

CITY OF CULVER CITY
COUNCIL POLICY STATEMENT

Policy Number 4701

General Subject: City Council

Date Issued 07-24-2000

Specific Subject: Intergovernmental Liaison

Effective Date: 07-24-2000

Resolution No. 2000-R072

PURPOSE:

To establish the position of Intergovernmental Liaison and designate the duties and responsibilities of the position.

STATEMENT OF POLICY:

The City Council recognizes the value of ongoing cooperation with other governmental jurisdictions and the value of relationships that arise among individuals in decision-making positions. Occasions may arise where an individual, who is not serving on the City Council and is not an employee of the City, may have previously established relationships that are valuable to the City in promoting policy, programs and funding requests. The City Council retains the ability to appoint such individual for a specified period of time to provide service to the City of Culver City as an officially designated representative.

PROCEDURES:

When the City Council identifies an individual not serving on the City Council or an employee of the City, whose knowledge of intergovernmental activities and relations with other governmental officials is viewed as valuable to promotion of City interests, the Council may appoint said individual as the City's Intergovernmental Liaison at a regular Council meeting. The appointment shall be for a defined period of time deemed appropriate by the Council at the time of the appointment. Any appointment may be extended, reduced or cancelled, at the discretion of the Council.

The City Council shall by majority vote identify the specific projects, programs or funding applications for which the liaison person may act on behalf of the City using his/her title as Intergovernmental Liaison. The form of service may include, but not be necessarily limited to attending meetings with officials, serving on boards and panels, writing letters, making phone calls, or formally lobbying other agencies and legislative bodies, and identifying possible sources of funding. The projects and programs may be modified from time to time at the discretion of the Council. The Liaison shall have no authority to sign any contract, agreement or other binding document, nor commit or bind the City to any course of action without the prior

Exhibit A
Resolution No. 2000-R072

express approval of a majority of the Council. Any action or recommendation of the Liaison shall be subject to the sole and exclusive discretion of the Council.

No less often than every sixty days, the Intergovernmental Liaison will provide a written report to the City Council, through the Chief Administrative Officer, summarizing the activities undertaken on behalf of the City. The report may contain suggestions for Council actions to promote the City's position. The Council may, at its discretion, request the individual to make a verbal presentation at a Council meeting.

The position shall serve without compensation. Reasonable expenses such as cost of meals for meetings with other elected or appointed officials, local mileage reimbursement, phone calls and postage will be reimbursed by the City. Travel expenses, other than local mileage reimbursement, shall require the prior approval of the City Council. The Chief Administrative Officer shall make available to the Intergovernmental Liaison clerical support including providing copies of the League of California Cities Legislative Bulletin and other similar state or federal publications, preparing and mailing letters, and arranging meeting space (but not office space) in City Hall. Any request for staff support that the Chief Administrative Officer feels is excessive may be presented to the City Council for determination.

RESOLUTION NO. 2000-R 072

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CULVER CITY, CALIFORNIA, APPROVING AND
ADOPTING NEW CITY COUNCIL POLICY STATEMENT NO.
4701, ENTITLED "INTERGOVERNMENTAL LIAISON".

WHEREAS, the City Council, by Resolution No. CS-4992, adopted a
procedure relative to the issuance of Council Policy Statements in a series on
various subjects concerning the internal affairs of City government; and

WHEREAS, at the City Council meeting of January 23, 1995, the City
Council, by Resolution No. 95-R005, approved and adopted twenty-seven (27) new
and revised City Council Policy Statements; and

WHEREAS, there is a need to adopt a new Council Policy Statement
No. 4701, entitled, "Intergovernmental Liaison".

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

SECTION 1. The City Council hereby approves and adopts City
Council Policy Statement No. 4701, entitled, "Intergovernmental Liaison"; which is
attached hereto as Exhibit "A" to this Resolution.

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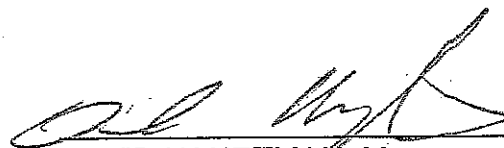
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SECTION 2. Council Policy Statement No. 4701 shall be effective upon its adoption.

APPROVED and ADOPTED this 24th day of July, 2000.



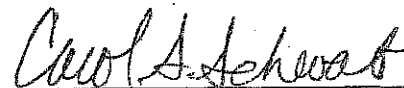
DAVID HAUPTMAN, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:



TOM CRUNK
City Clerk by:
Ela Valladares, Deputy City Clerk



CAROL A. SCHWAB
City Attorney

CAS:eh
Rccpolicyliaison