

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 05/29/2007		Item Number: <u> A-5 </u>	
AGENDA ITEM: Adoption of a Resolution Establishing a Council Policy related to the City's Commissions			
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 (05/24/07); Members of the Parks and Recreation Commission (05/23/07); Members of the Cultural Affairs Commission (05/23/07); Members of the Civil Service Commission (05/27/07); Members of the Planning Commission (05/23/07)			
Department Approval: Martin R. Cole (05/23/07)		City Attorney Approval: Carol Schwab (by H. Iker) (05/22/07)	
City Controller Approval: Marlee Chang (05/23/07)		City Manager Approval: Jerry B. Fulwood (05/23/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council adopt a resolution approving a Council Policy related to the City's Commissions. <u>BACKGROUND:</u> On February 24, the City Council held a facilitated meeting with members of the City Commissions and Executive Management in attendance. The purpose of the meeting was to discuss operational issues and provide the City Council with an opportunity to hear directly from Commissioners and Executive Management on ways the entire City family (including the City Council, Commissioners, and Staff) would work more cooperatively together in service to the residents and business owners of Culver City. The session continued for over six hours in a very positive discussion with many suggestions being offered by many participants. At the conclusion of the meeting, the City Council directed the City Manager to take two broad actions: (1) to quickly implement those items of an administrative nature and (2) to return to the City Council with a proposed policy that addressed items of a policy nature. Pursuant to that direction, this item is presented to the City Council for discussion and adoption. <u>DISCUSSION:</u> As part of the follow-up action plan prepared by the City Manager's Office, the attached "Facilitated Meetings Spreadsheet of Follow-up Items" was developed. It			

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was a compilation of discussion items transcribed from the extensive notes taken at the meeting. Staff used the "Spreadsheet" to separate items of an administrative nature from those of a policy nature. As directed by the City Council, the City Manager implemented (or has scheduled to implement) the administrative items listed.

Minute Process and Format

One item which involved both administrative and policy issues is the format and processing of Commission minutes. In preparation for discussion with the Committee, a staff working group comprised of at least one representative from each City Department that provides staff support to a Commission was assembled, with the Assistant City Manager serving as chair of the Working Group. The group discussed various areas, including comparing format of minutes used by the City's four Commissions and challenges faced in preparing minutes. Ultimately, the working group selected the Civil Service Commission minutes as a good foundation for recommendation to the Committee. Further, staff also recommended the Committee discuss a standard format for all Commission meetings to address issues of rapidity of dissemination of minutes to the Council, Commissions, and the Public and the significant amount of staff resources currently devoted to processing minutes and requested amendments. Both issues were addressed by the Committee, with the Committee recommending the following:

- Commissions shall adopt the Action Minutes format, similar to that format used by the City Council.

Persons interested in additional detail can receive a copy of the video and/or audio recordings of the Commission meetings to supplement the Action Minutes.

Policy Issues

Items designated as policy in nature were more numerous. However, as the items were reviewed, several common themes arose. These themes were compiled into a draft policy, which policy was presented to the Council/Commission Committee (Vice-Mayor Gross and Councilmember Rose) for general discussion and feedback.

In summary, the proposed policy presented to the City Council for adoption this evening addresses the following broad topics as discussed at the facilitated meeting:

- The General Roles of the City's Commissions
- A Commissioner Code of Conduct
- Commission Interaction with the City Council

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- City Council member liaison to each Commission.
- Commission Interaction with the City Staff
- Commissioner Training/Orientation

Whenever possible, the proposed policy used existing policy guidance contained in the Municipal Code. Additionally, the proposed policy requires Commissions to adhere to operational rules already in place for the City Council. For those issues not addressed in the Municipal Code, the proposed policy reflects the discussion and general consensus of opinions voiced at the facilitated meeting.

Next Steps

Should the City Council adopt the proposed policy this evening, the City Manager or the Assistant City Manager (or both) will be presenting the policy to the Commissions at their meetings in June. Further, new Commission appointees will be provided with initial orientation/training during the month of June to best prepare them for their first meeting as a Commissioner in July.

Additionally, at the facilitated meeting the participants also expressed interest in reviewing the roles of the City's Commissions, consistent with the provisions of the recently approved City Charter. As part of its second phase of work, the Council/Commission Committee will be considering this topic along with additional policies related to City Council/City Staff interactions (for example, the topic of "the one hour rule" as expressed during the facilitated meeting.) These items are expected to return to the City Council on July 23, 2007.

FISCAL ANALYSIS:

Adoption of this policy is expected to streamline the operations of the Commissions, thereby resulting in either a direct operational savings or a savings of staff time which can be redirected to other activities. However, the actual amount of savings is difficult to estimate at this time.

In addition to the direct/indirect fiscal impacts, adoption of this policy is expected to allow the City to provide information to the City Council, Commissioners, Staff, and the general public more quickly and in a more consistent and user-friendly format.

ATTACHMENTS:

1. Follow-up Item Spreadsheet

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2. Resolution (with Council Policy as Exhibit "A")

MOTION:

That the City Council:

Discuss the proposed policy for the City's Commissions and adopt a resolution approving the policy for implementation beginning on July 1, 2007.