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1 WHEREAS, it is the recommendation of the Subcommittee, with the
2 concurrence of City staff, that (1) Council Policy Statements 3001 and 3003 be amended
3 as reflected in Exhibit A of this Resolution; and (2) Council Policy Statement 2201 be
4 repealed and an amended policy be issued by the City Manager as an Administrative
5 Policy/Procedure.

6 NOW, THEREFORE, the City Council of the City of Culver City, California,
7 DOES RESOLVE as follows:
8

9 1. The City Council hereby adopts an amended City Council Policy
10 entitled "Use and Scheduling of Council Chambers," which Policy is attached hereto as
11 Exhibit "A" to this Resolution and will replace the existing Council Policy Statement 3001.

12 2. The City Council hereby adopts an amended City Council Policy entitled
13 "Issuance of City Parking Decals," which Policy is attached hereto as Exhibit "B" to this
14 Resolution and will replace the existing Council Policy Statement 3003.

15 3. Resolution No. 95-R005 is hereby rescinded (thereby rescinding
16 Council Policy Statement 2201 relating to block parties).
17

18 4. The City Manager is hereby authorized to issue an amended policy
19 regarding block parties in the form of an Administrative Policy/Procedure.
20

21 5. The City Manager is hereby authorized to format the attached City Council
22 Policies in a format consistent with other City Council adopted policies and shall include the
23 final version of these adopted Policies with other adopted Policies.

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1 6. The City Manager shall distribute the attached City Council Policies to
2 interested parties, which include, but are not limited to, City Staff.

3 APPROVED and ADOPTED this _____ day of _____ 2016.
4

5
6 _____
7 JIM B. CLARKE, MAYOR
City of Culver City, California

8 ATTEST:

APPROVED AS TO FORM:

9
10 _____
11 JEREMY GREEN, Deputy City Clerk

12 A16-01076

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15 CAROL A. SCHWAB, City Attorney
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EXHIBIT “A” TO RESOLUTION NO. 2016-R____

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number **XXXX**

General Subject: Administration

Date Issued 12/12/16

Specific Subject: Use and Scheduling of Council
Chambers

Effective Date 12/12/16

Resolution No. **2016-RXX**

PURPOSE:

To establish policies and procedures regarding the use and scheduling of the Mike Balkman Council Chambers (Council Chambers) by City Commissions, Boards and Committees; other public/governmental agencies; and other authorized organizations, as set forth in this Policy.

STATEMENT OF POLICY:

The Council Chambers are intended for the conduct of the business of the City Council and other official bodies of the City of Culver City. The Council Chambers may also be used as a meeting place or forum for other governmental purposes, including use by other public agencies and organizations, as authorized by the City. The Council Chambers may also be used by the City and City staff for City-related business or events. Use of the Council Chambers shall be consistent with the City Council Policy Statement adopting the City's Free Speech Policy and Guidelines, the Culver City Charter, Culver City Municipal Code (CCMC), and all other applicable laws.

Pursuant to the CCMC, the Council Chambers is the primary location for City Council meetings; and, as such, the City Council shall have priority in the scheduled use of the Council Chambers at all times. Subordinate use of the Council Chambers, listed in priority order, shall be given to the following: City Commissions; City Boards; City Committees; other City business or events; other authorized public/governmental agencies; and other authorized organizations.

Meetings of City Commissions, Boards and Committees, and other public agencies may be regularly scheduled in the Council Chambers when the City Council is not in session. The regularly scheduled use of the Council Chambers shall be controlled and maintained by the City Clerk's Office.

Occasional use by any City department or division, other authorized public agency, or other authorized organization, is permitted when the Council Chambers are otherwise vacant. Scheduling in advance must be arranged through the City Clerk's Office. In the event of conflicts in scheduling requests, priority shall be given to those regularly scheduled City bodies, City Staff and other public agencies listed above, followed by other authorized

EXHIBIT “A” TO RESOLUTION NO. 2016-R___

organizations on a first-come, first-served basis. The City Clerk’s Office may seek guidance from the Assistant to the City Manager prior to scheduling the Council Chambers for a governmental body.

