

**City of Culver City, California
Agenda Item Report**

Meeting Date: 04/05/2010		Item Number: <u>A-2</u>	
CITY COUNCIL AGENDA ITEM: A Report from the City Manager Related to the Council/Commission Subcommittee regarding the Role of Commissions.			
Contact Person/Dept.: Mark Scott		Phone Number:	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Commission Action Required: Yes ☐ No ☐		Date: _____	
Public Notification: Agendas and Meetings – City Council (04/01/10); Civil Service Commission, Cultural Affairs Commission, Parks, Recreation and Community Services Commission and Planning Commission (04/01/10)			
Department Approval: Mark Scott (04/01/10)		City Attorney Approval: Carol Schwab (by H. Baker) (04/01/10)	
Chief Financial Officer Approval: Mark Scott (04/01/10)		City Manager Approval: Mark Scott (04/01/10)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council receive this report from the City Manager related to the Council/Commission Subcommittee regarding the role of Commissions. Staff further recommends 1) that the City Council direct staff to prepare amendments to the Culver City Municipal Code (CCMC) as it relates to “duties” of the Parks, Recreation and Community Services Commission, and to update the ordinances establishing other commissions to provide for a common format; and 2) that the City Council move forward with discussions with the Civil Service Commission to bring their duties into conformance with the City Charter sections relating to the City Manager’s administrative authorities. <u>BACKGROUND:</u> Following voter approval of the Charter of 2006 (New Charter), the City Council established a Council Subcommittee on Commissions (the “Council Subcommittee”). The Council Subcommittee’s task was to meet with subcommittees from the various City Commissions (collectively, the “Commissions”) to discuss their operations, staff/commission working relationships, and better define the Commissions’ roles and duties. In particular, there was an interest in bringing the provisions of the CCMC relating to the various commissions into conformance with the Council-Manager form of government as established by the New Charter. Mayor Weissman and Councilmember Silbiger have served on the Council Subcommittee for the past two years, after assuming the role from a different subcommittee assigned by the previous City Council. Over that time period, numerous discussions have been held among the Council Subcommittee,			

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Commission subcommittees and staff. Some of the discussions related to maximizing the working relationships. Many of the ideas from those discussions have already been implemented and other improvements are a work in progress.

The effort to get conformance between the defined role and duties of the Commissions in the CCMC with the provisions of the New Charter (specifically, the Council-Manager form of government) has been ongoing. In December 2009, the City Manager was asked for input on how to make the language more appropriate. Following discussion by the Council Subcommittee, the City Manager was asked to meet with two of the commissions – Parks, Recreation & Community Services (PRCS) and Civil Service – to seek consensus on new language. In particular, the City Manager and Council Subcommittee members felt that the CCMC still reflected the former Council-CAO organization and granted duties and authorities to commissions that are in direct conflict with those of the City Manager. The City Manager made presentations at regularly scheduled meetings of the two Commissions for the purpose of seeking new language.

Parks, Recreation & Community Services – The City Manager met with the PRCS Commission in January and March during the Commission's regularly scheduled meetings. After considerable discussion, there was mutual agreement to adopt new language, as shown in Attachment 1. The PRCS Commission voted unanimously to support this new language.

Civil Service Commission – The City Manager was unable to schedule a date with the Civil Service Commission until March. At that meeting, the Commissioners listened to a presentation, but took no action. The members expressed a desire to talk to the City Council and to the new City Manager before proceeding. Attachment 2 is a discussion sheet provided by the City Manager to the Civil Service Commission on that date.

DISCUSSION:

Because there is agreement on the statement of duties with the PRCS Commission, it would be appropriate to move forward with directing staff to return to the City Council with an ordinance to amend the CCMC in this regard.

The overall format of the various enabling sections of the CCMC relating to Commissions (Sections 3.03.005 thru 3.03.420) are inconsistent, given that various Commissions have been established at different times. Thus, it would be appropriate for staff to also update the CCMC, as to form, so as to provide consistency and clarity to these provisions. Such amendments can be done concurrently.

With regard to the Civil Service Commission, it is important to address the inconsistencies between the New Charter and CCMC. As indicated in the City

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Manager's handout (Attachment 2), the current CCMC language needs more clarity with regard to personnel issues. Many of the current practices put the City Manager in a sometimes untenable position, and the process is slow and cumbersome. There are very few cities in California that still have a Civil Service Commission that handles anything nearly as comprehensive as Culver City's Civil Service Commission.

Staff recommends, therefore, that the dialogue between the City Council and Civil Service Commission be actively pursued, with the intention of clarifying roles. Please note that the City Manager's recommendations to the Commission do not affect the ongoing use of the Civil Service Commission as a disciplinary appeal hearing body.

FISCAL ANALYSIS:

There are no financial costs inherent in the recommended action.

ATTACHMENTS:

1. Discussion topics prepared by the City Manager for the Parks, Recreation and Community Services Commission (March, 2010)
2. Discussion topics prepared by the City Manager for the Civil Service Commission (March, 2010)
3. CCMC Chapter 3.03 (Commissions and Agencies)
4. City Charter Sections relating to the duties of the City Manager and City Commissions

MOTION:

That the City Council:

1. Receive this report from the City Manager related to the Council/Commission Subcommittee regarding the role of Commissions; and
2. Direct staff to prepare amendments to the CCMC relating to the duties of the Parks, Recreation & Community Services Commission, and update the ordinances establishing other commissions to provide for a common format (Sections 3.03.005 through 3.03.420); and
3. Continue discussions with the Civil Service Commission to bring their duties into conformance with the City Charter sections relating to the City Manager's administrative authorities.