



City of Long Beach

Working Together to Serve

**Memorandum
3rd Council District**

R-17

Date: July 13, 2010

To: Honorable Mayor Foster and Members of the City Council

From: Gary DeLong, Councilmember, 3rd District
Robert Garcia, Councilmember, 1st District
Suja Lowenthal, Councilmember, 2nd District

Subject: Council Meeting Schedule

On April 22, 2003, the City Council and Mayor O'Neill adopted a schedule of regular meetings for the Tuesday of each week, except the last Tuesday of each month. Regular meetings of the City Council shall be held at City Hall at five o'clock (5:00) P.M. The meeting schedule is regulated by Municipal Code 2.03.020.

The policy of no Council meetings on the last Tuesday of each month stemmed out of a request from Council on January 21, 2003, to review opportunities for streamlining or efficiency measures that could result in cost savings. A March 6, 2003, memo outlined five alternatives (A-E). Alternative D, "No Last Tuesday of Month Meetings," was adopted with the estimated cost savings of \$37,560 per year at a cost of \$3,130 per meeting. Since 2003, the City has saved approximately \$300,000 by using this approach.

From the memo of March 6, 2003, Alternative A gave the option of conducting 2 monthly meetings. The cost savings estimate for 2003, was \$87,640 per year. In addition, there will be significant benefits to the community as Councilmembers and City staff will have more time to invest in community activities.

As in 2003, the current budget evaluation is an opportune time to review the policies of the City Council and look for opportunities to improve government efficiency, reduce costs, and increase the amount of time Councilmembers and staff can invest in the community. Accordingly, it is recommended that the City Council modify the schedule of regular meetings to two per month.

Recommended Action: Request the City Attorney to prepare an Amendment to Municipal Code Section 2.03.020 [b] to provide the Council meeting schedule of the 1st and 3rd Tuesdays of the month.

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City of Long Beach
Working Together to Serve

Memorandum

03 JAN 16 AM 10: 34

Date: January 21, 2003
To: Mayor Beverly O'Neill and Councilmembers
From: Dennis Carroll, 4th District Councilmember *DC*
Subject: **AGENDA ITEM – City Council Meeting Policy Review**

Review of the meeting policies of the Long Beach City Council, to include:

- 1) Off-site meetings policy
- 2) Monthly preparation/planning week for Council and City staff – Council dark
- 3) Streamlining Council Agenda and Council Meetings.

Background material:

The budget evaluation process is an appropriate time to revisit the meeting policies of the City Council. Cost savings and other efficiencies can be evaluated in this process. The City Clerk's office should also be consulted in this evaluation.

DATE: March 6, 2003
TO: Mayor and Members of the City Council
FROM: Larry Herrera, City Clerk and Gerald R. Miller, Acting City Manager
SUBJECT: Council Information Request of January 21, 2003 - Meeting Costs

At the City Council meeting of January 21, 2003, the City Council requested that the City Clerk, along with the assistance of the Acting City Manager, review and report back in 45 days regarding the City Council meeting policy, preparation, and possible streamlining or efficiency measures that could result in cost savings.

In considering this report, it is important to note that:

- Cost saving and efficiency measures associated with the public meeting process can be balanced against the public's interest in transparency and access to local government; and
- In addition to the measures identified in this report, staff is working on a more in-depth review of the agenda process with the aim of creating public access enhancements, cost reductions and streamlining efficiencies with the following considerations in mind:

Inclusion – that the public meeting process is focused on including all of our diverse communities;

Transparency – that the process is open and deliberative;

Diligence and Balance – that actions are dedicated to making the public meeting process cost effective by management of the agenda policies and items according to the goals of the public, City Council and our employees;

Timeliness – that actions and systems are focused on ensuring timely and accurate noticing and distribution of agendas, reports, and correspondence;

Accuracy and Security – that documentation of City Council decisions are integrated with systems that support accuracy and security of the public record, along with efficient and cost-effective methods of accessing the legislative history; and

Continuous Improvement and Best Practices – adoption of a philosophy to continuously improve the “public meeting and participation process,” along with development of internal best practices and incorporation of those produced by other cities so that we may re-gear all systems to focus on positive citizen participation.

