



# City of Culver City

## Staff Report Details (With Text)

**File #:** 16-950      **Version:** 1      **Name:** Appointing City Council Members/Staff Members to Various Outside Bodies  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 4/21/2017      **In control:** City Council Meeting Agenda  
**On agenda:** 6/6/2017      **Final action:**  
**Title:** CC - (1) Adoption of Resolutions and/or Motions Appointing City Council Members/Staff Members to Various Outside Agency Boards, City Council Subcommittees and Other Related Bodies and (2) Creation or Dissolution of Subcommittees as Needed.

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Date	Ver.	Action By	Action	Result
6/6/2017	1	City Council Meeting Agenda		

**CC - (1) Adoption of Resolutions and/or Motions Appointing City Council Members/Staff Members to Various Outside Agency Boards, City Council Subcommittees and Other Related Bodies and (2) Creation or Dissolution of Subcommittees as Needed.**

**Meeting Date:** June 6, 2017

**Contact Person/Dept:** Jeremy Green, City Clerk/Administrative Services

**Phone Number:** (310) 253-5851

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:** Yes  No

**Commission Action Required:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/02/17)

**Department Approval:** Serena Wright-Black, Administrative Services Director (05/02/17)

### RECOMMENDATION:

Staff recommends the City Council (1) adopt resolutions/motions appointing Council Members to various outside agency boards, City Council Subcommittees, and other related bodies and (2) creation or dissolution of Subcommittees as needed.

## **BACKGROUND/DISCUSSION:**

The City Council traditionally has appointed Council Member(s) to represent the City on various “outside agencies” and on City Council Subcommittees. These appointments are presented this evening for the City Council’s consideration.

As the City Council has considered its appointments to City Council Subcommittees, it has been mindful of the requirements of the Ralph M. Brown Act (Brown Act) and the important differences between a “Standing Subcommittee” and an “Ad Hoc Subcommittee.” In summary, Standing Committees are required to comply with the provisions of the Brown Act (including public notification and public participation).

Ad Hoc Subcommittees are not subject to those requirements. As provided for in the Brown Act, a standing committee has a continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body. Whereas, in general, an “Ad Hoc” Subcommittee serves only a limited or single purpose, is not perpetual, and is dissolved when its specific task is completed.

In this staff report, all members of the City Council are respectfully referenced as Council Members (except in the case where a particular body requires the appointment of the Mayor or Vice Mayor).

## **APPOINTMENTS TO OUTSIDE AGENCY BODIES REQUIRING ADOPTION OF A RESOLUTION**

Some of the outside agency boards require the adoption of a resolution to make Culver City appointments to their bodies.

### ***(1) Los Angeles County City Selection Committee***

The City Selection Committee normally meets once a year, but occasionally a special meeting is held when a vacancy occurs. The meeting is held in conjunction with the Los Angeles County Division of the League of California Cities.

The Mayor is automatically the Member Representative to this Committee. This past year, **Then Mayor Clarke** was Member Representative and **then Vice Mayor Cooper** was the Alternate Member. Staff recommends the City Council appoint Mayor Cooper as the Member Representative and appoint an Alternate Member.

**Recommended Motion:** That the City Council adopt the resolution appointing **Mayor Cooper** as Delegate and \_\_\_\_\_ as Alternate Delegate of the Los Angeles County City Selection Committee.

### ***(2) League of California Cities/Los Angeles County Division***

In order for the City Council to have representation in the Los Angeles County Division of the League

of California Cities, it is necessary that a Delegate and an Alternate Delegate be selected from among the City Council Members. The Los Angeles County Division holds general membership meetings on the first Thursday during the months of January, March, and May. All General Membership meetings typically begin with a reception at 6 pm, followed by the meeting (unless otherwise noted). Member cities have one vote each, which is cast by the Delegate or, in the Delegate's absence, the Alternate. In the absence of the Delegate and Alternate, a substitute who is a member of the City Council may be designated by the member city in writing.

The representatives to the League were **Council Member Clarke**, Delegate and **Council Member Small**, Alternate Delegate.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ as Delegate and \_\_\_\_\_ as Alternate Delegate of the League of California Cities/Los Angeles County Division.

### ***(3) Independent Cities Association of Los Angeles County***

The City of Culver City has been a member of the Independent Cities Association of Los Angeles County for many years, and it is required that the City Council appoint a Delegate and an Alternate Delegate to that organization.

