

MEETING DATE: January 24, 2011

AGENDA ITEM: Direction Regarding the Use of the Mike Balkman Council Chambers by the Culver City Unified School District Board of Education.

ATTACHMENTS

	<u>Pages</u>
1. Staff Report from November 8, 2010 Meeting	1-11
2. Excerpt of Minutes from the November 8, 2010 meeting	12-13

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

Meeting Date: 11/08/10		Item Number: <u>A-1</u>	
CITY COUNCIL AGENDA ITEM: Direction Regarding the Use of the Mike Balkman Council Chambers by the Culver City Unified School District Board of Education.			
Contact Person/Dept.: Martin R. Cole, Assistant City Manager		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: (E-Mail) Agenda and Meetings – City Council (11/03/10); Culver City Unified School District Superintendent’s Office (11/03/10); Culver City Unified School District – Superintendent’s Office (11/03/10)			
Department Approval: Martin R. Cole (11/03/10)		City Attorney Approval: Carol Schwab (by H. Baker) (11/03/10)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (11/03/10)		City Manager Approval: John M. Nachbar (11/03/10)	
<u>RECOMMENDATION:</u> Staff recommends the City Council consider the use of the Mike Balkman City Council Chambers by the Culver City Unified School District Board of Education and direct staff as deemed appropriate. <u>BACKGROUND:</u> Pursuant to City Council Policy No. 4008, the City Council Chambers may be used as a meeting place or forum for other limited governmental purposes, including use by other public agencies concerning public matters as authorized by the City. Additionally, City Council Policy 3001 provides for a process by which the City Council Chambers are made available for use. On October 25, 2010, the City Council received public comment from Culver City Unified School District Board of Education (CCUSD Board) Member Karlo Silbiger who thanked the City Council for the Board’s use of the City Council Chambers for one of their recent meetings and requested the City Council (1) agendize the matter of authorizing the CCUSD Board to utilize the City Council Chambers as a regular location for the CCUSD Board’s meetings and (2) waive the costs of such use.			

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DISCUSSION:

Pursuant to the City Council's direction provided on July 26, 2010, the City Manager's Office transmitted a cost estimate for use of the City Council Chambers to the Superintendent of the CCUSD. A copy of that cost estimate is attached for the City Council's information.

Subsequent to the receipt of the cost estimate, the CCUSD Board requested the use of the City Council Chambers on a temporary (one-time) basis. As is customary practice, the City made the City Council Chambers available for use to the CCUSD Board free of charge because they are a governmental entity that represents Culver City and the proposed use was on a temporary basis.

Should the City Council determine to authorize the ongoing use of the City Council Chambers, the following issues need to be resolved:

- (1) The CCUSD Board currently meets on the second and fourth Tuesday of each month. The City's Cultural Affairs Commission meets on the second Tuesday of each month in the City Council Chambers; and,
- (2) If a mutually convenient meeting schedule can be agreed upon, does the City Council wish to grant the request made by the CCUSD Board and waive the costs associated with such use?

FISCAL ANALYSIS:

The estimated costs associated with use of the City Council Chambers by the CCUSD Board are contained in the attached cost estimate transmitted to the CCUSD on August 17, 2010.

ATTACHMENTS

1. Staff Report from July 26, 2010
2. Minute Excerpt from the July 26, 2010 City Council Meeting
3. City Council Policy 3001
4. Cost Estimate

MOTION:

That the City Council:

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- (1) Determine if a mutually convenient meeting schedule can be agreed upon;

AND

- (2) (If a mutually convenient meeting schedule can be agreed upon) Determine if the City Council wishes to authorize the use of the City Council Chambers by the CCUSD Board

AND

- (3) Determine if the City Council wishes to waive the costs associated with such use.

MEETING DATE: November 8, 2010

AGENDA ITEM : Direction Regarding the Use by the Culver City Unified School District Board of Education of the Mike Balkman Council Chambers.

ATTACHMENTS

	<u>Pages</u>
1. Staff Report of July 26, 2010	1-2
2. Minute Excerpt from City Council Mtg	3-4
3. City Council Policy 3001	5-6
4. Cost Estimate	7

