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2 1. The City Council hereby adopts an amended City Council Policy No. 1001  
3 entitled "Adoption of Council Policy Statements," which Policy is attached hereto as Exhibit  
4 "A" to this Resolution and will replace the existing Council Policy Statement 1001. The  
5 amended Policy, as set forth in Exhibit A, shall supersede all other previously adopted  
6 policies regarding the subject matter therein, as reflected in the amended Policy.  
7

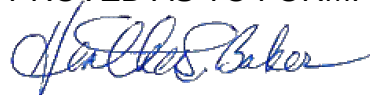
8 2. The City Manager is hereby authorized to format the attached City Council  
9 Policy in a format consistent with other City Council adopted policies and shall include the  
10 final version of this adopted Policy with other adopted policies.  
11

12 APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2025.  
13  
14

15 \_\_\_\_\_  
16 DAN O'BRIEN, Mayor  
City of Culver City, California

17 ATTEST:

18 APPROVED AS TO FORM:

19 

20 \_\_\_\_\_  
JEREMY BOCCHINO, City Clerk

21 \_\_\_\_\_  
HEATHER BAKER, City Attorney  
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## EXHIBIT A

### **CITY OF CULVER CITY COUNCIL POLICY STATEMENT**

**Policy Number: 1001**

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\_\_\_\_

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#### **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.***