The representatives to the Independent Cities Association of Los Angeles County were, Delegate **Council Member Eriksson**, and **Council Member Small**, Alternate Delegate.

**Recommended Motion:** That the City Council adopt the resolution appointing \_\_\_\_\_ as Delegate and \_\_\_\_\_ as Alternate Delegate of the Independent Cities Association of Los Angeles County.

### ***(4) Los Angeles County Sanitation District Number Five***

Meetings for District Number Five are held on the third Wednesday of the month at the Torrance City Hall in Torrance, California. There is a stipend of \$125 per meeting, payable to the Director for attendance, or in the absence of the Director, to the Alternate Director. The Ex Officio Director of District Number Five is the **Mayor**. The City Council may select one of its members as Alternate Director. The current Alternate Director is **Council Member Sahli Wells**.

#### ***Recommended Motion:***

That the City Council adopt the Resolution appointing **Mayor Cooper** as Director, and Council Member \_\_\_\_\_, as Alternate Director, to the Los Angeles County Sanitation District Number Five.

### ***(5) Southern California Association of Governments (SCAG)***

Culver City is a member of SCAG, and the City Council is requested to appoint the Official Representative and an Alternate Representative to this organization so the City may continue to participate in their activities. The **Mayor** is the ex-officio representative to the SCAG General Assembly.

The current Alternate Representative is **Council Member Sahli-Wells**.

**Recommended Motion:** That the City Council adopt the resolution appointing **Mayor Cooper** as Official Representative and Council Member \_\_\_\_\_ as Alternate Representative to SCAG.

### **(6) Disaster Management “Area A” Executive Board**

Culver City is a member of the Disaster Management Area A Executive Board. The Board, which meets infrequently, coordinates disaster management and preparation efforts in Area A, of which Culver City is a part. In 2001, the City Council adopted a resolution appointing the Fire Chief as representative to the Board. The Board has recently undergone some updates to their structure. With these recent changes, the Area A by-laws will be updated to reflect that the Area A Executive Board will now be comprised of the three city managers from each of the Member Cities: West Hollywood, Culver City, and Beverly Hills. The current representative to the Disaster Management Area A Executive Board, appointed in 2014, is City Manager John M. Nachbar.

**Staff Recommendation:** That the City Council take no action, leaving the **City Manager John M. Nachbar** as Official Representative to the Disaster Management Area A Executive Board.

## **APPOINTMENTS TO OUTSIDE AGENCY BOARDS REQUIRING ADOPTION OF A MOTION**

### **(7) Westside Cities Council of Governments (WSCCOG)**

The WSCCOG is a Joint Powers Authority composed of the cities of Beverly Hills, Culver City, Los Angeles, Santa Monica and West Hollywood in addition to the County of Los Angeles. One or more elected City officials from each City and a limited number of staff participate at these meetings to discuss matters of mutual concern.

The current Representative to this Board is **Council Member Sahli-Wells** and the Alternate is **Council Member Clarke**.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_, as Representative to the Governing Board; and \_\_\_\_\_, as the Alternate Representative to the Westside Cities Council of Governments effective July 1, 2017 so that Council Members Sahli-Wells and Clarke may complete Fiscal Year 2016-2017 as representative and alternate representative respectively.

### **(8) Interagency Communications Interoperability System (ICI System)**

ICI System is a Joint Powers Authority formed in 2003 to coordinate the efforts of a regional public

safety radio network. The system provides seamless coverage throughout Los Angeles County and is utilized by 31 public safety agencies representing 22 cities.

The current Council appointed member of this Board is Council Member Clarke.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ as  
Liaison to ICI System.

### ***(9) Exposition Line Construction Authority Board of Directors (Authority)***

This Authority is responsible for the construction and other associated activities related to the Exposition Line from downtown Los Angeles to the Culver City Station, with an ultimate terminus in Santa Monica. Phase 2 of the Exposition Line (from the Culver City Station to the terminus in Santa Monica) opened on May 20, 2016. Membership on the Authority Board comes with a stipend of \$150.00 per meeting. Typically, this Board meets on the first Thursday of the month at 2:30 pm. Authority Board staff anticipate the Agency shutdown of the Authority by the end of July 2017. Therefore, staff recommends the City Council consider continuing the appointments of the current Representative and Alternate to the Authority until such time the Authority is shutdown.