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

Meeting Date: 07/26/10		Item Number: <u>A-1</u>	
CITY COUNCIL AGENDA ITEM: Direction Regarding the Use by the Culver City Unified School District Board of Education of the Mike Balkman Council Chambers.			
Contact Person/Dept.: Martin R. Cole, Assistant City Manager		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: (E-Mail) Agenda and Meetings – City Council (07/22/10)			
Department Approval: Martin R. Cole (07/20/10)		City Attorney Approval: Carol Schwab (by H. Baker) (07/21/10)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (07/21/10)		City Manager Approval: P. Lamont Ewell (07/22/10)	
<u>RECOMMENDATION:</u> Staff recommends the City Council consider the use of the Mike Balkman City Council Chambers by the Culver City Unified School District Board of Education and direct staff as deemed appropriate. <u>BACKGROUND:</u> Pursuant to City Council Policy No. 4008, the City Council Chambers may be used as a meeting place or forum for other limited governmental purposes, including use by other public agencies concerning public matters as authorized by the City. On May 24, 2010, the City Council received public comment from a member of the Culver City Unified School District Board of Education (CCUSD Board) regarding the subject of the CCUSD Board using the Mike Balkman Council Chambers to hold CCUSD Board meetings. At that time, the City Council directed staff to agendize this item for the City Council's discussion. On June 7, 2010, the City Council received public comment from a second member of the CCUSD Board. Copies of excerpts from the approved minutes from both the May 24, 2010 and June 7, 2010 City Council meetings are attached for the City Council's information.			

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Agenda Item Report**

DISCUSSION:

Based upon the different comments received from the two CCUSD Board Members, it remains unclear what direction (if any) the CCUSD Board has provided to the Superintendent related to this subject. Because of this lack of clarity, the City Council may wish to consider the following options:

- (1) Take no action until such time as the CCUSD Board of Education submits a clear, formal request for the City Council to consider use of the CCUSD Board to hold their meetings;

OR

- (2) Direct staff to develop a cost estimate for use by the CCUSD Board as they formulate providing direction to the Superintendent and authorize the City Manager to transmit such cost estimate to the Superintendent.

FISCAL ANALYSIS:

There is no fiscal impact created by the discussion of this item by the City Council. Should the CCUSD Board make a formal request to utilize the Mike Balkman Council Chambers for their meetings, then the related fiscal impacts to the City will be provided at the time the City Council considers such a request.

MOTION:

That the City Council:

- (1) Take no action until such time as the CCUSD Board of Education submits a clear, formal request for the City Council to consider use of the CCUSD Board to hold their meetings;

OR

- (2) Direct staff to develop a cost estimate for use by the CCUSD Board as they formulate providing direction to the Superintendent and authorize the City Manager to transmit such cost estimate to the Superintendent.

July 26, 2010

Item A-6
(continued)

Discussion continued between the City Council and staff regarding proposed motions made by Councilmember Weissman. These include directing that the City Manager work with the Civil Service Commission to come up with a proposal with regard to any oversight role that the City Council wishes for the Civil Service Commission and to have with Civil Service rules amended to be consistent,, and that staff return with the implementing ordinance and resolutions consistent with modifications discussed for final review and approval.

Heather Baker, Deputy City Attorney, clarified that staff had received policy direction during the City Council discussion and would bring back revised documents but nothing would take affect tonight.

Discussion continued regarding the provision related to City Attorney opinions; standard conditions of approval; direction to staff to incorporate comments; and options available to the City Council.

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Item A-1

Direction Regarding the Use by the Culver City Unified School District Board of Education of the Mike Balkman Council Chambers.

Martin Cole, Assistant City Manager/City Clerk, provided a summary of the material of record, noting that he had received written correspondence from Karlo Silbiger and Steven Gourley, Culver City School Board members.

Mayor Armenta invited public participation.

③

July 26, 2010

Item A-1
(continued)

The following member of the audience addressed the Council:

Patricia Jaffe, Interim Superintendent, Culver City Unified School District, presented an official request that the City Council allow a School Board meeting in Council Chambers between September and October; she expressed concern about conflicts with regular meetings; discussed responsibility for costs; and she clarified that she was not aware of anyone on the School Board who was not in favor of the request.

Martin Cole, Assistant City Manager/City Clerk, read written comments submitted by:

Steven Gourley
Karlo Silbiger

MOVED BY COUNCILMEMBER WEISSMAN, SECONDED BY COUNCILMEMBER MALSIN AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL DIRECT STAFF TO DEVELOP A COST ESTIMATE FOR USE BY THE CCUSD BOARD AS THEY FORMULATE PROVIDING DIRECTION TO THE SUPERINTENDENT AND AUTHORIZE THE CITY MANAGER TO TRANSMIT SUCH COST ESTIMATE TO THE SUPERINTENDENT.

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**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number **3001**

General Subject: Administration

Date Issued 1/23/95

Specific Subject: Scheduling of Council Chambers

Effective Date 1/24/95

Resolution No. **95-R005**

PURPOSE:

To establish policy regarding the use of the City Council Chambers by other City Committees, Commissions, or authorized parties, and to delineate the policy for scheduling when City holidays occur.

STATEMENT OF POLICY:

The City Council Chambers shall be the primary location for City Council and Redevelopment Agency meetings, and as such the City Council and Redevelopment Agency shall have priority in the scheduled use of the facility at all times. Subordinate priority shall be given to Commissions and Boards, followed by Committees and then other organizations.

