

MEETING DATE February 27 2006

AGENDA ITEM Introduction of an Ordinance Amending Section 7 01 135 of the Culver City Municipal Code Related to the Culver City Traffic Committee s Organization and Role and Approval of a Resolution Adopting Bylaws for the Traffic Committee

ATTACHMENTS

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2	Proposed Resolution	7-11

ORDINANCE NO 2006-_____

**AN ORDINANCE OF THE CITY OF CULVER CITY,
CALIFORNIA, AMENDING SECTION 7 01 135 OF THE
CULVER CITY MUNICIPAL CODE RELATING TO THE
CULVER CITY TRAFFIC COMMITTEE**

WHEREAS it is the policy and history of the City of Culver City to provide ample opportunities for public participation in the consideration of matters of public interest and welfare and,

WHEREAS at its duly noticed public meetings of November 22, 2004 May 5 2005 and October 10, 2005, the City Council of the City of Culver City considered the role and organization of and public participation in, the Culver City Traffic Committee and

WHEREAS on October 10, 2005, after giving the public an opportunity to be heard and considering all information before it, the City Council decided to allow for the appointment of Culver City residents to serve as non-voting members of the existing Culver City Traffic Committee

NOW THEREFORE the City Council of the City of Culver City California DOES HEREBY ORDAIN as follows

SECTION 1 Section 7 01 135 of the Culver City Municipal Code is hereby amended to read as follows

**§ 7 01 135 TRAFFIC COMMITTEE, DUTIES, APPOINTMENT,
TERM**

A There is hereby established an advisory traffic committee to serve without compensation, consisting of the Chief of Police City Engineer, ~~City Planner~~ Planning Manager, Fire Chief, ~~and the Public Works Director,~~ or each of their designees, and four Culver City residents who shall be non-voting members Each resident member shall be appointed by the City Council for a term of up to four years

1 B It shall be the duty of the Traffic Committee to suggest the
2 most practicable means for coordinating the activities of all officers and
3 agencies of this City having authority with respect to the administration
4 and enforcement of traffic regulations to stimulate and assist in the
5 preparation and publication of traffic reports to receive complaints
6 regarding traffic matters and to recommend to the City Council ~~to the~~
7 Chief of Police ~~to the City Engineer-~~ and ~~to other~~ City officials ways
8 and means for improving traffic conditions and the administration and
9 enforcement of traffic regulations

10 C The City Council may establish, by resolution, bylaws of
11 the Traffic Committee to further describe and clarify its role,
12 organization, membership and duties

13 **SECTION 2** Pursuant to Section 514 of the City Charter, this Ordinance
14 shall take effect thirty (30) days after the date of its adoption Pursuant to Sections 512
15 and 517 of the City Charter, prior to the expiration of fifteen (15) days after the adoption
16 the City Clerk shall cause this Ordinance, or a summary thereof, to be published in the
17 Culver City News and shall post this Ordinance or a summary thereof in at least three
18 places within the City

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SECTION 3 The City Council hereby declares that, if any provision section subsection paragraph sentence, phrase or word of this ordinance is rendered or declared invalid or unconstitutional by any final action in a court of competent jurisdiction or by reason of any preemptive legislation, then the City Council would have independently adopted the remaining provisions sections, subsections, paragraphs sentences phrases or words of this ordinance and as such they shall remain in full force and effect

APPROVED AND ADOPTED this _____ day of _____ 2006

ALBERT M VERA Mayor
City of Culver City, California

ATTEST

APPROVED AS TO FORM

CHRISTOPHER ARMENTA City Clerk

CAROL A SCHWAB, City Attorney

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8 improving traffic conditions and the administration and enforcement of
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APPROVED AND ADOPTED this _____ day of _____ 2006

ALBERT M VERA Mayor
City of Culver City, California

ATTEST

APPROVED AS TO FORM

CHRISTOPHER ARMENTA City Clerk

CAROL A SCHWAB City Attorney

RESOLUTION NO 2006-R_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CULVER CITY CALIFORNIA ESTABLISHING BYLAWS
OF THE CULVER CITY TRAFFIC COMMITTEE

WHEREAS Culver City Municipal Code Section 7 01 135(A) establishes the
Culver City Traffic Committee to act in an advisory capacity to the City Council in matters
relating to the administration and enforcement of traffic regulations and

WHEREAS, Culver City Municipal Code Section 7 01 135(C) authorizes the
City Council of the City of Culver City to establish, by resolution bylaws of the Traffic
Committee to further describe and clarify its role, organization, membership and duties

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

1 The bylaws of the Culver City Traffic Committee attached hereto as
Exhibit A are hereby adopted and

2 This Resolution shall take effect concurrently on the effective date of
Ordinance No 2006-_____

APPROVED and ADOPTED this _____ day of _____ 2006

ALBERT M VERA
City of Culver City California

ATTEST

APPROVED AS TO FORM

CHRISTOPHER ARMENTA, City Clerk

CAROL A SCHWAB City Attorney

EXHIBIT "A"

