

1 RESOLUTION NO. 2017-R____

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY
4 OF CULVER CITY, CALIFORNIA, AMENDING CITY
5 COUNCIL POLICY STATEMENT 3401 (QUARTERLY
6 SCHEDULED MEETINGS WITH CCUSD/COUNCIL
7 LIAISON COMMITTEE).

8 WHEREAS, City Council policies are developed for the purpose of
9 establishing standard practices and procedures for City Council, City Boards and
10 Commissions and City staff to follow; and

11 WHEREAS, these policies are updated from time to time to ensure that they
12 are legally compliant and reflect current City practices; however, it has been many years
13 since there has been a comprehensive review of all City Council Policy Statements; and

14 WHEREAS, on May 23, 2016, the City Council created an Ad Hoc City
15 Council Policies Subcommittee (Subcommittee) for the purpose of working with staff from
16 the City Clerk's and City Attorney's Offices to conduct a comprehensive review of the City
17 Council Policy Statements and make recommendations to City Council as appropriate; and

18 WHEREAS, this long-term comprehensive review will proceed with the City
19 Council Policy Statements being reviewed by the Subcommittee and City staff and being
20 presented to the City Council for adoption over the course of several months; and

21 WHEREAS, it is the recommendation of the Subcommittee, with the
22 concurrence of City staff, that Council Policy Statement 3401 (Quarterly Scheduled
23 Meetings with CCUSD/Council Liaison Committee) be amended as reflected in Exhibit A of
24 this Resolution.
25
26
27
28

1 NOW, THEREFORE, the City Council of the City of Culver City, California,
2 DOES RESOLVE as follows:

3 1. The City Council hereby adopts an amended City Council Policy entitled
4 "Scheduled Meetings of Council Liaison Committees," which Policy is attached hereto as
5 Exhibit "A" to this Resolution and will replace the existing Council Policy Statement 3401.
6 The amended Policy, as set forth in Exhibit A, shall supersede all other previously adopted
7 policies regarding the subject matter therein.
8

9 2. The City Manager is hereby authorized to format the attached City Council
10 Policy in a format consistent with other City Council adopted policies and shall include the
11 final version of this adopted Policy with other adopted policies.

12 3. The City Manager shall distribute the attached City Council Policy to
13 interested parties, which include, but are not limited to, City Staff.
14

15 APPROVED and ADOPTED this _____ day of _____ 2017.
16
17

18 _____
19 JEFFREY COOPER, MAYOR
20 City of Culver City, California

21 ATTEST:

22 APPROVED AS TO FORM:

23 _____
24 JEREMY GREEN, City Clerk

25 A17-00592

26 
27 CAROL A. SCHWAB, City Attorney
28 

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number **XXXX**

General Subject: Council, Commissions and
Boards

Date Issued 09/11/17

Specific Subject: Scheduled Meetings of
Council Liaison Committees

Effective Date 09/11/17

Resolution No. **2017-RXX**

PURPOSE:

To describe the procedures for the scheduling and conducting schedule of meetings with of Council Liaison Committees.

STATEMENT OF POLICY:

The intent of Council Liaison Committees is to address mutually affected interests between the City and other governmental and public agencies and to devise effective strategies to accomplish common goals. The City Council recognizes the value of ongoing cooperation with other governmental agencies and the value of relationships that arise among individuals in decision-making positions. It also recognizes that quarterly or more frequent meetings are the best method to attain these desired results.

PROCEDURES:

Two members of the City Council shall be appointed each year to serve as members of each liaison committee.

The convening authority for each liaison committee shall rotate annually between the City and the governmental/public agency. It shall be the responsibility of the convening authority to:

- Schedule quarterly, or more frequent, meetings of the liaison committee including date, time and location;
- Establish the agenda, with input from the members;
- Distribute the agenda as required for any publicly-noticed meeting; and
- Take minutes of each meeting, which shall be distributed and approved at the following meeting.

When the City is serving as the convening authority, the role of the chair shall be rotated from meeting to meeting among the two appointed Council members, or as otherwise agreed upon by the Council members.

Liaison committee meetings are subject to the Brown Act and shall be open to the public and provide the public with an opportunity to participate in the discussion of topics, consistent with the agenda procedures.