

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

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| Meeting Date: 05/07/2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Item Number: <u>A-2</u>                                                                           |  |
| <b>CITY COUNCIL AGENDA ITEM: (1) Adoption of Resolutions and/or Motions Appointing City Council Members to various Outside Agency Boards, City Council Subcommittees and Other Related Bodies; and (2) Creation/Dissolution of Certain Subcommittees.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                   |  |
| Contact Person/Dept.:<br>Martin R. Cole, Assistant City Manager/City Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Phone Number: 310-253-6000                                                                        |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                 |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                   |  |
| Public Notification: Meetings and Agendas – City Council (05/02/11);                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                   |  |
| Department Approval:<br>Martin R. Cole (05/02/12)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (05/02/12)                                  |  |
| Chief Financial Officer Approval:<br>Jeff Muir (05/02/11)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | City Manager Approval:<br>John M. Nachbar (05/02/12)                                              |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council (1) adopt resolutions/motions appointing Council Members to various outside agency boards, City Council subcommittees, and other related bodies and (2) consider creation/dissolution of certain subcommittees.</p> <p><b><u>BACKGROUND:</u></b></p> <p>The City Council traditionally has appointed Council Member(s) to represent the City on various “outside agencies” and on City Council subcommittees. These appointments are presented this evening for the City Council’s consideration.</p> <p>As it considers the appointments to the City Council subcommittees, the City Council should keep in mind the requirements of the Ralph M. Brown Act (Brown Act) and the important differences between a “Standing Subcommittee” and an “Ad-Hoc Subcommittee.” In summary, Standing Committees are required to comply with the provisions of the Brown Act (including public notification and public participation). Ad-Hoc Subcommittees are not subject to those requirements. As provided for in the Brown Act, a standing committee has a continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body. Whereas, in general, an “ad hoc” subcommittee serves only a limited or single purpose, they are not perpetual and they are dissolved when their specific task is completed.</p> |  |                                                                                                   |  |

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**1-A1. APPOINTMENTS TO OUTSIDE AGENCY BOARDS REQUIRING  
ADOPTION OF A RESOLUTION**

The following outside agency boards require the adoption of a resolution to make Culver City appointments to their bodies:

- Los Angeles County City Selection Subcommittee<sup>\*M</sup>
- League of California Cities – Los Angeles County Division\*
- City Legislative Subcommittee – League of California Cities/Los Angeles County Division

\* A resolution is required in accordance with the California Government Code or the By-Laws of the Outside Agency Board.

<sup>M</sup>Under the California Government Code, the Mayor is the Ex-Officio Delegate to this Outside Agency Board.

***(1) Los Angeles County City Selection Committee***

The City Selection Subcommittee normally meets once a year, but occasionally a special meeting is held when a vacancy occurs. The meeting is held in conjunction with the Los Angeles County Division of the League of California Cities on the first Thursday evening of the month.

The Mayor is automatically the Member Representative to this Committee. This past year then Council Member Malsin was the Alternate Member.

***(2) League of California Cities/Los Angeles County Division***

In order for the City Council to have representation in the Los Angeles County Division of the League of California Cities, it is necessary that a Delegate and an Alternate Delegate be selected from among the City Council Members. The meetings are held on the first Thursday of each month typically by telephone.

The Westside Cities Council of Governments (COG) has appointed Council Member O'Leary to represent the COG at this body. The current representatives to the League are Council Member O'Leary, Delegate and then Council Member Malsin, Alternate Delegate.

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**(3) City Legislative Subcommittee – League of California Cities/Los Angeles County Division**

The League's Legislative Program was established to help strengthen the grassroots efforts of the League on such critical legislative issues as the State budget deliberations. The Program's goals are also to establish stronger personal contacts with legislators in our area, to promote regular communication on City issues; to promote City interests, and to articulate City positions with members of the legislature on key issues.

Council Member O'Leary and then Council Member Malsin serve on this Subcommittee.

