## CITY OF CULVER CITY COUNCIL POLICY STATEMENT

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\_\_\_\_

Policy Number: 1001

## 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, Eemployees and City officials.
- 5. Series 5000, for policies relating to Financial and budget 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 Tthe City Council may directs the creation or modification of a policy, the City Manager shall assign appropriate members of City staff to work on the policypreparation 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 aAll 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 Ccouncil members, Ccommissioners and board and committee members upon taking office.

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