Currently, Chapter 2.03.020 of the Long Beach Municipal Code (attached) requires regular City Council meetings be held every Tuesday at 5:00 p.m. in the Council Chambers of City Hall, except as provided in Section B, which addresses off-site Council meetings. Following are five alternative meeting schedules, along with estimated costs/cost savings, for consideration arranged from highest estimated cost savings to least. For comparison purposes, a table showing

the meeting dates of Los Angeles County cities and other selected cities is shown as Attachment A.

Alternative A: 2 Monthly Meetings

At a cost of \$3,130 per meeting, a twice-monthly schedule would save \$87,640 per year. A schedule of 1st and 3rd Tuesdays beginning in April of this year, would mean the elimination of 22 meetings, for a savings of \$68,860 for the remainder of FY 2003; however, it should be noted that a two-meeting per month schedule could result in negative impacts on the timely conducting of City business and may require more "special meetings."

Required Implementation Actions: Amend Municipal Code Section 2.03.020 [b] to provide for a two meetings per month.

Alternative B: 26 Bi-weekly Meetings

Costs: At a cost of \$3,130 per meeting, a bi-weekly schedule would save \$81,380 per year. Going to a bi-weekly meeting schedule by April of this year would mean the elimination of 20 meetings, for a savings of \$62,600 for the remainder of FY 2003.

Required Implementation Actions: Amend Municipal Code Section 2.03.020 [b] to provide for a bi-weekly schedule.

Alternative C: Amend Offsite Meeting Policy

Costs: Currently, the Municipal Code provides for one offsite Council meeting per year for each Council District, with the exception of District 2. The reason the Code excludes District 2 is because the remaining Council meetings are held at City Hall, which is in Council District 2. In addition to the conduct of City business, it has become tradition for offsite Council meetings to be used as a forum to recognize community service in each of the respective Council Districts. The Municipal Code designates the fourth Tuesday of a specific month for each of the other eight Council Districts. The average estimated cost for each off-site meeting is \$6,940 or approximately \$3,810 more than a Council meeting held in the Council Chambers. Cancellation of these meetings on an annual basis would save approximately \$55,520. Assuming the cancellation of the remainder of the offsite meetings for FY 03, savings of \$34,700 are estimated.

Remaining offsite meeting dates in FY 03 are as follows:

Date*	District
March 25	Fourth
April 22	First
May 27	Fifth
July 24	Eighth
September 23	Sixth

Required Implementation Actions: Amend Municipal Code Section 2.03.020 [b] to give the City Council the option of holding one "District" meeting per year either whereby they could recognize community service efforts either offsite in their respective districts or in the Council Chambers. It is recommended that the current schedule as prescribed in the Municipal Code be kept as is, and designating the month of June for Council District 2. (Note: Should the Council elect to change this section of the Municipal Code, it would be necessary to read into the record the intent with regard to the upcoming March 25, 2003 Council meeting which is currently required to be held offsite in District 4.)

Alternative D: No Last Tuesday of Month Meetings

Costs: Each calendar year, there are 12 last Tuesdays. The holding of 12 fewer meetings at an estimated cost of \$3,130 per meeting would save \$37,560 per year, or \$28,170 for the remainder of FY 03.

Required Implementation Actions: Amend Municipal Code Section 2.03.020 [b] to provide that "regular meetings of the City Council shall be held in the Council Chambers of City Hall on the first 3 Tuesdays of each month with 4 Tuesdays and the first four Tuesdays of each month containing 5 Tuesdays of each calendar year, beginning at 5:00 P.M.

Alternative E: No 5th Tuesday Meetings

Costs: In 2003, there are "5th" Tuesdays in the months of April, July, September, and December. Cancellation of four meetings at an estimated cost of \$3,130 per meeting would save an estimated \$12,520 per year, or \$12,520 for the remainder of FY 03.