**Recommended Motion:** That the City Council:

(1) Adopt the Resolutions appointing \_\_\_\_\_ as Delegate and \_\_\_\_\_, as Alternate Delegate, to the Los Angeles County **City Selection Committee, League of California Cities/Los Angeles County Division**, and

(2) Appoint, by motion, \_\_\_\_\_ and \_\_\_\_\_ to the **City Legislative Committee – League of California Cities/Los Angeles County Division**.

**(4) Independent Cities Association of Los Angeles County**

The City of Culver City has been a member of the Independent Cities Association of Los Angeles County for many years, and it is required that the City Council appoint a Delegate and an Alternate Delegate to that organization.

The current representatives to the Independent Cities Association of Los Angeles County are Council Member O'Leary, Delegate, and Vice Mayor Cooper, Alternate Delegate.

**Recommended Motion:** That the City Council adopt the resolution appointing \_\_\_\_\_ as Delegate and \_\_\_\_\_ as Alternate Delegate of the Independent Cities Association of Los Angeles County.

**(5) Independent Cities Risk Management Authority (ICRMA)**

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The City of Culver City is a member of the ICRMA. The Bylaws require an elected official be appointed by resolution as a Member to the Governing Board of the ICRMA and an Alternate (who may be a staff member) be appointed by resolution to act in the primary Member's absence.

The current Member is Vice Mayor Cooper, the Alternate is Human Resources Director Serena Wright, and the Substitute Alternate is Claims Coordinator Rachelle Adkins.

In order to help ensure Culver City representation at all Board meetings, which occur during business hours every other month, staff requests that the City Council consider appointing one Council Member and two staff members to the ICRMA Board for 2012/2013.

***Recommended Motion:*** That the City Council adopt the resolution appointing \_\_\_\_\_ as Member; **Human Resources Director Serena Wright** as Alternate and **Claims Coordinator Rachelle Adkins** as Substitute Alternate to the ICRMA Governing Board.

***(6) Los Angeles County Sanitation District Number 5***

Meetings for District No. 5 are held on the third Wednesday of the month at the Torrance City Hall in Torrance, California.

There is a stipend of \$125 per meeting, payable to the Director for attendance, or in the absence of the Director, to the Alternate Director. The District is authorized to pay up to a maximum of \$600 per month regardless of the number of meetings attended.

The Ex Officio Director of District No. 5 is then Mayor O'Leary. The City Council may select one of its members as Alternate Director. The current Alternate Director is then Council Member Malsin.

***Recommended Motion:*** That the City Council:

(1) Adopt the Resolution appointing **Mayor Andrew Weissman** as Director, and **Council Member \_\_\_\_\_**, as Alternate Director, to the ***Los Angeles County Sanitation District Number Five***.

***(7) Southern California Association of Governments (SCAG).***

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Culver City is a member of SCAG, and the City Council is requested to appoint the Official Representative and an Alternate Representative to this organization so the City may continue to participate in their activities. The Mayor is the ex-officio representative to the SCAG General Assembly.

Delegates are given the opportunity to serve on various Subcommittees, such as the Transportation and Utilities Subcommittee, the Council of Planning, Housing and Community Development, and the Environmental Quality and Resource Conservation Subcommittee.

The current representatives to SCAG are then Mayor O'Leary, Official Representative and then Council Member Malsin, Alternate Representative.

***Recommended Motion:*** That the City Council adopt the resolution appointing **Mayor Andrew Weissman** as Official Representative and \_\_\_\_\_ as Alternate Representative to SCAG.

**1-A2. APPOINTMENTS TO OUTSIDE AGENCY BOARDS REQUIRING ADOPTION OF A MOTION**

***(8) Westside Cities Council of Governments.***

The Westside Cities Council of Governments is an organization composed of the following cities: Beverly Hills, Culver City, Los Angeles, Santa Monica and West Hollywood. Represented at these meetings is one or more elected City officials from each City and a limited number of staff. Matters of mutual concern are discussed at the meetings.

The current representative to this Subcommittee is then Council Member Malsin and the Alternate is Vice Mayor Cooper.

