

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number 1001

General Subject: Policy Administration

Date Issued 1/23/95

Specific Subject: Adoption of Council Policy
Statements

Effective Date 1/24/95

Resolution No. 95-R005

PURPOSE:

To establish policies of the City Council not already covered by ordinances, to supplement or complement other resolutions or policies, and to establish procedure for the adoption, numbering and dissemination of such policies.

STATEMENT OF POLICY:

The City Council Policy Manual is hereby established. The Manual shall be in loose leaf form, providing for periodic updates and additions.

Policies adopted by the City Council shall not conflict with any ordinance or resolution of the City. All policies must receive four (4) affirmative votes of the City Council to become effective, and shall be effective immediately. A standardized policy format shall be used as demonstrated by the format of this policy, including a Purpose, a Statement of Policy, Definitions as needed, Background as needed, and Procedures as required. Policies shall be numbered (indexed) as follows:

1. Series 1000, for policies relating to the format, distribution or content of future policies.
2. Series 2000, for policies relating to the Citizens of Culver City and public services.
3. Series 3000, for policies relating to the activities of City Council and Administrative responsibilities of staff.
4. Series 4000, for policies relating to Personnel matters, Employees and City officials.
5. Series 5000, for policies relating to Financial and Budget matters.

PROCEDURES:

Any member of the City Council, the Chief Administrative Officer, or the City Attorney may place a proposed policy on the City Council agenda, providing a

written statement of the proposed policy is distributed to Council and affected parties prior to Council consideration. The Council may direct the creation or modification of a policy and assign responsibility for preparation to any member of the Council or the Chief Administrative Officer.

Prior to presentation to the Council for consideration and adoption, the Chief Administrative Officer and City Attorney shall assign an appropriate title and policy number and a Resolution for adoption. Following adoption, the policy shall be put in approved format and distributed to the Council, CAO, City Clerk, City Attorney, Department and Division Heads, affected commissioners, employee bulletin boards, and the media. A loose-leaf binder of all current Council policies shall be maintained in the offices of the CAO, City Clerk, City Attorney, Personnel Director and all Department Heads for access by employees and the public. Copies of Council policies shall be provided to new Council members or Commissioners upon taking office.