

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number **3101**

General Subject: Administration

Date Issued 1/23/95

Specific Subject: The Role of Commissions

Effective Date 1/24/95

Resolution No. **95-R005**

PURPOSE:

To define the role of the Charter Commissions in the administration of City policies, programs and services.

BACKGROUND:

The City Charter establishes the Civil Service, Planning and Human Services Commissions and the respective responsibilities of those appointed Commissioners. Essentially, the Commissions assist the City Council in the business of the City, primarily in an advisory capacity. Each Commission devotes itself to particular areas of Rules, policies or ordinances in evaluating issues brought before the respective Commission, providing findings and recommendations to the Council on specific matters. The City Council will then consider the broader, more complex factors of City management, including budget, public interest and policy in making decisions based upon Commission findings.

As a result of the different objectives of the two bodies, the Council may periodically override a Commission. This does not reflect negatively on the capabilities or integrity of any Commission or Commissioner. Rather, it is the natural consequence of the City Council's overall responsibilities.

The City Council could not deal with all the issues affecting the City without the capable assistance of its Commissions. Each Commissioner has a role in the analysis of issues, contributing to the overall mission of providing quality public services and being responsive to community needs and sensitivities. However, once appointed he/she no longer acts solely as a private citizen, but a representative of the City. His/her conduct must be consistent with the obligations of public office.

In order to avoid misunderstandings and to emphasize the relationship of Commissions and Commissioners to the City Council, the following policy is established.

STATEMENT OF POLICY:

Relations with City Council:

The City Council will make every effort to select qualified and representative members of the community to act as Commissioners. Provision may be made in the City budget for training and attendance at conferences which will assist the Commissioner in understanding his/her role and performing his/her duties. A citizen appointed to a Commission shall accept the position of that office with due regard for the responsibilities entrusted thereto.

The City Council shall assign such matters for Commission consideration as it may determine appropriate and consistent with Charter definitions.

Each Commissioner shall be cautious in expressing views which might be considered views of the entire Commission. Until an issue had been fully considered and a decision or recommendation rendered by the full Commission, no individual Commissioner should purport to represent the collective opinion of other Commission members.

While each member is entitled to his/her viewpoint, and the quality of Commission recommendations relies on consideration of all viewpoints, individual Commissioners shall be cautious of creating the appearance of predetermined bias.

Relations with Staff:

No City staff members are assigned to be full-time assistants to Commissioners. Rather, staff members serve and support Commissioners as part of their overall responsibilities. The priority of duties and responsibilities are established by the City Council and administered by the Chief Administrative Officer.

The primary liaison for commissioners will be the respective Department Head:

Planning:	Community Development Director
Civil Service:	Personnel Director
Human Services:	Human Services Director

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The City Attorney's Office will provide legal advice as necessary.

Staff support to commissions includes: preparation of analysis and recommendations for commission consideration; acting as a technical resource for the commission; advising the commission of issues and concerns and recommending solutions; communicating Council requests and direction; and taking care of administrative details for the commission.

Individual members of commissions are prohibited from directing priority of staff workload or assignments, significant research efforts or other activities.

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