***Recommended Motion:*** That the City Council appoint \_\_\_\_\_, as Representative to the Governing Board; and \_\_\_\_\_, as the Alternate to the Westside Cities Council of Governments.

***(9) Interagency Communications Interoperability System (ICIS)***

ICIS is a Joint Powers Authority formed to coordinate the efforts of the Cities of Beverly Hills, Culver City, Pomona, Montebello, Burbank, and Glendale in the areas of communications compatibility and related policies and funding source. The Current Council appointed member of this Board is Mayor Andrew Weissman.

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**Recommended Motion:** That the City Council appoint \_\_\_\_\_ as Liaison to ICIS.

**(10)      *Exposition Line Construction Authority Board of Directors and 10(A) Agency Metro Subcommittee***

This Authority is responsible for the construction and other associated activities related to the Exposition Line from downtown Los Angeles to the Culver City Station, with an ultimate terminus in Santa Monica. Membership on the Authority Board comes with a stipend of \$150,00 per meeting.

The current City Council Delegate and Alternate to the Authority are Council Member O'Leary and then Council Member Malsin.

**Staff Recommendation:** *Pursuant to state law, on February 1, 2012, the Culver City Redevelopment agency was dissolved. For that reason, staff recommends no action be taken on Item 10A - the former Agency Metro Subcommittee as such Subcommittee would have been dissolved concurrently with its parent body (the Redevelopment Agency Board).*

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ as Delegate and \_\_\_\_\_ as Alternate Delegate.

**(11)      *Southern California Cities Joint Powers Consortium***

In December 1994, the City Council entered into a Joint Powers Authority Agreement with other Westside/South Bay Cities to capitalize on the combined bargaining and buying power of member cities in all areas of energy purchasing, to monitor and promote such powers, and adopt a resolution requesting that Southern California Edison take whatever actions are necessary to reduce rates for residential and small industrial/commercial customers.

In 1995, the City Council authorized execution of the Joint Powers Agreement forming the Southern California Cities Joint Powers Consortium. The Agreement provides that each participating city shall appoint one Director and one Alternate Director as representatives to the Consortium.

This Joint Powers Agency has not met in several years. While the Joint Powers Agency had a definite purpose and mission at the time of its creation, the change in circumstances (as evidenced by the lack of meetings for at least five years) prompted staff to recommend the City Council direct staff to institute dissolution of

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the Consortium. In 2011, the City Council concurred and gave such direction to staff. Initial contact with some members has been achieved and initial indications are that those members are anxious to consider dissolution of the Consortium. To allow the dissolution process to continue, staff recommends the City Council appoint a Director and Alternate Director to the Consortium.

The current Director is then Council Member Armenta, and the Alternate Director is then Council Member Malsin.

***Recommended Motion:*** That the City Council appoint \_\_\_\_\_ as Director and \_\_\_\_\_ as Alternate Director to the Southern California Cities Joint Powers Consortium.

**(12)      *Los Angeles International Airport (LAX) Area Advisory Subcommittee***

The City of Culver City has been a member of the Los Angeles International Airport (LAX) Area Advisory Subcommittee for many years. Culver City has three seats on this Subcommittee.

Recently, the City Council determined to appoint two members of the Culver City community to this Subcommittee and one member of the community as an alternate member and determined that these community members would represent the City's interests on this subcommittee (no City Council Members currently sit on this subcommittee).

**Staff Recommendation:** Should the City Council wish to retain the current representation, then staff recommends the City Council ***take no action*** to appoint Council Members to this subcommittee at this time.

***Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the LAX Area Advisory Subcommittee.

**1-B.      APPOINTMENTS TO CITY COUNCIL SUBSUBCOMMITTEES  
REQUIRING ADOPTION OF A MOTION**

Council representatives are currently serving on the following Subcommittees. A few of these Subcommittees were established for a limited or specific purpose and the Council may now wish to eliminate those Subcommittees that have fulfilled their purpose.

Staff provides its recommendation with each Subcommittee.

