

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

Meeting Date: 11/23/2009		Item Number: <u>J-1</u>	
JOINT CITY COUNCIL/REDEVELOPMENT AGENCY BOARD AGENDA ITEM: Consideration of Directing the City Manager/Executive Director to Prepare a City Council and Redevelopment Agency Board Meeting Schedule and Other Related Documents for Calendar Year 2010.			
Contact Person/Dept.: Martin R. Cole		Phone Number: 310-253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (11/19/09); (E-Mail) Agendas and Meetings – Redevelopment Agency (11/19/09)			
Department Approval: Martin R. Cole (11/16/09)		City Attorney Approval: Carol A. Schwab (by H. Baker) (11/19/09)	
Chief Financial Officer Approval: Mark Scott (by N. Kimball) (11/18/09)		City Manager Approval: Mark Scott (11/19/09)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council and Redevelopment Agency Board consider directing the City Manager/Executive Director to prepare a City Council/Redevelopment Agency Board meeting schedule and other related documents for calendar year 2010. <u>BACKGROUND:</u> Section 608 of the City Charter provides, in pertinent part: “The City Council shall hold regular meetings at least twice each month, at such times as it shall fix by ordinance or resolution 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...” Section 3.01.100 of the Culver City Municipal Code (CCMC) provides in pertinent part: “...meetings of the City Council shall be held in the City Hall on the second and fourth Mondays of each month at 7:00 PM...” Section 501 of the By-Laws for the Culver City Redevelopment Agency states in pertinent part:			

City of Culver City, California
Agenda Item Report

“Regular meetings shall be held without notice on the first and third Mondays of each month at 7:00 PM in the Council Chambers of the City Hall...”

DISCUSSION:

Designating a City Council/Redevelopment Agency Board Meeting Schedule

The City Manager/Executive Director has proposed the City Council/Redevelopment Agency Board may wish to consider a new meeting format and schedule. The “new” format, which the City Manager/Executive Director has referenced as a “Study Session,” would be less formal (but, of course, still comply with the Brown Act) and generally be held in between the two “Formal Meetings” each month. Generally speaking, the first Monday of the month would be a “Formal Meeting” with the second Monday being an informal “Study Session.” The third Monday would not have a scheduled meeting, and the fourth Monday would be a “Formal Meeting.”

With the current “meeting every week” schedule, staff is constantly in an “agenda preparation mode.” This encourages a more short-term planning process as staff works to complete agenda items for consideration by the City Council on a weekly basis. In addition to providing a meeting schedule more conducive to a longer term planning perspective, the addition of a monthly study session is proposed to provide a forum where the City Council can consider topics of general interest to the City Council and community in an informal environment. The City Manager would direct staff to prepare more detailed analyses for consideration by the City Council at one of the two regularly scheduled “Formal Meetings.”

Should the City Council/Redevelopment Agency wish to further pursue this new meeting format and schedule, staff would present a proposed Ordinance to amend the CCMC appropriately and a By-Laws amendment for consideration by the Agency Board. Staff would also present the City Council/Agency Board with a resolution and calendar with the actual proposed dates for City Council and Redevelopment Agency meetings in calendar year 2010. At the meeting when the proposed calendar is presented to the City Council/Agency Board, staff would request the City Council’s/Agency Board’s input on the specific proposed meeting dates.

Should the City Council/Agency Board direct staff to pursue these items, it should be noted that every effort would be made to hold meetings in accordance with the adopted calendar. By providing the notice required in the Brown Act, both the City Council and the Redevelopment Agency Board retain the ability to call special meetings or cancel meetings if the City Council/Agency Board deem it necessary to take such action(s).

City of Culver City, California
Agenda Item Report

FISCAL ANALYSIS:

Cancellation of meetings will result in a cost savings because a meeting agenda and staff reports would not need to be prepared. However, this savings is relatively small.

ATTACHMENT:

None

MOTIONS:

That the City Council and Redevelopment Agency Board:

Discuss the issue of a new meeting format and schedule and provide direction to the City Manager/Executive Director as deemed appropriate.