



## Legislation Text

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**File #:** 19-0474, **Version:** 1

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Recommendation to receive a report on recommendations for streamlining City Council meetings; and

Request City Attorney to prepare an ordinance amending the Long Beach Municipal Code governing the City Council meetings according to staff recommendations and City Council direction. (Citywide)

At its meeting of October 23, 2018, the City Council requested a report on best practices for streamlining City Council meetings. The City Manager's Office, City Clerk's Office, Mayor's Office, and City Attorney's Office conducted outreach and best practices research to prepare recommendations for the City Council's consideration. On March 1, 2019, the recommendations were transmitted to the City Council via memorandum (Attachment A), and are summarized below for consideration:

### Ø Immediate Implementation

1. Utilize staff to answer questions prior to the City Council meeting;
2. Set scheduled time and time limits for ceremonials/presentations to create predictability for that part of the agenda;
3. Formalize a policy for public comment when large crowds are present;
4. Additional use of the Consent Calendar for items that generally require less discussion;
5. Adopt Consent Calendar prior to 6:30 p.m. to create predictability for that portion of the meeting;
6. Adhere to posted agenda order as much as possible;
7. Create a process to remind the Council after Council discussion has reached 30 minutes, and ask the body for direction as to whether to proceed with a vote or continue debate
8. Increase use of City Council Committees to hear public comment for large and controversial items;
9. Refocus use of Supplemental Agenda for items of urgency only; to allow non-urgent items to have more time for preparation and questions; and,
10. Continue Closed Session at the end of City Council meetings, if required.

### Ø Future Implementation

1. Hold a Robert's Rules of Order refresher and consider alternative streamlined rules;

2. Use of technology in the new Civic Center, such as speaker sign up and alternative ways to show support for community presentations and speakers; and,
3. Electronic board to announce the City Council meeting agenda order.

This matter was reviewed by Deputy City Attorney Taylor M. Anderson on May 1, 2019 and by Budget Analysis Officer Julissa José-Murray on April 30, 2019.

City Council action is requested on May 14, 2019, to amend the Long Beach Municipal Code, as needed, and begin implementing the recommendations.

There is no fiscal or local job impact associated with this recommendation. The short-term recommendations are not expected to require additional staff hours beyond the normal budgeted scope and is consistent with existing City Council priorities. The longer-term recommendations would require additional resources to research and to acquire and implement technology solutions in the new Civic Center.

Approve recommendation.

PATRICK H. WEST  
CITY MANAGER