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**(13) Joint Finance and Judiciary Subcommittee;  
(14) Treasurer's Investment Subcommittee; and  
(15) Audit, Financial Planning, Budget and Subcommittee**

The Judiciary and Finance Subcommittee has two functions as stated in the Culver City Municipal Code (Section 3.01.020):

- 1) A Subcommittee member signs the City Treasurer's demand sheet to acknowledge that the demand sheet has been received and filed by the City Council; and,
- 2) The Subcommittee reviews demands for payment that the City Treasurer has denied and makes a recommendation to the City Council on their disposition.

The Audit and Financial Planning Subcommittee works with the City Manager to forge long-range financial policies to present to the City Council for consideration and adoption. The Subcommittee also meets with the City's Auditors to discuss the annual audit.

The Treasurer's Investment Subcommittee currently consists of the Chief Financial Officer/City Treasurer, the City Manager, and one public member and one City Council Member. The Subcommittee reviews City investment policies and practices.

The current Representatives to these Subcommittees are then Council Member Malsin and Vice Mayor Cooper (with then Council Member Malsin as the representative on the City Treasurer's Investment Subcommittee).

**Recommended Motion:** That the City Council adopt the motion appointing \_\_\_\_\_ and \_\_\_\_\_ as Members of the Judiciary and Finance Subcommittee and Members of the Audit, Financial Planning, and Budget Subcommittee; and \_\_\_\_\_ to the City Treasurer's Investment Subcommittee.

The Culver City Municipal Code provides for the City Council to appoint two of its members and one alternate as members of the Finance and Judiciary Subcommittee. However, due to potential Brown Act issues created by having an alternate, it is the City Attorney's recommendation that an alternate member not be appointed.

**(16) Joint Council/Agency Economic Development Subcommittee**

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Currently Mayor Weissman and Vice Mayor Cooper serve on this Subcommittee.

Because of the dissolution of the Redevelopment Agency pursuant to state law on February 1, 2012, any subcommittee that was "joint" with the Redevelopment Agency in the past will only consist of City Council appointees going forward. Given the potential "ongoing subject matter jurisdiction" of this Subcommittee, in its current form it constitutes a standing subcommittee.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Economic Development Subcommittee.

**(17) Culver City Unified School District/City Council Liaison Subcommittee**

This Subcommittee consists of two Council Members and two Members of the School Board. The Subcommittee meets as needed to discuss and make recommendations on issues of mutual concern. This Subcommittee is subject to the Brown Act and the meetings are noticed and open to the public.

The current Members of this Subcommittee are Council Member Armenta and Council Member O'Leary.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Culver City Unified School District/City Council Liaison Subcommittee.

**(18) Animal Control Subcommittee**

The current members on this Subcommittee are then Council Member Armenta and Council Member O'Leary.

**Staff Recommendation:** *This Ad Hoc Subcommittee has completed its work by presenting its recommendation to the City Council. The City Council implemented an in-house Animal Control Program. Therefore, with its work concluded, staff recommends this Subcommittee be dissolved.*

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Animal Control Subcommittee.

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**(19) Los Angeles Airport Expansion Traffic Impact Subcommittee**

This Subcommittee was established in response to the LAX Litigation with a purpose to evaluate the traffic intersections and proposed mitigations resulting from the LAX expansion.

Currently, then Council Member Malsin and Vice Mayor Cooper serve on this Subcommittee.

***Staff Recommendation: The LAX expansion is continuing. However, the issues formerly considered by this subcommittee are now best addressed by the full City Council if/when they arise. Therefore, staff recommends the City Council consider dissolving this ad hoc subcommittee.***

***Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the LAX Airport Expansion Traffic Impact Subcommittee.

**(20) Sustainability Subcommittee**

This Ad Hoc Subcommittee was established initially to assist the process in conjunction with the American Institute of Architects. However, this process has concluded.

Should the City Council determine it wants to continue this Subcommittee, staff would suggest that the City Council charge this Subcommittee with a specific task (for example, the creation of a sustainability policy as a guidepost and a draft multi-year workplan for consideration by the City Council to increase the City's sustainability for ultimate inclusion in future years' budget processes as resources allow), and with a target time frame to return to the City Council for consideration and potential action. Should the City Council implement these suggestions, this Subcommittee would meet the qualifications as an Ad Hoc Subcommittee.

