

MEETING DATE: May 29, 2007

AGENDA ITEM: Adoption of a Resolution Establishing a Council Policy related to the City's Commissions.

ATTACHMENTS

	<u>Pages</u>
1. Follow-up Item Spreadsheet	1
2. Resolution (with Council Policy as Exhibit "A")	2-8

Attachment 1

City of Culver City		
City Manager's Office		
Facilitated Meetings Spreadsheet of Follow-up Items		
Item	Type	Notes
One Hour Rule for Individual Councilmember Requests	Policy	Item was Agendized by Council
Councilmembers should be treated the same	Policy	
Formation of Council Committee to address the future roles of Commissions, Committees, and Subcommittees.	Policy	Committee Formed - 04/23/2007
Professionalism	Policy	
Attendance	Policy	
Punctuality	Policy	
Attire	Policy	
Demeanor	Policy	
Preparation for meetings	Policy	
High standards of Behaviors	Policy	
Council provide broad parameters to Commissions	Policy	
Communication standard between Commission/Staff	Policy	
Council receipt of Commission minutes - timely and consistent	Policy	
Council/Commission communications	Policy	
Use of Roberts Rules of Order for Commissions	Policy	
Speaking when recognized	Policy	
Commission treatment of others/staff	Policy	
Use of a Council Liaison to Commissions	Policy	
Council clarification of roles of Commissions	Policy	
Simple, consistent minute format	Policy	
Orientation/Training - Speaking in public (Toastmasters)	Policy	
Reciprocal agenda items regarding actions by Commissions/Council	Policy	
Orientation/Training - Roberts Rules	Policy	
Orientation/Training - Brown Act	Policy	
Orientation/Training - Ethics	Policy	
Orientation/Training - Etiquette	Policy	
Commissioner misconduct	Policy	
Documentation of Training Received	Policy	
Orientation/Training - Voting System	Policy	
Types of Minutes to be Used	Policy	
Addressing Commissioner absences from meetings	Policy	
Assure minutes of Commissions/Council posted to website in timely manner	Admin	Current policy is to post minutes upon approval by commission. This is being done
Votes by Commissions provided to Council on day after Commission meeting	Admin	Began with May meetings of Commissions
Advertise and schedule Commission Appointments in May	Admin	Advertising in process. Appointments scheduled for May 29
Use of 24-Hour Report by Commissions	Admin	Will begin with June meetings - Discussed with Commissioners in June
Prepare Spreadsheet of Items	Admin	Completed
Train staff who staff Commissions	Admin	Will begin in June following Policy adopted by Council.

Attachment 2

RESOLUTION NO. 2007-R_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF CULVER CITY, CALIFORNIA, AND ADOPTING CITY
COUNCIL POLICY STATEMENT 2007-____ RELATED TO
CITY COMMISSIONS**

WHEREAS, on May 29, 2007 at a regularly scheduled meeting of the City Council, the City Council discussed a proposed policy related to the City's Commissions; and

WHEREAS, the proposed policy reflects items which surfaced during a Special City Council Meeting held on February 24, 2007 which involved participation from the City Council, members of the City's Commissions, members of the City's Executive Management team, and members of the public; and

WHEREAS, through adoption of the policy attached hereto as Exhibit "A," the City Council desires to address the important issues discussed at the facilitated meeting on February 24, 2007 and provide consistent guidance to Commissions, their members and City Staff related to the operations of the City's Commissions and the standard of conduct for Commission appointees.

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

1. The City Council hereby adopts City Council Policy Statement No. 2007-____, entitled, "City Commissions," which City Council Policy Statement is attached hereto as Exhibit "A" to this resolution.
2. City Council Policy Statement No. 2007-01 shall be effective on July 1, 2007.

3. The City Manager is hereby authorized to format this policy statement in a format consistent with other City Council Policy Statements and shall include the final version of this City Council Policy Statement with other adopted City Council Policy Statements.

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

APPROVED and ADOPTED this _____ day of May 2007.

