

MEETING DATE: July 2, 2007

AGENDA ITEM: Adoption of a Resolution approving a City Council Policy on the Roles for the City Council Liaisons to the City's Commissions and Appointment of the City Council/Commission Liaisons.

ATTACHMENTS

	<u>Pages</u>
1. Resolution	1-3

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1 4. The City Manager shall distribute this City Council Policy Statement to
2 interested parties, which include, but are not limited to: the City's Commissions and City
3 Staff.

4 APPROVED and ADOPTED this _____ day of July 2007.
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7 _____
8 ALAN CORLIN, MAYOR
City of Culver City, California

9 ATTEST:
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APPROVED AS TO FORM:
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12 _____
CHRISTOPHER ARMENTA, City Clerk

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CAROL A. SCHWAB, City Attorney
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City Council Adopted Policy 2007-02
Adopted by Resolution on July 2, 2007
Subject Matter: City Council-Commission Liaisons

PURPOSE

The purpose of this policy is to provide general guidelines for the duties and conduct of those duties of City Councilmembers appointed as City Council-Commission Liaisons.

BACKGROUND

This policy is a result of the City Council meeting of May 29, 2007 at which time the City Council adopted City Council Policy 2007-01 (City Commissions). Said Policy contains a provision to establish City Council-Commission Liaisons.

DUTIES OF CITY COUNCIL-COMMISSION LIAISONS

- (1) The prime role of the City Council Liaison is to be a communicator of information, both from the City Council to the Commission and from the Commission to the City Council. The Liaison also serves as a resource to the Commissions on operational and procedural issues.
- (2) As an important resource to their Commission, Council Liaisons would be encouraged to attend monthly Commission meetings. In times when a conflict arises, the Mayor may be available to attend as an Alternate Liaison.
- (3) In performance of the role as Liaison and to preserve the semi-independence of the Commission, the City Councilmember shall not participate in the deliberations of the Commission. However, on issues of procedure, Council Liaisons may want to share thoughts with the Chair after the meeting.
- (4) Liaisons shall report to the City Council on at least a monthly basis on the actions and issues being undertaken by the Commission.
- (5) Liaisons shall serve in that capacity at the pleasure of the City Council and shall rotate commission assignments on an annual basis.