

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/02/2007		Item Number: <u>A-2</u>	
AGENDA ITEM: Adoption of a Resolution approving a City Council Policy on the Roles for the City Council Liaisons to the City's Commissions and Appointment of the City Council/Commission Liaisons.			
Contact Person/Dept.: Martin R. Cole, Assistant City Manager		Phone Number: (310) 253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (06/18/07);			
Department Approval: Martin R. Cole (06/13/07)		City Attorney Approval: Carol Schwab (by H. Iker) (06/13/07)	
City Controller Approval: Marlee Chang (06/13/07)		City Manager Approval: Jerry B. Fulwood (06/28/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council consider the proposed roles for the City Council Liaisons to the City's Commissions and appoint City Council/Commission Liaisons. <u>BACKGROUND:</u> On May 29, 2007, the City Council considered the report entitled: “Adoption of a Resolution Establishing a Council Policy related to the City's Commissions” The City Council did adopt the Resolution, thereby establishing the City Council Policy related to the Commissions. The Policy contained the establishment of a City Council Liaison to each of the City's four Commissions, with the Mayor functioning as an alternate in the case the appointed Liaison were not available. Based upon the City Council's direction as contained in the adopted policy, this item is presented to the City Council this evening. <u>DISCUSSION:</u> During discussion of the item on May 29, Councilmembers did express a desire to have a follow-up discussion on the roles of the City Council Liaisons. To assist in this discussion, Staff provides the following items for consideration:			

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- (1) The prime role of the City Council Liaison is to be a communicator of information, both from the City Council to the Commission and from the Commission to the City Council. The Liaison also serves as a resource to the Commissions on operational and procedural issues.
- (2) As an important resource to their Commission, Council Liaisons would be encouraged to attend monthly Commission meetings. In times when a conflict arises, the Mayor may be available to attend as an Alternate Liaison.
- (3) In performance of the role as Liaison and to preserve the semi-independence of the Commission, the City Councilmember shall not participate in the deliberations of the Commission. However, on issues of procedure, Council Liaisons may want to share thoughts with the Chair after the meeting.
- (4) Liaisons shall report to the City Council on at least a monthly basis on the actions and issues being undertaken by the Commission.
- (5) Liaisons shall serve in that capacity at the pleasure of the City Council and shall rotate commission assignments on an annual basis.

A resolution with a proposed policy reflecting the above items is attached hereto for Council's consideration this evening.

FISCAL ANALYSIS:

Neither the adoption of the proposed policy nor the appointment of the City Council Commission Liaisons would create a significant material fiscal impact. However, appointment of the liaisons would impact the City Councilmembers' schedules and limit the availability for Councilmembers to attend other evening meetings potentially scheduled on a date of a Commission meeting.

ATTACHMENTS:

Resolution (with Proposed Policy as Exhibit A)

MOTION:

That the City Council:

1. Consider the roles of the City Council Commission Liaisons, provide additional comment if desired, and adopt the resolution approving the City Council Policy relating to City Council Commission Liaisons; and,

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2. Appoint one Councilmember to each Commission to serve as the City Council Commission Liaison and designate the Mayor to serve as an Alternate City Council Commission Liaison for all Commissions as needed.