Economic Interests**~~

~~The City's Conflict of Interest Code requires every commissioner[3] 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

~~[3] The Board of Building Appeals is exempt from this requirement.~~

Parking passes will be issued to assist boardmembers and commissioners ~~who must~~ when attending meetings.~~, free evening parking is provided in the underground parking lot at City Hall, Monday through Thursday, after 3:00 PM.~~. Staff liaisons will provide additional information regarding the specific distribution process for parking passes.

~~Work Plan~~

~~During the course of a Boardmember or Commissioner's term, Work Plans may need to be developed with the Staff Liaison. 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 staff report 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 placed on the consent calendar of City Council meetings requesting to approve discussion of the new Work Plan 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 promote the 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, 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 decisions on land use applications such as use permits, variances, planned development permits, CEQA, and appeals of the Director's 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.~~

~~Building Board of Appeals~~

~~The Board of Building Appeals meets on an as-needed basis to consider appeals of staff's interpretation of the Building Code, and thus no Work Plan is needed.~~

Legal Procedures

Statement of Economic Interest & Assuming Office

The City's Conflict of Interest Code requires every commissioner[4] to submit a statement of economic interests (referred to as Form 700) for public officials. The Political Reform Act of 1974 (Gov. Code Sections 81000-91014) requires state and local government officials and employees, who make or participate in making governmental decisions, to publicly disclose their personal financial interests. They must also disqualify themselves from participating in decisions that may affect their personal financial interests.

~~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 administer an oath of office, whereby the boardmember or commissioner is required to sign. ~~At that appointment, t~~The City Clerk will provide the necessary ~~forms~~ information to each ~~C~~commissioner required to file a statement of economic interest, so that the commissioner can complete the form electronically. Any commissioner~~s~~ with questions regarding ~~economic interests~~ what is required to be disclosed on the Form 700 should contact the Fair Political Practices Commission (FPPC) in Sacramento at (916) 322-5660 or toll free at (866) 275-3772. Boardmembers and commissioners are required to submit the Form 700 to the City Clerk's Office within 30 days from the start of their

[4] The Board of Building Appeals is exempt from this requirement.

term. Failure to do so will disqualify a boardmember or commissioner from serving on a board or commission and will be subject to removal.

~~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 individual board and commission members, personally. 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 request ~~refer to~~ a copy of the Conflict of Interest Handbook from the City Attorney 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~~ room 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.

Nepotism Policy

Boardmembers and commissioners who are immediate family may serve on a ~~City~~different board or commission for the City of Manhattan Beach but may not serve on the same one.~~;~~

"Immediate family" is defined as ~~however, relatives within the third degree or closer (i.e.,~~ a person's spouse, children, parents, brothers and sisters, grandparents and grandchildren, aunts and uncles, nieces and nephews~~)~~ whether by blood, adoption, or marriage ~~may not serve on the same board or commission~~.

The City Council may approve exceptions to this rule on a case-by-case basis.

The Ralph M. Brown Act ~~& Sunshine Policy~~

The Ralph M. Brown Act (The Brown Act) (California Government 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 commissions' written agenda in advance, with only a few Brown Act permitted limited exceptions.

Board and commission members should not discuss board or commission business with a quorum of other board or 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 staff member or private party e-mails Commissioners X, Y and Z soliciting their opinions about an agenda item and each "reply all," a Brown Act violation may have 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, or require a copy of a Brown Act Handbook, please contact the City Attorney.

Sunshine Policy

On August 18, 2015, City Council adopted a Sunshine Policy (and later revised on June 6, 2017) directing staff to exceed ~~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 A).

Ethics Training

The City Council requires that City board and commission members attend ethics training. A member has ~~one year~~ 30 days from the start of their term ~~time of appointment~~ to complete the training. The training must be repeated every two years while serving. ~~Your~~ Staff Liaisons or the City Clerk's Office will notify board and commission members of an upcoming training.

Live Scan

Commissioner's that serve with a Student Representative are required to complete a Live Scan, which is an electronic fingerprinting process that performs a criminal record check. Information regarding setting up an appointment will be provided during orientation with all newly appointed commissioners. If the commissioner completes the process with the Manhattan Beach Police Department, the City will cover the necessary costs to conduct the check.

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 via e-mail ~~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, known as "ex parte communications," 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 the 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 recommendation~~s~~ is~~are~~ different from staff's recommendation, 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

Occasionally, joint meetings will be scheduled between different commissions or with the City Council. Staff shall post a notice in advance of a joint meeting.

~~Board/Commission~~	~~Annual Timeframes~~
~~Parks and Recreation Commission~~	~~First Monday of January~~[5]
~~Library Commission~~	~~First Monday of January~~[5]
~~Cultural Arts Commission~~	~~First Monday of January~~[5]
~~Planning Commission~~	~~Third Wednesday of January~~

[5] ~~If the Joint meeting should fall on a holiday when City Hall is closed, the meeting will automatically be held on the following Monday.~~

~~Parking and Public Improvements Commission~~	~~Third Wednesday of January~~
~~Board of Building Appeals~~	~~N/A~~

~~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[6].~~

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.

