

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/20/2007		Item Number: <u>A-4</u>	
AGENDA ITEM: Discussion of and Comment on the Day of Week of Regular City Council Meetings and City Council Packet Delivery and Introduction of an Ordinance related thereto.			
Contact Person/Dept.: Martin Cole		Phone Number: 310-253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (08/15/2007)			
Department Approval: Martin R. Cole (08/10/07)		City Attorney Approval: Carol Schwab (by H. Iker) (08/14/07)	
City Controller Approval: Marlee Chang (08/15/07)		City Manager Approval: Jerry B. Fulwood (08/15/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council consider the topics of the day of week of regular City Council meetings and City Council packet delivery and direct staff as deemed appropriate. <u>BACKGROUND</u> At the City Council meeting of July 2, 2007, Mayor Corlin requested the City Council's concurrence to agendize a discussion of the issues of what day of the week the regular City Council meetings should occur and the delivery of City Council packets. The City Council provided its concurrence; therefore, this item is presented to the City Council this evening for consideration. <u>DISCUSSION</u> <i>Day of Week of Regular City Council Meetings</i> Section 608 of the City Charter provides, in pertinent part: “The City Council shall hold regular meetings at least twice each month, <i>at such times as it shall fix by ordinance or resolution</i> and may adjourn 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...” (emphasis added)			

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Section 3.01.100 of the Culver City Municipal Code provides, in pertinent part:

“All official, regular and adjourned meetings of the City Council shall be held in the City Hall ***on the second and fourth Mondays of each month at 7:00 p.m.*** In the event there is a need to hold a closed session, the City Council meeting for closed session purposes will convene at a time either prior to or after the regular Council session on the same date, with the regular Council session to commence at 7:00 p.m. If any regular meeting shall fall on a legal holiday, no meeting shall be held on such holiday, but shall be held on the next succeeding day thereafter that is not a holiday at 7:00 p.m. **LEGAL HOLIDAY**, as used in this section, shall mean New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the following day, and Christmas.” (emphasis added)

Because of the specificity of Section 3.01.100, in order to effectuate a change in day of week of the regular City Council meetings, an Ordinance is required. Such an ordinance had been prepared for introduction this evening, should the City Council so desire.

With respect to the day of week of the regular City Council meetings, the City Council may wish to consider the following:

- Holding the City Council meeting on a date other than Monday would provide the City Council and Public with additional time to pose questions to staff on items appearing on the Agenda
- Because of the busy schedules of various City Commissions/Boards/Committees, a change in the day of week of the regular City Council meeting would necessitate a change in the regular meeting date of City Commission(s).
- The ability for Culver City to participate in certain regional meetings held on any newly selected date could be impacted.

In addition to the above general items, following is a summary of some “pros” and “cons” for the City Council’s consideration of each meeting day of the week:

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Monday

PROS	CONS
(1) Continues the City Council Meeting on the traditional day of the week – a day which is well known in the Community	(1) Provides less time between packet delivery and the City Council meeting than other meeting days
(2) Allows existing schedule of meetings (City Commissions/Outside Agencies) to remain in tact	(2) Holidays tend to fall on either Monday or Friday, which moves the date of the City Council meeting to the next business day

Tuesday

PROS	CONS
(1) Provides additional business days between agenda posting and the City Council meeting for the City Council and the Community to pose questions on items on the Agenda.	(1) Would be a change in traditional meeting date
(2) Would allow participation by Culver City in Outside Agency meetings currently held on Monday (but not on Tuesday).	(2) May conflict with a traditional Commission/Outside Agency meeting date (necessitating a change in that date or impacts to Culver City's participation)
	(3) A late Council meeting on Tuesday night would impact staff's ability to finalize an agenda for the next week the next morning.

Wednesday

PROS	CONS
(1) Provides additional time for the City Council and the Community to pose questions on	(1) Would be a change in traditional meeting date

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items on the Agenda.	
(2) Would allow participation by Culver City in Outside Agency meetings currently held on Monday (but not on Wednesday).	(2) May conflict with a traditional Commission/Outside Agency meeting date (necessitating a change in that date or impacts to Culver City's participation)

Thursday

PROS	CONS
(1) Provides additional time for the City Council and the Community to pose questions on items on the Agenda.	(1) Would be a change in traditional meeting date
(2) Would allow participation by Culver City in Outside Agency meetings currently held on Monday (but not on Thursday).	(2) May conflict with a traditional Commission/Outside Agency meeting date (necessitating a change in that date or impacts to Culver City's participation)
	(3) Time period between packet delivery and City Council meeting would not include a weekend

Friday

PROS	CONS
(1) Provides additional time for the City Council and the Community to pose questions on items on the Agenda.	(1) Would be a change in traditional meeting date.
(2) Would allow participation by Culver City in Outside Agency meetings currently held on Monday (but not on Friday).	(2) May conflict with a traditional Outside Agency meeting date (necessitating a change in that date or impacts to Culver City's participation)
	(3) Time period between packet delivery and City Council meeting would not

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	include a weekend
	(4) Holidays tend to fall on either Monday or Friday, which moves the date of the City Council meeting to the next business day
	(5) There would be a conflict with City Hall's schedule, causing fiscal impacts

- The following table includes the regular meeting days of the member cities of the Westside Council of Governments (excepting the City of Los Angeles):

City	Day of Week of Council Meetings
Beverly Hills	First and Third Tuesdays
Santa Monica	Second and Fourth Tuesdays
West Hollywood	First and Third Mondays
Culver City	Second and Fourth Mondays

All of the above regular meetings are held in the evening.

Should the City Council determine it wishes to change the day of week upon which regular City Council meetings would occur, staff recommends the City Council provide a noticing period of at least 60 days to allow the new day to be advertised to the community. Additionally, should the City Council meeting date be changed, then a staff report would be presented to the Redevelopment Agency at the next regular meeting implementing the same change for the Agency.

Delivery of City Council Packets

The target date for the delivery of City Council packets is the evening of Wednesday prior to the City Council meeting. This target date is desirable because it provides the City Council and members of the public at least two full business days (with a third day being available during "on Friday" weeks). At those times when additional time is needed to finalize an agenda item, delivery of the Agenda Packet on Wednesday allows for any follow-up deliveries to be made on Thursday (or in unusual circumstances, on Friday).

The following table provides Staff's recommendation on various packet delivery dates associated with the day of week selected for the regular City Council meeting:

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Suggested Packet Delivery Day	Day of Week of Council Meetings
Wednesday (week prior)	Monday
Wednesday (week prior)	Tuesday
Thursday (week prior)	Wednesday
Monday (week of)	Thursday
Monday (week of)	Friday

FISCAL ANALYSIS:

Staff anticipates no material fiscal impact should the City Council determine to change either the day of week of the regular City Council meetings or the delivery date of packets. However, should the City Council determine to hold regular City Council meetings on Fridays, it is anticipated there would be additional costs in both personnel (additional overtime may become payable to non-exempt staff members) and building operational costs (additional utility and maintenance costs) for those Fridays fall on a day when City Hall would be closed for business. The magnitude of the overtime cost is difficult to estimate but there will be minor operation and utility costs associated with conducting City Council meetings on an off Friday.

ATTACHMENTS:

1. Ordinance

MOTION:

That the City Council:

Discuss and comment on the topics of the day of week of regular City Council meetings and City Council packet delivery, introduce the Ordinance (if desired), and direct staff as deemed appropriate.