

RESOLUTION NO. 2025-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, AMENDING CITY COUNCIL POLICY STATEMENT 1001 (ADOPTION OF COUNCIL POLICY STATEMENTS).

WHEREAS, City Council policies are developed for the purpose of establishing standard practices and procedures for the City Council, City commissions, boards, and committees, and City staff to follow; and

WHEREAS, these policies are updated from time to time to ensure that they are legally compliant and reflect current City practices; however, it has been many years since there has been a comprehensive review of all City Council policies; and

WHEREAS, an Ad Hoc City Council Policies Subcommittee ("Subcommittee") was created for the purpose of working with staff to conduct a comprehensive review of existing City Council policies and make recommendations to City Council as appropriate ("Project"); and

WHEREAS, City Council Policy Statement 1001 (Adoption of Council Policy Statements) is out date and requires that all City Council Policies become effective by a 4/5ths vote. Staff, with the concurrence of the Subcommittee, is recommending this be changed to a simple majority and that other revisions be made that will bring this policy in line with current practice.

NOW, THEREFORE, the City Council of the City of Culver City, California, DOES HEREBY RESOLVE as follows:

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 The City Council hereby adopts an amended City Council Policy No. 1001
entitled "Adoption of Council Policy Statements," which Policy is attached hereto as Exhibit
"A" to this Resolution and will replace the existing Council Policy Statement 1001. The
amended Policy, as set forth in Exhibit A, shall supersede all other previously adopted
policies regarding the subject matter therein, as reflected in the amended Policy.

2. The City Manager is hereby authorized to format the attached City Council Policy in a format consistent with other City Council adopted policies and shall include the final version of this adopted Policy with other adopted policies.

APPROVED and ADOPT	ED thisday of2025	2025.
	DAN O'BRIEN, Mayor City of Culver City, California	
ATTEST:	APPROVED AS TO FORM:	
JEREMY BOCCHINO, City Clerk	HEATHER BAKER, City Attorney	

EXHIBIT A

CITY OF CULVER CITY COUNCIL POLICY STATEMENT

General Subject: Council Policy Administration Date Issued: 10/27/2025

Specific Subject: Adoption of Council Policy Statements Effective Date: 10/27/2025

Resolution No: 2025-R____

Policy Number: 1001

I. PURPOSE:

To establish policies of the City Council not already covered by ordinances, to supplement or complement other resolutions or policies, and to establish procedures for the adoption, numbering and dissemination of such policies.

II. STATEMENT OF POLICY:

Policies adopted by the City Council shall not conflict with any ordinance or resolution of the City. In the event of a conflict between a Council policy and a resolution or ordinance, the resolution or ordinance shall control. All policies must receive a majority vote of the City Council to become effective, and shall be effective immediately. A standardized policy format shall be used as demonstrated by the format of this policy, including, as applicable, a Purpose, a Statement of Policy, Definitions, Background, and Procedures. Policies shall be numbered (indexed) as follows:

- 1. Series 1000, for policies relating to the format, distribution or content of future policies.
- 2. Series 2000, for policies relating to the public services.
- 3. Series 3000, for policies relating to the activities of City Council.
- 4. Series 4000, for policies relating to employees and City officials.
- 5. Series 5000, for policies relating to financial and budget matters.

III. PROCEDURES:

A majority of the members of the City Council, the City Manager, or the City Attorney may place a proposed policy or policy amendment on the City Council agenda for discussion and direction. If the City Council directs the creation or modification of a policy, the City Manager shall assign appropriate members of City staff to work on the policy. Prior to presentation to City Council for consideration and adoption, the City Manager and City Attorney shall assign an appropriate title and policy number, prepare the policy in approved format, and prepare a related resolution.

Following adoption, the policy shall be distributed to interested parties, which may include, as applicable, the City Council, City Manager, City Clerk, City Attorney, Department and Division Heads, affected commissions, boards and committees, and employees. All current Council policies shall be maintained on the City's website for access by employees and the public. Copies of Council policies shall be provided to new council members, commissioners and board and committee members upon taking office.

*This Policy supersedes Policy No. 1001 issued on January 23, 1995 by Resolution No. 95-R005.