Work Plan

Commissioners will work with their designated Staff Liaison to identify goals, future ideas or projects, and any necessary or anticipated budgetary considerations or priorities. These items will be included as part of the City Council's Work Plan. The Work Plan is updated and reports are provided to the City Council throughout the year. In addition to the reports, the City Council will hold an annual meeting to review their City Council Work Plan, where they may provide direction, add, remove, or revise items that the Commission would like Council consideration of.

The commissions will work with their liaison to send periodic updates to the City Council regarding the status of their current items or to identify any new requests that they would like to pursue.

[6] ~~Joint meetings held on the same dates will be held for an allotted time of one hour with each commission.~~

The Board of Building Appeals meets on an as-needed basis and does not participate in this process.

Ceremonial Requests

Requests by commissions to recognize outside organizations or individuals are required to be communicated to the City Clerk's office by the staff liaison. The City Clerk's office will coordinate with the Mayor, and if approved, the recognition will be placed on a future City Council meeting agenda.

Roles, 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 commissioners' general duties are to attend their board and commission meetings, review ~~in advance~~ the agenda packet in advance, take public testimony, evaluate and deliberate with their colleagues and staff, attend City events and activities relevant to the commission, 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.

City Issued E-Mail Account

Each board and commission member will be provided with a City issued e-mail account in order to communicate with staff and the public. All correspondence regarding board or commission matters will be sent to that account and it is the

responsibility of the member to monitor and check it regularly. E-mails will not be forwarded to personal e-mail accounts.

Commission Limitations ~~(Do Not)~~

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

Commissions are limited in their authority and are prohibited from making law or policy, directing staff or the City Council, authorizing City expenditures, or engaging in any actions not authorized by law or outlined in these guidelines

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~~ serve one-year terms (June 1 to May 31) and are rotated amongst the commissioners in order of their seniority on the commission. A commissioner may elect not to serve as chair, by doing so, the commissioner will forego their opportunity as chair at that time, and may serve at a later rotation based upon seniority.

If the chairperson seat becomes vacant during a term, the vice-chairperson shall assume the duties of chairperson ~~and a new vice-chairperson~~. The new chair will fulfill the remaining term of the previous chairperson and will complete their own one-year term thereafter. 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 and other City staff. If a commissioner sends a letter or e-mail message to the City Council, ~~and or~~ City Manager, or other City staff 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~~ They also attend~~s~~ each meeting, and prepare~~s~~ 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).

Board and commission members are expected to respond to their staff liaisons in a timely manner and to follow deadlines as provided by staff or the City Council.

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~~ Manhattan Beach residents and business owners~~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.~~

Rules of Decorum and Civility Policy

At the August 18, 2015 City Council meeting, the Manhattan Beach City Council adopted a Rules of Decorum and a Civility Policy. An amended and restated policy was adopted by the City Council on August 6, 2019 (see ~~a~~Attachment – Exhibit B) to continue to ensure that all meetings are conducted democratically and effectively, and so that all members of the public have a full, fair and equal opportunity to be heard. The policy states, "The City Council, all City Boards and Commissions and City staff shall promote the use of and adherence to these guidelines for behavior at all public meetings within the City."

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~~ residents 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 and 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 or 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 or 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 a 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!

Handbook Review and Updates

The City Clerk, with approval from the City Manager and City Attorney, is authorized to update the Boards and Commissions Handbook without further action by the City Council.

Any formal changes to the membership or role of a board or commission will be brought to the City Council for consideration.

Attachment

Exhibit A - Sunshine Policy

City of Manhattan Beach 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.

Periodically, City Council adopts and amends its Meeting Management Rules (attached is the most current version) and 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. **Future Discussion Items** - Provides the public early notification of potential future City Council Agenda items.

(Resolution 18-0028; 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 regular meeting 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 regular meeting agendas shall be posted on the bulletin board located outside of City Hall and the bulletin boards at the Joslyn Community Center, the Manhattan Heights Community Center and on the City's website no later than six

days before the date of the meeting. Complete agenda packets 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 18-0028) 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. 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;

e. 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 18-0028).

f. 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.

g. 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 in full compliance with the Brown Act.

b. **Anticipated Litigation -** The City will provide additional information as to the existing facts and circumstances to describe closed sessions concerning anticipated litigation in full compliance with the Brown Act.

c. **Settlement Agreements -** Proposed settlements of litigation will be placed on the open session portion of City Council meeting agendas when appropriate.

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. 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 and practicable (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.

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.

Attachment

Exhibit B – Civility Policy and Rules of Decorum - Resolution 19-0083

MANHATTAN BEACH CIVILITY POLICY
(AMENDED AND RESTATED AUGUST 6, 2019)

RECITALS

1. Manhattan Beach elected officials and employees will treat members of the public with respect and expect the same in return. The City is committed to maintaining orderly administrative processes in keeping City administrative offices free from disruptions. The City is committed to maintaining a safe, productive and harassment-free work environment for all of its City employees.