Required Implementation Actions: Amend Municipal Code Section 2.03.020 [b] to provide that "regular meetings of the City Council shall be held in the Council Chambers of City Hall on the first four Tuesdays of every calendar month at 5:00 P.M.

Changing of Meeting Start-times and Public Comment Start-Time

Costs: Changing of City Council meeting start times to 9:00 a.m. or 3:00 p.m. would not generate significant cost savings, but might go towards the holding of meetings that do not "fatigue" the public, Council or staff due to meeting length and adjournments past 8:00 p.m. If such an approach were considered, it would be advisable to keep hearings held at a time certain later in the day (5:00 p.m. or 6:00 p.m.) for the convenience of the parties involved in a hearing or appeal.

Required Implementation Actions: Amend Municipal Code Section 2.03.020 [b] change the "call to order" time of weekly City Council meetings.

Next Steps

Should any member of the City Council wish to proceed further with any of the above options, placement of this subject on the agenda of March 18, 2003, would be an appropriate date given the timing requirements of the options being considered.

Should you require any additional information, please do not hesitate to contact Larry Herrera, City Clerk, at 8-6459 or Jerry Miller, Acting City Manager at 8-6916.

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City of Long Beach
Working Together to Serve

Memorandum
Councilwoman Jackie Kell

RECEIVED
CITY CLERK
LONG BEACH, CALIF.

03 MAR 32 PM 2: 35

Date: April 8 2003
To: Mayor O'Neill and City Councilmembers
From: Councilmember Jackie Kell, 5th District
Subject: Cancellation of City Council Meetings on Fifth Tuesdays

Background

In a memorandum jointly issued to the Mayor and Members of the City Council by City Clerk Larry Herrera and Acting City Manager Gerald Miller on March 17, 2003, it noted that the City of Long Beach could save \$6,800 in calendar year 2003 by canceling City Council meetings normally scheduled for the 5th Tuesdays during the months of April, July, September, and December.

Motion

To ensure that proper notice is given and publicized prior to the meeting which would normally be held on Tuesday, April 29, 2003, I therefore request that the City Council immediately cancel all meetings regularly held when there is a fifth Tuesday in a month.

ORDINANCE NO. C-7852

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AMENDING THE LONG BEACH MUNICIPAL CODE BY AMENDING SUBSECTION 2.03.020B RELATING TO REGULAR MEETINGS OF THE CITY COUNCIL

The City Council of the City of Long Beach ordains as follows:

Section 1. Subsection 2.03.020B of the Long Beach Municipal Code is amended to read as follows:

2.03.020 Meetings.

B. Regular meetings of the City Council shall be held in the Council Chambers of City Hall at five o'clock (5:00) P.M., on Tuesday of each week, except the last Tuesday of each month, on which there will be no regular meeting of the City Council.

If any regular meeting day falls on a holiday, such regular meeting shall be held on the next business day thereafter.

Sec. 2. The City Clerk shall certify to the passage of this ordinance by the City Council and cause it to be posted in three conspicuous places in the City of Long Beach, and it shall take effect on the thirty-first day after it is approved by the Mayor.

I hereby certify that the foregoing ordinance was adopted by the City Council of the City of Long Beach at its meeting of April 22, 2003, by

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Long Beach, California 90802-4664
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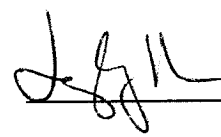
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the following vote:

Ayes: Councilmembers: Lowenthal, Colonna, Carroll,
Kell, Richardson, Reyes Uranga,
Webb, Lerch.

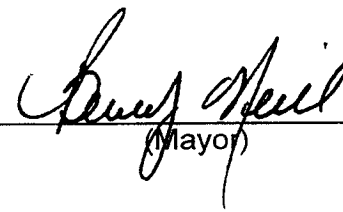
Noes: Councilmembers: None.

Absent: Councilmembers: Baker.



City Clerk

Approved: 4-24-03
(Date)



Mayor

MJM:fl
4/9/03
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