Other Committees, Commissions, staff functions or authorized organizations may be regularly scheduled in the Council Chambers when the City Council or the Redevelopment Agency is not meeting there. The regular scheduled use of the Council Chambers shall be controlled and maintained by the Secretary to the Chief Administrative Officer.

Occasional use by any City department or division, or authorized civic organization, is permitted when the Chambers are otherwise vacant. Scheduling in advance must be arranged through the Secretary to the Chief Administrative Officer. In the event of conflicts in scheduling requests, priority shall be given to those regularly scheduled City organizations, followed by other authorized parties on a first-come, first-served basis.

In the event a City Holiday falls on the day of a regularly scheduled meeting, the meeting shall be scheduled for the following business day. Therefore, if a City Council/Redevelopment Agency meeting is moved forward by a City Holiday, or an adjourned or special meeting is scheduled, the City Council meeting shall preempt any other Commission or Committee meeting scheduled for the City Council Chambers. The preempted party may be moved to another location, or may be rescheduled according to that Commission or Committee's meeting policy. In the event a regularly scheduled Commission meeting is moved forward by a City Holiday, and would conflict with

another regularly scheduled Commission, the previously scheduled Commission shall have priority for the Chambers, and the preempted Commission may be moved to another location unless there are prior agreements between the Commissions.

PROCEDURES:

Approval for the use of the Council Chambers shall be obtained by scheduling through the Secretary to the Chief Administrative Officer. Requests may be made by calling or writing to the Secretary.

Special arrangements for seating or tables must be submitted in writing at least five (5) working days in advance for distribution to the Building Maintenance Foreman and Custodian. Specific arrangements for tables, chairs or other equipment should be clearly indicated by the requesting party. The Custodian shall prepare the room and have it open for use at the appropriate time.

cclp3001
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From: Kinnon, Patrice [mailto:patrice.kinnon@culvercity.org]
Sent: Tuesday, August 17, 2010 4:52 PM
To: 'rebeccawilliams@ccusd.org'
Subject: Cost Estimates

Hi Rebecca,

Here is the cost estimates from staff regarding using the council chambers:

A/C	\$61 per month
Lighting	\$22 per month
Equipment	\$50 per month
Doug Nielsen	\$480 per month

Plus overtime for our Maintenance Operation's staff worker if meetings go beyond 10:30 pm. In addition, there is potential conflict on the second Tuesday of each month when the Cultural Affairs Commission has their meeting in the Chamber.

If the Board was to use the Chamber beyond the one date of September 28th, they will have to formally make that request to council.

Thank you.

Patrice Kinnon
Executive Assistant to the City Manager
City of Culver City
310.253.6009
patrice.kinnon@culvercity.or

file:///C:/Documents and Settings/patrice.kinnon/My Documents/CCUSD/RE Cost Estimat... 11/3/2010

November 8, 2010

Action Items

Item A-1

Direction Regarding the Use of the Mike Balkman Council Chambers by the Culver City Unified School District Board of Education.

Martin Cole, Assistant City Manager/City Clerk, provided a summary of the material of record.

Mayor Armenta invited public participation.

The following speakers addressed the City Council:

Karlo Silbiger, member, Culver City Unified School District Board of Education, thanked the City for their support; provided background on the item; discussed costs; suggested that the City waive the costs; and he discussed scheduling conflicts.

Discussion ensued between the City Council and Mr. Silbiger regarding whether a formal vote had been taken by the School Board to request a fee waiver and date change; feasibility of moving the Cultural Affairs Commission meeting to the third Tuesday of the month or moving the Parks, Recreation and Community Services Commission to the fourth week of the month; and costs for video taping of the meetings.

Cary Anderson discussed the two forms of government coexisting; logistics; issues with viewing School Board meetings on cable; and the importance of modernizing the process.

Goran Eriksson noted that it would be natural to share the facility; questioned whether the City had gotten a formal request from the School District and whether the School District was willing to pay; true costs of using the room; and support for sharing the costs equally.

Meghan Sahli-Wells expressed support for waiving the costs for the School Board and for allowing them to hold their meetings in Council Chambers.

November 8, 2010

Item A-1
(continued)

Discussion ensued regarding support for making the facility available; concern with waiving costs that would have to be absorbed by the City; mixed messages from School Board members; reluctance to move Commission meetings; past relations between the City Council and the School Board; the importance of correspondence and formal votes documenting the facts; concern with requesting a fee waiver without support and discussion by the School Board; allowing the Commissions to weigh in on whether to move their meetings; a formal request by the School Board; transparency and live meetings; and the importance of building a relationship with the School District.

Further discussion ensued between the City Council and Mr. Silbiger regarding the difficulty for the School Board to move the date of their meetings; the ability of the School District to pay the fees; clarification from the School Board and agreement to provide a formal letter from the School District; requesting more information on the flexibility of the School Board to change their meeting date; the desire of the City Council to support the School Board; and a request to consider the item at another meeting with a letter from the School Board provided delineating what they want.

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