

**City of Culver City, California
Agenda Item Report**

Meeting Date: 05/26/2015		Item Number: <u>A-2</u>	
CITY COUNCIL AGENDA ITEM: Discussion of a Process/Policy Regarding Receiving Information from the City's Commissions, Committees and Board, and Outside Entities.			
Contact Person/Dept.: Martin R. Cole, Assistant City Manager/City Clerk		Phone Number: 310-253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: Meetings and Agendas – City Council (05/21/15); The City's Commissions, Committees, and Board and Outside Appointees (05/21/15)			
Department Approval: Martin R. Cole (05/20/15)		City Attorney Approval: Carol Schwab (by H. Baker) (05/20/15)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (05/21/15)		City Manager Approval: John M. Nachbar (05/21/15)	

RECOMMENDATION:

Staff recommends the City Council discuss a process/policy regarding receiving information from the City's Commissions, Committees and Board, and outside entities.

BACKGROUND:

The City Council has expressed an interest in periodically receiving information from the City's Commissions, Committees and Board, and outside entities. This item is presented in response to that interest.

DISCUSSION:

The City Council has determined to create, and appoint members to, the following nine City bodies (collectively CCBs):

Civil Service Commission
Cultural Affairs Commission
Parks, Recreation, and Community Services Commission
Planning Commission
Committee on Homelessness
Disability Advisory Committee
Fiesta La Ballona Committee

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Finance Advisory Committee
Landlord-Tenant Mediation Board

In addition to the above, the City Council also appoints representatives to the following three outside entities:

LAX Area Advisory Committee
LAX Community Noise Roundtable
Los Angeles County West Vector and Vector-Borne Disease Control District

The nine CCBs are considered “Legislative Bodies” under California Government Code Section 54950 et seq. (Ralph M. Brown Act) and are entities created by the City Council. As such, each of the Secretaries of the nine CCBs have been asked to prepare “Meeting in a Minute” summaries of their body’s meetings. If provided by the Secretaries, those “Meeting in a Minute” documents are available on the City’s website.

With respect to the three outside entities, those entities are not administered by the City Clerk’s Office or any Department of the City. Therefore, they do not produce “Meeting in a Minute” documents.

The City Council is requested to discuss the issue and provide direction to the City Manager as deemed appropriate.

FISCAL IMPACT:

The fiscal impact of any process/policy would depend on the discussion of the City Council this evening. Should the City Council determine to institute a new process/policy, an item would be prepared for a future City Council meeting and would include an estimate of the fiscal impact.

ATTACHMENTS:

Most Recent “Meeting in a Minute” Documents for CCBs.

MOTION:

That the City Council:

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1. Discuss the topic of a process/policy regarding receiving information from the City's Commissions, Committees and Board, and outside entities; and,
2. Direct the City Manager as deemed appropriate.