Consistent with the CCMC, in the event a regularly scheduled City Council meeting falls on a legal holiday, the meeting shall be scheduled for the following business day. In such a case, the City Council’s use of the Council Chambers shall preempt any other regularly scheduled City Commission, Board or Committee meeting, or any other meeting or event scheduled for the Council Chambers. The preempted meeting may be moved to another location, or may be rescheduled according to that Commission’s, Board’s or Committee’s meeting policy. Other events may be moved, cancelled or rescheduled at the City’s discretion.

In the case where a regularly scheduled Commission, Board or Committee meeting falls on a legal holiday and is scheduled for the following business day, which would conflict with another regularly scheduled Commission, Board or Committee meeting, the previously scheduled Commission, Board or Committee shall have priority for use of the Council Chambers on its regularly scheduled date, and the Commission, Board or Committee that has a calendar conflict may be moved to another location, or may be rescheduled according to that Commission’s, Board’s or Committee’s meeting policy, unless there are prior agreements between the bodies. Other events may be moved, cancelled or rescheduled at the City’s discretion. Scheduling of the Council Chambers in such cases shall be subject to review and approval by the City Clerk’s Office.

PROCEDURES:

Approval for the use of the Council Chambers, outside of the regularly scheduled uses, shall be obtained by and scheduled through the City Clerk’s Office. Requests shall be made by sending an email to City Clerk’s Office staff.

Special arrangements for chairs, tables and/or other equipment or accommodations must be clearly indicated by the requesting party and submitted by email, at least five (5) business days in advance of the scheduled meeting, to City staff responsible for providing support to the City Council, or applicable Commission, Board or Committee. Specific requests for the use of the Council Chambers’ audio visual equipment and audio recording of the meeting shall be made by email through the City Clerk’s Office. Use of the City’s voting system is not permitted by non-City organizations. Requests for the video broadcasting and recording of the meeting shall be made by email through the City Manager’s Office, who will forward the request to the City’s contract cable operator.

Organizations that are authorized to use the Council Chambers pursuant to this Policy (Third Party Users) shall leave the Council Chambers in the same condition in which it was found prior to use, and shall be responsible for all costs associated with any clean-up required to be done by the City, or any repair/replacement of any broken or damaged equipment or other personal property, as a result of Third Party Users’ activity.

EXHIBIT “B” TO RESOLUTION NO. 2016-R_____

CITY OF CULVER CITY COUNCIL POLICY STATEMENT

Policy Number: XXXX

General Subject: Administration

Date Issued: 12/12/16

Specific Subject: Issuance of City Parking
Permits

Effective Date: 12/12/16

Resolution No.: 2016-RXXX

PURPOSE:

To establish policies and procedures regarding the issuance of City parking permits to authorized persons.

STATEMENT OF POLICY:

Pursuant to the Culver City Municipal Code (CCMC), certain people who operate their private vehicles on official City or Culver City Unified School District (CCUSD) School Board business are exempt from the enforcement of certain CCMC parking regulations. The City may issue parking permits which allow for parking in time-limit zones or metered areas. Currently such permits are authorized for:

City Council
City Commissioners
City Manager
City Attorney
Executive Management
Culver City Unified School District Board Members

The Permittee must be operating their permitted vehicle while conducting official City or CCUSD School Board business, and the valid permit must be conspicuously displayed on the rear view mirror, facing the interior of the vehicle.

Citations issued to such vehicles may be voided by the Chief of Police, when proof of City or CCUSD School Board business at the time and place of the citation is presented.

PROCEDURES:

Numbered parking permits, valid annually, will be issued through the City Manager's Office prior to the beginning of each fiscal year. Individuals are permitted to obtain one permit and must provide one vehicle license plate number prior to receiving the permit. When the vehicle is no longer being used, or when the Permittee is no longer eligible under this Policy, permits shall be removed from the vehicle and surrendered to the City Manager's Office by the Permittee.