CULVER CITY TRAFFIC COMMITTEE

BYLAWS

I Purpose

It shall be the function and responsibility of the Culver City Traffic Committee (the "Committee") to

- Act in an advisory capacity to the City Council, Public Works Director, and Police Chief in matters relating to traffic, parking, and non-motorized transportation (i.e., pedestrians, bicycles, etc.) as such matters may be referred to the Committee
- Receive complaints from the public regarding traffic, parking and non-motorized transportation matters and make recommendations to the City Council, Public Works Director, City Engineer, Police Chief or other City officials and staff
- Perform such other duties and functions relative to traffic, parking and non-motorized transportation as set forth in the Culver City Municipal Code, these bylaws or otherwise established by the City Council

II Meetings and Rules

A Regular Meetings

The Committee shall hold regular meetings on the third Wednesday of each month, provided there are items to consider as approved by the Public Works Director. The Committee may adjourn or readjoin any regular meeting to a date certain, which shall be specified in the order of adjournment and when so adjourned, each adjourned meeting shall be a regular meeting for all purposes. A written agenda for each regular meeting, specifying the date, time and location of the meeting and business to be discussed, shall be provided to each Committee member at least five days prior to each meeting, and shall be provided to the public in accordance with the provisions of the Brown Act¹

¹ Ralph M. Brown Act, Government Code §§ 6250 *et seq.*

B Special Meetings

A special meeting of the Committee may be called at any time by the Chair, or by a majority of the voting Committee members, in accordance with the provisions of the Brown Act

C Open Meetings

All meetings of the Committee shall be open to the public and conducted in accordance with the provisions of the Brown Act

D Quorum

Three voting members of the Committee shall constitute a quorum to do business

E Proxy Voting

Proxy voting at regular or special meetings is not permitted

F Rules of Order

The proceedings of the Committee shall be governed by the latest edition of *Roberts Rules of Order*, which shall constitute the parliamentary rules for the conduct of Committee business. Where there is a conflict between *Roberts Rules of Order* and these bylaws, these bylaws shall control.

III Membership

A Number of Members

The Committee shall consist of nine members including five voting members and four non-voting members. The five voting members shall be the Public Works Director, City Engineer, Police Chief, Fire Chief and Planning Manager or their designees. The four non-voting members shall be residents of the City of Culver City appointed by the City Council.

B Criteria for Appointing Resident Non-Voting Members

The following criteria shall be required in the appointment of resident non-voting members to the Committee

- (1) Interest and understanding of issues relating to traffic circulation and transportation
- (2) Legal residency in the City of Culver City at the time of application and throughout appointment,
- (3) Demonstrated desire for involvement and
- (4) Willingness and commitment to invest time in Committee activities

C Appointment of Resident Non-Voting Members

The City Council shall in conformity with current City policies and these bylaws, appoint resident non-voting members to the Committee from applications submitted in response to a public notice of openings. Completed applications will be collected and forwarded to the Council by the City's Public Works Director.

D Term of Office

Resident non-voting members of the Committee shall serve for a term of four years, except that the initial appointment of resident non-voting members shall be as follows: one shall be appointed for a term of one year, one shall be appointed for a term of two years, one shall be appointed for a term of three years, and one shall be appointed for a term of four years. Any appointment to fill an unexpired term shall be for such unexpired period only.

E Officers

The Committee Chair and Vice Chair shall be the Public Works Director and City Engineer, respectively. In the event the Public Works Director or City Engineer is represented by a designee(s), such designee shall serve in these designated capacities.

F Temporary Absence of Officers

In the temporary absence of the Chair, the Vice Chair shall officiate the Committee meeting. In the event that both the Chair and Vice Chair are absent from a Committee meeting, any other voting member may act as Chair, provided that a quorum of voting members are present.

IV Removal from Membership

A Non-attendance

Resident non-voting Committee members who are absent from five consecutive meetings without just cause (as determined by the Public Works Director) may be subject to removal from the Committee by a majority vote of the City Council at a noticed public meeting

B Council Discretion

Resident non-voting Committee members serve at the discretion of the City Council and may be removed by a majority vote of the City Council at a noticed public meeting

C Removal Procedure

Written notification of a proposed removal action and the public meeting date shall be sent by certified mail to the member who is being considered for removal, at least twenty (21) days prior to the date of the public meeting. Such member may oppose their removal at the noticed public meeting

V Staff Support

A Adequate staff support to insure the proper functioning of the Committee shall be provided by the Culver City Public Works Department/Engineering Division

B Staff support functions shall include but not be limited to providing a meeting room, scheduling meetings, recording, word processing, reproducing and mailing minutes of Committee meetings, sending notices for meetings, maintaining such records as are needed by the Committee for its proper functioning, and acting as liaison on behalf of the Committee to City Council and City Departments, Commissions and Boards

VI Amendments

These bylaws may only be amended by a majority vote of the City Council at a regularly scheduled and noticed public meeting

Adopted by the Culver City City Council by Resolution No 2006-R _____ on
February 27, 2006