The current City Council Representative and Alternate to the Authority are **Council Members Clarke and Sahli-Wells**, respectively.

**Recommended Motion:** That the City Council continue the appointments of **Council Members Clarke** and **Sahli-Wells** as the City Council Representative and Alternate, respectively to the Authority, until such time the Authority is shutdown.

### ***(10) Southern California Cities Joint Powers Consortium***

In December 1994, the City Council entered into a Joint Powers Authority Agreement with other Westside/South Bay Cities to capitalize on the combined bargaining and buying power of member cities in all areas of energy purchasing, to monitor and promote such powers, and adopt a resolution requesting that Southern California Edison take whatever actions are necessary to reduce rates for residential and small industrial/commercial customers.

In 1995, the City Council authorized execution of the Joint Powers Agreement forming the Southern California Cities Joint Powers Consortium. The Agreement provides that each participating city shall appoint one Director and one Alternate Director as representatives to the Consortium.

This Joint Powers Agency has not met in several years. While the Joint Powers Agency had a definite purpose and mission at the time of its creation, the change in circumstances (as evidenced by the lack of meetings for at least five years) prompted staff to recommend the City Council direct staff to institute dissolution of the Consortium. In 2011, the City Council concurred and gave such direction to staff. Initial contact with some members has been achieved and initial indications are that those members are anxious to consider dissolution of the Consortium. To allow the dissolution process to

continue, staff recommends the City Council appoint a Director and Alternate Director to the Consortium.

The current Director is **Council Member Sahli-Wells**, and the Alternate Director is **Council Member Eriksson**.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ as Director and as Alternate Director to the Southern California Cities Joint Powers Consortium.

**APPOINTMENTS TO CITY COUNCIL SUBSUBCOMMITTEES REQUIRING ADOPTION OF A MOTION**

Council representatives are currently serving on the following Subcommittees. A few of these Subcommittees were established for a limited or specific purpose and the Council may now wish to eliminate those Subcommittees that have fulfilled their purpose.

Staff provides its recommendation with each Subcommittee.

***(11) Los Angeles International Airport (LAX) Ad Hoc Subcommittee***

Last year the City Council created an Ad Hoc Subcommittee for the limited purpose of working cooperatively with staff, as needed, to address issues involving and/or relating to LAX development, including the SPAS EIR, LAMP and the Metroplex EA/Overflights. The appointed members were **Council Members Clarke and Eriksson**.

**Recommended Motions:** That the City Council appoint \_\_\_\_\_, and \_\_\_\_\_ thereto.

***(12) Joint Finance and Judiciary Subcommittee; (14) Treasurer's Investment Subcommittee; and (15) Audit, Financial Planning, and Budget Subcommittee***

The Finance and Judiciary Subcommittee has two functions as stated in the Culver City Municipal Code (Section 3.01.020):

- 1) A Subcommittee member signs the City Treasurer's demand sheet to acknowledge that the demand sheet has been received and filed by the City Council; and,
- 2) The Subcommittee reviews demands for payment that the City Treasurer has denied and makes a recommendation to the City Council on their disposition.

The Treasurer's Investment Subcommittee currently consists of the Chief Financial Officer/City Treasurer, the City Manager, one member of the public, and one City Council Member. The Subcommittee reviews City investment policies and practices.

The Audit, Financial Planning and Budget Subcommittee works with the City Manager to forge long-range financial policies to present to the City Council for consideration and adoption. The

Subcommittee also meets with the City's Auditors to discuss the annual audit.

The Representatives to these Subcommittees were **Council Members Cooper and Small** (with Council Member Small as the representative on the City Treasurer's Investment Subcommittee).

The Culver City Municipal Code provides for the City Council to appoint two of its members and one alternate as members of the Finance and Judiciary Subcommittee. However, due to potential Brown Act issues created by having an alternate, it is the City Attorney's recommendation that an alternate member not be appointed.

**Recommended Motion:** That the City Council adopt the motion appointing \_\_\_\_\_ and \_\_\_\_\_ as Members of the Finance and Judiciary Subcommittee and Members of the Audit, Financial Planning, and Budget Subcommittee; and \_\_\_\_\_ to the City Treasurer's Investment Subcommittee.