ALAN CORLIN, MAYOR
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

CHRISTOPHER ARMENTA, City Clerk

CAROL A. SCHWAB, City Attorney

Draft Policy related to City Commission Guidelines

Exhibit A

PURPOSE

The purpose of this policy is to provide general guidelines on topics related to the City's Commissions. At the time of this policy's adoption by the City Council, the City Council had created four Commissions:

- Civil Service Commission
- Cultural Affairs Commission
- Parks and Recreation Commission
- Planning Commission

This Policy shall apply to all Commissions, both existing at the time of the adoption of this Policy and subsequent thereto.

BACKGROUND

This policy is a result of the facilitated meetings held in February, 2007 during which the City Council met with members of the City's Commissions and Executive Management. This policy addresses various issues raised during these meetings by City Councilmembers, City Commissioners, and Executive Management.

GENERAL ROLE OF THE CITY'S COMMISSIONS

The City of Culver City prides itself on the participatory nature of its local government. The City's Commissions play an important role in the efficient governance of the City, and provide interested community members with the opportunity to serve their fellow residents.

As advisory bodies to the City Council, the Commissions' advice on topics within their purview, combined with factual research performed by City Staff, provide the City Council with a more complete picture of many issues. In the role of advisors to the City Council, Commissions administer policies adopted by the City Council. From time to time, Commissions may be asked to interpret and enforce City Council adopted policy. However, unless expressly provided the authority to do so by the City Council, Commissions shall not make policy.

COMMISSIONER CODE OF CONDUCT

As representatives of the City Council and the City, it is important that Commissioners set an example of conduct appropriate for their key roles. Therefore, Commissioners are required to adhere to the following:

Preparation for Meetings

It is necessary for Commissioners to be prepared to discuss the items on the Agenda. Therefore, Commissioners should, whenever possible, be provided with agenda packets at least three business days prior to the meeting date.

Questions should be posed to staff prior to the meeting to allow staff the time necessary to prepare and provide responses.

Punctuality/Attire

As part of making the City's government as open and accessible to the public as possible, the City Council has directed that meetings of all Commissions shall generally be televised. This, coupled with the public nature of the Commission meetings, makes it important for Commissioners to begin meetings on time. Further, when attending official City events, including monthly Commission meetings, Commissioners shall be appropriately attired. Business casual shall be the generally acceptable mode of attire.

Conduct at Meetings

In compliance with the State's Open Meetings Law, commonly known as "The Brown Act," Commissions can only take action on items that appear on the Agenda. Commissioners wishing to have an item agendaized for discussion must obtain a majority of Commissioners' support to place an item on a future agenda. Commissioners who believe they may have a concern related to Brown Act compliance shall consult with the City Attorney.

While considering items at Commission meetings, disagreements may arise, which is normal and part of the process in a participatory government. However, it is important that Commissioners conduct meetings with proper decorum and respect.

To facilitate proper decorum, Roberts Rules of Order shall be the parliamentary standard when conducting meetings.

Role of the Chair

The Chair is the presiding officer of the Commission meeting. In that role, the Chair is responsible for maintaining order and decorum. The Chair calls the meetings to order, recognizes speakers, and manages the agenda. It is also the Chair's responsibility to ensure the person who has the floor is given the attention of other members and the public and is allowed to speak without undue or inappropriate interruption.

During certain proceedings, such as an official Public Hearing, legal procedures are in place to ensure all persons are able to address a Commission during consideration of an Agenda Item. The Chair is responsible for guiding the Commission's discussion in accordance with the procedures either contained in the staff report or reported by staff.

Meeting Minutes

Meeting minutes are an important summary of the actions taken by the Commission on items that appear on the Commission Agenda (Action Minutes). They are not meant to capture each word (Verbatim Minutes). To facilitate more rapid production and transmittal of the minutes, Staff shall prepare and Commissions shall approve Action Minutes similar to those produced for the City Council meetings. Commissioners or members of the public interested in additional information may seek a copy of the audio/video recording of the meeting.

