

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/27/06		Item Number: <u>A-2</u>
AGENDA ITEM: Introduction of an Ordinance Amending Section 7.01.135 of the Culver City Municipal Code Related to the Culver City Traffic Committee's Organization and Role and Approval of a Resolution Adopting Bylaws for the Traffic Committee		
Contact Person/Dept.: J. Rivera PW/Admin.		Phone Number: 310-253-6423
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐
Public Hearing: ☐		Action Item: ☒ Attachments: ☒
Public Notification: On 02-16-03, notices of tonight's discussion were e-mailed to the 3 individuals who provided comments on 10-10-05. Master Notification List on 02-22-06.		
Department Approval: Charles D. Herbertson 2/16/06		CAO Approval: Martin Cole for Jerry B. Fulwood (2/21/06)
City Controller Approval: Marlee Chang (2/21/06)		
<u>RECOMMENDATION:</u> That the City Council consider the introduction of an Ordinance amending Section 7.01.135 of the Culver City Municipal Code ("CCMC") relating to the Culver City Traffic Committee's Organization and Role and approval of a Resolution adopting bylaws for the Traffic Committee. (See Attachments No. 1 & 2 respectively). <u>BACKGROUND:</u> At its meeting of October 10, 2005, the City Council discussed the issues relating to the Culver City Traffic Committee's Organization and Role. At the conclusion of its discussion, the City Council directed staff to draft the necessary CCMC amendments to: 1. Retain the current five (5) staff member positions on the Traffic Committee with voting rights intact; and 2. Add four (4) at-large non-voting members to be selected by the City Council to the Traffic Committee, to represent various areas of the City. <u>DISCUSSION:</u> As directed by the City Council, staff has prepared the proposed Ordinance amending CCMC Section 7.01.135. The proposed Ordinance would make the following changes to the Code:		

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1. Expand the title of the Chapter to read, "TRAFFIC COMMITTEE; DUTIES; APPOINTMENT; TERM."
2. Add the following provision to subsection "A.", "..., and four Culver City residents who shall be non-voting members. Each resident member shall be appointed by the City Council for a term of up to four (4) years.
3. Add a new subsection "C" providing authority for the City Council to establish, by resolution, bylaws for the Traffic Committee.

By-laws

Currently the Traffic Committee does not have any specifically established bylaws. With the addition of the new non-voting members, staff believes that bylaws should be adopted to further establish the organization and role of the Committee. The proposed bylaws were generally modeled after those adopted for the City's Disability Advisory Committee (See Attachment No. 2 Exhibit "A"). The following is a partial listing of the proposed bylaws that addresses issues raised by the Council during its October 10th discussion:

- I. Purpose: (NOTE: The Council requested that the mission of the Committee be more clearly defined.)

It shall be the function and responsibility of the Culver City Traffic Committee (the "Committee") to:

- *Act in an advisory capacity to the City Council, Public Works Director, and Police Chief in matters relating to traffic, parking, and non-motorized transportation (i.e., pedestrians, bicycles, etc.), as such matters may be referred to the Committee.*
- *Receive complaints from the public regarding traffic, parking and non-motorized transportation matters and make recommendations to the City Council, Public Works Director, City Engineer, Police Chief or other City officials and staff.*
- *Perform such other duties and functions relative to traffic, parking and non-motorized transportation as set forth in the Culver City Municipal Code, these bylaws or otherwise established by the City Council.*

- II. Meetings and Rules: (NOTE: The Council wanted the Committee to hold night meetings to determine if public participation would be increase. The language in the proposed by-laws is generic in order to maintain flexibility. See the

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following discussion for more information about the Committee's meeting times.)

A. Regular Meetings

The Committee shall hold regular meetings on the third Wednesday of each month, provided there are items to consider as approved by the Public Works Director. The Committee may adjourn or readjourn any regular meeting to a date certain, which shall be specified in the order of adjournment and when so adjourned, each adjourned meeting shall be a regular meeting for all purposes. A written agenda for each regular meeting, specifying the date, time and location of the meeting and business to be discussed, shall be provided to each Committee member at least five days prior to each meeting, and shall be provided to the public in accordance with the provisions of the Brown Act¹.

III. Membership:

A. Number of Members

The Committee shall consist of nine members, including five voting members and four non-voting members. The five voting members shall be the Public Works Director, City Engineer, Police Chief, Fire Chief and Community Development Director or their designees. The four non-voting members shall be residents of the City of Culver City appointed by the City Council.

B. Criteria for Appointing Resident Non-Voting Members

The following criteria shall be required in the appointment of resident non-voting members to the Committee:

- (1) Interest and understanding of issues relating to Traffic Circulation and Transportation;*
- (2) Legal residency in the City of Culver City at the time of application and throughout appointment;*
- (3) Demonstrated desire for involvement;*
- (4) Willingness and commitment to invest time in Traffic Committee activities;*

C. Appointment of Resident Non-Voting Members

¹ Ralph M. Brown Act, Government Code §§ 6250, et seq.

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The City Council shall, in conformity with current City policy and these bylaws, appoint resident non-voting members to the Committee from applications submitted in response to a public notice of openings. Completed applications will be collected and forwarded to the Council by the City's Public Works Director.

IV. Removal from Membership

A. Non-attendance

Resident non-voting Committee members who are absent from five consecutive meetings without just cause (as determined by the Public Works Director) may be subject to removal from the Committee by a majority vote of the City Council at a noticed public meeting.

B. Council Discretion

Resident non-voting Committee members serve at the discretion of the City Council and may be removed by a majority vote of the City Council at a noticed public meeting.

C. Removal Procedure

Written notification of a proposed removal action and the public meeting date shall be sent by certified mail to the member who is being considered for removal, at least twenty (21) days prior to the date of the public meeting. Such member may oppose their removal at the noticed public meeting.

Traffic Committee Meeting Time

At the May 5, 2005, meeting the Council directed that the Traffic Committee should conduct its upcoming meetings in the evening at 7:00 PM, in order to provide increased opportunity for the public to participate. The Council also directed staff to report back on the number of public attendees at the meetings. Since May, the Traffic Committee has met only four times due to the lack of items for the agenda. Three of these meetings were held at 7:00 PM (July 20, August 31, and September 21). At the July and September meetings there were seven to ten public attendees, all of whom were in attendance for a specific item on the agenda. At the August meeting, there were also about seven attendees. Of the attendees, one submitted a request to the Committee relating to an issue not on the Agenda. For the three night meetings held, there was no appreciable increase in public participation. With the

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addition of the Resident Members, the Traffic Committee will continue to meet 7:00 PM.

FISCAL ANALYSIS:

Reorganization of the Traffic Committee to include Resident members is anticipated to increase General Fund costs due to copying and distributing/delivering meeting packets and additional staff support for the meetings. These costs will be dependent on the tasks assigned to the reorganized Committee. There are also potential costs associated with providing training to the Resident members.

As the appointment is not to a Commission the standard City stipends for non-staff members would not be paid to the Resident members.

ATTACHMENTS:

1. Proposed Ordinance (revised and clean versions)
2. Proposed Resolution

MOTIONS:

That the City Council:

1. Introduce the Ordinance amending Section 7.01.135 of the Culver City Municipal Code relating to the Culver City Traffic Committee's Organization and Role; and
2. Adopt the Resolution establishing bylaws for the Culver City Traffic Committee.

OR

3. Provide further direction to staff regarding the organization **and/or** role of the Traffic Committee;

OR

4. Take no action at this time.