

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number: 1001

General Subject: Council Policy Administration

Date Issued: 10/27/2025

Specific Subject: Adoption of Council Policy Statements

Effective Date: 10/27/2025

Resolution No: 2025-R____

I. PURPOSE:

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

II. STATEMENT OF POLICY:

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

Policies adopted by the City Council shall not conflict with any ordinance or resolution of the City. In the event of a conflict between a Council policy and a resolution or ordinance, the resolution or ordinance shall control. All policies must receive a majority vote ~~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, as applicable, 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, E~~mployees and City officials.
5. Series 5000, for policies relating to ~~F~~inancial and ~~B~~udget matters.

III. PROCEDURES:

Any ~~A majority of the~~ members of the City Council, the ~~Chief Administrative Officer~~ City Manager, or the City Attorney may place a proposed policy or policy amendment on the City Council agenda for discussion and direction, ~~providing a written statement of the proposed policy is distributed to Council and affected parties prior to Council consideration.~~ ~~If the~~ City Council may direct the creation or modification of a policy, the City Manager shall assign appropriate members of City staff to work on the policy ~~preparation to any member of the Council or the Chief Administrative Officer.~~ Prior to presentation to City Council for consideration and adoption, the City Manager ~~Chief Administrative Officer~~ and City Attorney shall assign an appropriate title and policy number, and a Resolution for adoption. ~~Following adoption, the prepare~~ the policy shall be put in approved format, and prepare a related resolution.

Following adoption, the policy shall be and distributed to interested parties, which may include, as applicable, the City Council, CAO, City Manager, City Clerk, City Attorney, Department and Division Heads, affected commissioners-commissions, boards and committees, and employees bulletin boards, and the media. ~~A loose-leaf binder of a~~ All current Council policies shall be maintained on the City's website 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, Commissioners and board and committee members upon taking office.

****This Policy supersedes Policy No. 1001 issued on January 23, 1995 by Resolution No. 95-R005.***