### ***(13) Standing Economic Development Subcommittee***

**Council Members Cooper and Eriksson** serve on this Subcommittee. Given the potential "ongoing subject matter jurisdiction" of this Subcommittee in its current form, it constitutes a standing Subcommittee.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Economic Development Subcommittee.

### ***(14) Culver City Unified School District/City Council Liaison Subcommittee***

This Subcommittee consists of two Council Members and two Members of the School Board. The Subcommittee meets as needed to discuss and make recommendations on issues of mutual concern. This Subcommittee is subject to the Brown Act, and the meetings are noticed and open to the public.

The current Members of this Subcommittee are **Council Members Small and Sahli-Wells**.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Culver City Unified School District/City Council Liaison Subcommittee.

### ***(15) Standing Sustainability Subcommittee***

In 2014, the City Council determined to continue this Subcommittee as a Standing Subcommittee. Currently, **Council Members Eriksson and Sahli-Wells** serve on this Subcommittee.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Sustainability Subcommittee.

### ***(16) Ad Hoc Traffic and Parking Subcommittee***

At the May 12, 2015 City Council meeting, the City Council created this Ad Hoc Subcommittee to meet when opportunities arose to work on issues related to traffic mitigation and parking issues, as needed. There is a current need to utilize this Subcommittee for discussion and consideration of on-going parking and traffic issues, which are beyond the current limited scope intended when the Subcommittee was originally established. Therefore, staff recommends that this Subcommittee be reestablished as a standing subcommittee and renamed the Standing Traffic and Parking Subcommittee. This Subcommittee heretofore will be subject to the Brown Act, and the meetings will be noticed and open to the public.

The current members of the Subcommittee are Council Members Cooper and Small.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Standing Traffic and Parking Subcommittee.

### **(17) Ad Hoc Regional Oil Operations Subcommittee**

This Subcommittee is working cooperatively with staff, as needed, during the processing of the Inglewood Oil Field Specific Plan Project.

The current members of the Subcommittee **Council Members Clarke and Sahli-Wells**.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Regional Oil Operations Subcommittee.

### **(18) Ad Hoc Transit Oriented Development (TOD) Visioning Subcommittee**

The City Council created this Ad Hoc Subcommittee on May 23, 2016 and appointed then **Council Members Small and Cooper** thereto.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Ad Hoc Transit Oriented Development (TOD) Visioning Subcommittee.

### **(19) Ad Hoc Legislative Policies Subcommittee**

The City Council created the Ad Hoc Legislative Policies Subcommittee and appointed **Council Members Clarke and Sahli-Wells** to update the legislative policies of the City.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Ad Hoc Legislative Policies Subcommittee.

### **(20) Ad Hoc City Council Policies Subcommittee**

The City Council created the Ad Hoc City Council Policies Subcommittee to update the policies of the City Council. To date, the Subcommittee has updated many of the policies and will continue until all of the policies have been updated and approved by the City Council. The current members are **Council Members Clarke and Eriksson**.

**Recommended Motion:** That the City Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Ad Hoc City

Council Policies Subcommittee

**(21) City Council West Los Angeles College Liaison Subcommittee**

The City Council created the City Council-West Los Angeles College Committee on August 8, 2016. This Subcommittee consists of two Council Members and two Members from West Los Angeles College. The Subcommittee meets as needed to discuss and make recommendations on issues of mutual concern. This Subcommittee is subject to the Brown Act, and the meetings are noticed and open to the public. The current members are **Council Members Eriksson and Small**.

**Recommended Motion:** That the City Council appoint \_\_\_\_and\_\_\_\_to the City Council West Los Angeles College Liaison Subcommittee.

**(22) Ad Hoc Cultural Affairs Foundation Reorganization Subcommittee**

The City Council appointed Members Clarke and Small to this committee, which was formed on October 24, 2016 to revise the structure of the Cultural Affairs Foundation, including development of revised bylaws and a draft Memorandum of Understanding with the City. The Subcommittee will be dissolved when the scope of work is complete.

**Recommended Motion:** That the City Council appoint \_\_\_\_and\_\_\_\_to the Ad Hoc Cultural Affairs Foundation Reorganization Subcommittee.

**(23) Ad Hoc Subcommittee for the City Hall Landscaping Project**

On November 28, 2016, the City Council appointed then **Council Members Clarke and Small** to the Ad Hoc Subcommittee to collaborate with the Culver City Centennial Celebration Committee to create a permanent legacy project for the Centennial year, part of which is to be a Centennial garden to be located at City Hall.