2. This policy promotes mutual respect, civility and orderly conduct among City employees, elected officials, and the public. This policy is not intended to deprive any person of his or her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, productive and harassment-free workplace for City staff and a safe and non-threatening environment for visitors and customers. The City encourages professional, respectful, and courteous communication and discourages hostile, intimidating, or otherwise disruptive actions. The City seeks public cooperation with this endeavor.

PROVISIONS:

A. Rules of Civility

1. All interactions between City staff, City elected officials and members of the public will be conducted in a respectful manner.
2. Threats, including threats of violence, will not be tolerated.
3. Members of the public will refrain from any behavior that disrupts or threatens to disrupt City government operations, including any of the following:
   a) Insulting, demeaning, intimidating, or offensive communications;
   b) Harassment or intimidation of any City staff, City elected official, or member of the public;
   c) Willful destruction of property damage;
   d) Conduct that threatens to provoke a violent reaction; and
   e) A continuing pattern of disruptive behavior.

B. Enforcement Protocols.

The City will take the following steps to promote compliance with this Civility Policy. The City reserves the right to take additional measures as necessary, including establishing a separate protocol for interactions between City staff and a member of the public.

1. Official Warning

If a member of the public violates this Civility Policy, staff will issue an oral warning and provide that person with a copy of this policy before taking further action unless the behavior of the member of the public requires a more severe response. This warning, which should clearly identify both the offending behavior and potential consequences that will arise if such behavior persists, will provide the member of the public with an opportunity to improve his or her behavior before the City takes more serious action, such as removal from the premises.

2. Suspension from the Government Building

If a member of the public does not improve his or her behavior in response to an official warning, the City will request the individual leave the premises for a short period of time. This temporary suspension from City property provides the member of the public with an opportunity to "cool down" and reflect on his or her treatment of City staff.

3. Cease and Desist Letter

If a member of the public does not improve his or her behavior in response to an official warning or brief suspension, the City will respond by sending a "cease-and-desist" letter. The letter will identify both the prohibited conduct and the City's potential remedies. A "cease-and-desist" letter will put the member of the public on notice of the potentially serious consequences of his or her conduct.

4. Additional Measures

As noted above, nothing in this policy precludes additional action where warranted.

MANHATTAN BEACH RULES OF DECORUM AT PUBLIC MEETINGS

WHEREAS, a majority of Americans believe that our society is increasingly uncivil and that this problem is particularly acute and particularly detrimental in national, state and local political arenas where it threatens government's ability to function democratically and effectively;

WHEREAS, across the nation many groups have adopted policies and rules to enhance civility and decorum at public meetings;

WHEREAS, in keeping with this national trend many cities have approved policies to promote civility and maintain decorum at local public meetings;

WHEREAS, the defining characteristics of the City of Manhattan Beach include its commitment to the democratic process, individual rights of expression, robust debate and tolerance for disparate views;

WHEREAS, the Manhattan Beach City Council, the City's boards and commissions, other public bodies and various community groups all convene public meetings to address controversial issues that engender passionate and often conflicting opinions;

WHEREAS, an atmosphere of incivility and disrespect at these meetings can stifle participation and debate, threaten the quality of decisions and undermine the local democratic process; and

WHEREAS, adopting rules of decorum applicable to all public meetings will help ensure that civic engagement and local democracy continue to flourish in Manhattan Beach.

PROVISIONS:

A. General Guidelines

The City has numerous public meetings such as City Council meetings, Commission meetings, Board meetings, etc. (hereinafter "Public Meetings"). In order to safeguard participatory democracy in Manhattan Beach, all persons attending Public Meetings in Manhattan Beach should strive to:

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate
- Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools

for forging sound decisions.

B. Rules of Decorum

1. No person attending a Public Meetings shall engage in disorderly or boisterous conduct—including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance—that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
2. All remarks by members of the public shall be addressed to the Mayor or the Chair (hereinafter "Presiding Officer") and not to any other member of the public or to any single Council, Board or Commission Member unless in response to a question from that Member.
3. Signs, placards, banners, or other similar items shall not be permitted in the audience during a Public Meeting if the presence of such item disturbs, disrupts or otherwise impedes the orderly conduct of the meeting.
4. All persons attending a Public Meeting shall remain seated in the seats provided, unless addressing the body at the podium or entering or leaving the meeting.
5. All persons attending a Public Meeting shall obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.

C. Enforcement of the Rules of Decorum

1. The Presiding Officer shall be responsible for maintaining the decorum at the Public Meeting and uniformly enforcing the Rules of Decorum.
2. In the event that any person breaches the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, the Presiding Officer shall order that person to cease the offending conduct.
3. If any person continues to breach the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting following an order from the Presiding Officer to cease the offending conduct, the Presiding Officer may order that person to leave the Public Meeting.
4. If any person refuses to leave the Public Meeting following an order from the Presiding Officer to do so, the Presiding Officer may order any law enforcement officer on duty to remove that person from the Public Meeting.

The City Council, all City Boards and Commissions, and City staff shall promote the use of and adherence to these guidelines for behavior at all public meetings within the City.