Currently, then Council Member Malsin and Vice Mayor Cooper serve on this Subcommittee.

***Recommended Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Sustainability Subcommittee.

**(21) Regional Development and Traffic Mitigation Subcommittee**

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The City Council created this Ad Hoc Subcommittee to provide guidance on the important issues of regional development and traffic mitigation. The Subcommittee meets as needed when opportunities arise to work cooperatively with other local entities to regionally address the issues of development and traffic mitigation. The current members of the Subcommittee are then Council Member Malsin and Mayor Andrew Weissman.

***Recommended Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Regional Development and Traffic Mitigation Subcommittee.

**(22) Regional Oil Operations Subcommittee**

The City Council created this Ad Hoc Subcommittee during the process of review of Los Angeles County's Baldwin Hills Community Standards District which established regulations regarding drilling in the Inglewood Oil Fields. This subcommittee is also in place to provide input to staff as needed during the drafting of the City's own oil drilling ordinance. The current members of the Subcommittee are Mayor Weissman and Vice Mayor Cooper.

***Recommended Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Regional Oil Operations Subcommittee.

**(23) Youth Advisory Subcommittee**

The City Council created this subcommittee and appointed then Council Member Armenta and Council Member O'Leary to serve as its members.

***Recommended Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Youth Advisory Subcommittee.

**(24) Affordable Housing Subcommittee**

The City Council created this subcommittee. Then Council Member Armenta and then Council Member Malsin serve on this subcommittee.

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***Recommended Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Affordable Housing Subcommittee.

**1-B2. APPOINTMENTS TO REDEVELOPMENT AGENCY BOARD ONLY  
SUBCOMMITTEES REQUIRING ADOPTION OF A MOTION**

As noted above, with the dissolution of the Culver City Redevelopment Agency by operation of State Law on February 1, 2012, the subcommittees comprised of Agency Board members would also have been dissolved on the same date. Also, these subcommittees have been "Ad Hoc Subcommittees" for at least six years. Given the advice above, the City Council is requested to determine (1) if these subcommittees are still desired, and (2) if so, do they meet the definition of an Ad-Hoc Subcommittee."

The following Subcommittees of the former Redevelopment Agency Board are presented for the City Council's consideration as creation as City Council subcommittees.

**(25) Ad Hoc Washington/National Subcommittee**

Currently, then former Agency Member Malsin and former Agency Member O'Leary served on this Subcommittee.

***Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Ad Hoc Washington/National Subcommittee.

**(26) Ad Hoc Hayden Tract Subcommittee**

Former Agency Member Andrew Weissman and former Agency Member Malsin served on this Subcommittee.

***Motion:*** That the Redevelopment Agency appoint \_\_\_\_\_ and \_\_\_\_\_ to the Ad Hoc Hayden Tract Subcommittee.

**(27) Ad Hoc Sepulveda Boulevard Subcommittee**

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Former Agency Member Cooper and former Agency Member Weissman served on this Subcommittee.

***Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Ad Hoc Sepulveda Boulevard Subcommittee.

**(28) Ad Hoc West Washington Boulevard Subcommittee**

Former Agency Member Armenta and former Agency Member Malsin served on this Subcommittee.

***Motion:*** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Ad Hoc West Washington Boulevard Subcommittee.

**FISCAL IMPACT:**

City Council subcommittee meetings can involve a significant amount of staff resources, of which the amount is difficult to quantify. The majority of any related fiscal impact would be absorbed within departmental budgets. Given the current budget issues facing the City, it is particularly important to allocate the even scarcer staff and financial resources to those areas which maintain the City's core services consistent with the Council-Manager form of government.

**ATTACHMENTS:**

Resolutions of Appointment

**MOTION:**

That the City Council:

Adopt respective resolutions/motions related to the appointment of Council Members to various Outside Agency Boards, Subcommittees and Other Related Bodies and Create, Consolidate, or Dissolve Certain Subcommittees as those motions are enumerated in the staff report.