**Recommended Motion:** That the City Council appoint \_\_\_\_and\_\_\_\_to the Ad Hoc Subcommittee for the City Hall Landscaping Project.

**(24) Ad Hoc Fiscal Year 2017-2018 Special Events Grant Program Subcommittee**

The City Council appointed **Council Members Small and Eriksson** to this Subcommittee on January 9, 2017 to serve as the advisory panel for review or applications during the first year of the newly created Special Events Grant Program. The Subcommittee is included in this staff purposes to memorialize its creation and the membership is expected to

When the work of the 2017-2018 Special Events Grant program is complete, this Subcommittee will be dissolved and new Subcommittee will be created for each year thereafter.

**Staff Recommendation:** That the City Council take no action, leaving Vice Mayor Small and Council Member Eriksson as the Subcommittee's members until the end of Fiscal Year 2018.

**NEWLY FORMED TASK FORCES:**

**(25) Marijuana Task Force**

On February 27, 2017, the City Council established a Marijuana Task Force, subject to Brown Act

requirements and consisting of two Council Members, one Planning Commissioner, one Finance Advisory Committee Member, as well as staff members from various departments to develop a recommendation plan for consideration by the City Council to address local regulation of recreational and/or medical marijuana.

At that time, **Council Members Cooper and Sahli-Wells** were appointed thereto.

**Staff Recommendation:** That the City Council take no action on this newly formed Task Force.

### **(26) Short Term Rental Task Force**

The Short Term Rental Task Force was created on April 11, 2017 to address regulation of short term rentals in Culver City. On April 11, 2017, the City Council appointed **Council Members Eriksson and Clarke**. The Task Force is subject to Brown Act requirements and will include at least one Planning Commissioner, one Finance Advisory Committee Member, as well as staff members from various departments.

**Staff Recommendation:** That the City Council take no action on this newly formed Task Force.

### **REQUESTS FOR DISSOLUTION:**

#### **Ad Hoc Charter Ballot Measures Subcommittee**

The City Council created this Subcommittee in 2016 and appointed then Mayor Clarke and then Vice Mayor Cooper. With the drafting of the primary and rebuttal arguments for the ballot measures, which were voted on during the November 8, 2016 election and other related tasks complete, staff recommends that this Subcommittee be dissolved.

**Recommended Motions:** That the City Council dissolve the Ad Hoc Charter Ballot Measures Subcommittee.

#### ***Independent Cities Risk Management Authority (ICRMA) Governing Board Membership***

The ICRMA bylaws required an elected official be appointed by resolution as a Member to the Governing Board of the ICRMA and an Alternate (who may be a staff member) be appointed by resolution to act in the primary Member's absence.

With the withdrawal of the City from the ICRMA, staff recommends that this Subcommittee be dissolved

**Staff Recommendation:** That the City Council dissolve the Independent Cities Risk Management Authority (ICRMA)

#### **Ad Hoc City Council Strategic Planning Retreat Subcommittee**

The Ad Hoc City Council Strategic Planning Retreat Subcommittee was created on May 23, 2016 to develop the plan for a City Council retreat, which occurred on August 29, 2016 and October 10, 2016. The planned outcome of the Subcommittee was a City Council Strategic Plan. The Subcommittee

consisted of then Mayor Clarke and the Council Member Small.

With the retreat completed and the strategic plan approved by City Council on November 14, 2016, and the presentation of the plan at the City Council meeting on November 28, 2016, staff recommends that this Subcommittee be dissolved.

**Staff Recommendation:** That the City Council dissolve the Ad Hoc City Council Strategic Planning Retreat Subcommittee.

**FISCAL IMPACT:**

Consideration of these proposed resolutions does not create a fiscal impact for the City.

**ATTACHMENTS:**

Proposed Resolutions of Appointment

**MOTION:**

That the City Council:

- 1) Adopt respective resolutions/motions related to the appointment of Council Members to various Outside Agency Boards, City Council Subcommittees, and Other Related Bodies; and
  
- 2) Dissolve the Ad Hoc Charter Ballot Measure Subcommittee, the membership of the Independent Cities Risk Management Authority (ICRMA), the Ad Hoc City Council Strategic Planning Retreat Subcommittee and any other Subcommittees as needed; and
  
- 3) Provide other direction to staff as deemed appropriate.