With the adoption of this standardized form of minutes, it shall be the goal of each Commission to consider approval of their minutes at the next regularly scheduled meeting of their Commission.

Commissioner Misconduct

As appointees of the City Council, Commissioners serve at the pleasure of the City Council. Violations of this Code of Conduct shall be handled in the following manners:

- (1) Minor Misconduct: Issues will be reported to the Department Head of the department that provides staff support to the Commission. The Department Head shall then attempt to resolve the issue with the City Council Liaison, Commission Chair, and Commissioner.
- (2) Major Misconduct: Issues of this level will involve the City Council Liaison, Commission Chair, and the City Manager's Office.

In the case misconduct involves the Commission Chair, the Commission Vice Chair shall act in-lieu of the Chair

Additionally, the City Manager shall report Commissioner misconduct to the City Council.

Commissioner Attendance and Forfeiture of Commission Seat

Annually, in May, the City Manager shall provide the City Council with a summary of attendance by Commissioners at Commission meetings.

Several Sections in the CCMC provide for the following:

"Any Commissioner who is absent from three (3) consecutive meetings of the Commission or a total of five (5) meetings in any six (6) month period shall thereby automatically forfeit his membership in said Commission, provided, however, that there shall be no such forfeiture in the event of any of the following:

- A. When a Commissioner is unable to attend due to illness or physical incapacity.
- B. When a Commissioner is unable to attend because of business or vacation.
- C. When the City Council has determined before forfeiture that an absence is justified."

COMMISSION INTERACTION WITH THE CITY COUNCIL

One common theme discussed at the facilitated meetings was the importance of having regular interaction between the City Council and Commissioners. Therefore, the following shall be scheduled:

- Annual Joint Meetings of each of the Commissions with the City Council (at the regularly scheduled Commission meetings in September of each year); and
- Designation of a Council Liaison to each Commission in April of each year (with the Mayor functioning as an alternate).

Appeal to City Council of Commission Decisions

The various appeal schedules are mentioned in various sections of the CCMC and currently vary from Commission to Commission. The City Manager is directed to prepare a proposed unified appeal process for consideration by the City Council within 60 days of the date of the adoption of this Policy.

COMMISSION INTERACTION WITH THE CITY STAFF

One of City Staff's many roles is to provide information to the Commissions. As part of maintaining proper decorum and respect, Commissioners shall interact with staff with proper politeness and courtesy. Whenever possible, issues and concerns of Commission Members and/or City Staff shall be addressed to the Department Head of the department that provides staff support to the Commission. Should resolution not be reached after consultation with the Department Head, Commission Members may consult with the City Manager's Office.

Commissions, as bodies, and individual Commissioners may make routine informational requests to City Staff that do not require significant research or other allocation of staff resources. Neither Commissions nor individual Commissioners shall provide direction to City Staff (other than to place items on future Agendas in accordance with the procedures set forth in this Policy). Agenda item requests which require the dedication of significant time resources shall not be undertaken without the approval of the Department Head and/or the City Manager. Major policy items may also be presented to the City Council for consideration and direction prior to allocation of staff resources by the City Manager.

COMMISSIONER TRAINING/ORIENTATION

Commissioner Training/Orientation is important to prepare new commissioners for the key role they play. Ongoing training for Commissioners is also important to keep Commissioners abreast of the latest developments in their field(s).

New Commissioner Training

The City Manager and City Attorney are hereby directed to immediately develop and implement a New Commissioner Training Program which will provide new commissioners with training in the following basic areas:

- General City Operations
- The State Open Meetings Law (The Brown Act)
- General Parliamentary Procedure (Roberts Rules) and Etiquette

- Ethics (AB 1234) – Including proper use of Commissioner Title and Business Cards
- Electronic Voting System

Existing Commissioner Training and Ongoing Training

The City Council shall consider funding that would provide ongoing training to Commissioners during the fiscal year. Commissioners are encouraged to recommend applicable training for inclusion in future year budgets. One source of important and credible training is the League of California Cities