



# City of Culver City

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## Staff Report

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**File #:** 16-637, **Version:** 1

**Item #:** A-2.

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**CC:PRCSC - (1) City Council and Parks, Recreation and Community Services (PRCS) Commission Discussion of City Council Policy Statement 2301 (Use of Veterans Memorial Auditorium) and Initial Comments/Recommendations of the Ad Hoc City Council Policies Subcommittee and City Staff Related Thereto; and (2) City Council Direction to the Subcommittee and City Manager as Deemed Appropriate.**

**Meeting Date:** March 7, 2017

**Contact Person/Dept:** Serena Wright-Black/Administrative Services Director; and Heather Baker, Assistant City Attorney

**Phone Number:** 310-253-5640; 310-253-5660

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**

**Action Item:**

**Attachments:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (03/02/17); (E-Mail) Meetings and Agendas - Parks, Recreation and Community Services Commission (03/01217); (E-Mail) Parks, Recreation & Community Service Department Updates (03/02/17)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (03/02/17)

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### **RECOMMENDATION**

Staff recommends (1) the City Council and the Parks, Recreation and Community Services (PRCS) Commission discuss City Council Policy Statement 2301 (Use of Veterans Memorial Auditorium) and the initial comments/recommendations of the Ad Hoc City Council Policies Subcommittee related thereto; and, (2) the City Council provide direction to the Subcommittee and the City Manager as deemed appropriate.

### **BACKGROUND/DISCUSSION**

On May 23, 2016, the City Council created an Ad Hoc City Council Policies Subcommittee (Subcommittee) for the purpose of working with staff from the Administrative Services Department (City Clerk Division) and City Attorney's Offices to review City Council policies and make recommendations to City Council as appropriate. Mayor Clarke and Council Member Eriksson were

appointed to serve on the Subcommittee.

City Council policies are developed for the purpose of establishing standard practices and procedures for City Council, City Boards and Commissions and City staff to follow. While these policies are updated from time to time to ensure that they are legally compliant and reflect current City practices, it has been many years since there has been a comprehensive review of all City Council policies.

Staff from the Administrative Services Department (City Clerk Division) and City Attorney's Office began meeting with the Subcommittee in July 2016. The focus of the initial meeting was to assess the size and scope of the project and to develop a plan on the best way to approach it. It was determined that policies would be reviewed and revised in sections and submitted to City Council in installments for approval. Further, at the end of the project there will be an assessment of the current numbering system to determine whether this system needs to be reorganized and revised.

City Council Policy Statements are currently organized into five sections:

- 1) Format, Distribution and Content of Policies
- 2) Policies Relating to Citizens and Services
- 3) Policies Relating to Council, Commissions, Boards and Administrative Staff
- 4) Policies Relating to Employees and Officials
- 5) Budget Policies

The first installment of Policies was presented for Council consideration on December 12, 2016, at which time the City Council amended 3001 (Use and Scheduling of Council Chambers) and 3003 (Issuance of City Parking Decals); and rescinded Council Policy Statement 2201 (Block Parties), directing the City Manager to issue an Administrative Policy/Procedure in its place. As this project moves forward, the Subcommittee and staff anticipate there will be a number of current City Council Policy Statements that may be recommended for change to Administrative Policies/Procedures, similar to Policy 2201. On February 27, 2017, the City Council adopted an amended Policy 2010-01 (Mayoral Rotation).

One of the City Council Policy Statements that is currently being reviewed is 2301: Use of Veterans Memorial Auditorium (Attachment 1 - existing Policy). The Subcommittee and City staff have provided some preliminary comments to this Policy (Attachment 2), and the Subcommittee requested that staff seek input from the PRCS Commission.

Staff recommends the City Council and PRCS Commission discuss the Policy and provide additional comments, which will be considered by the Subcommittee as it continues to work with staff to modify the Policy. A proposed amended Policy will then be brought to the full City Council at its April 11, 2017 meeting for consideration.

## **FISCAL ANALYSIS**

There is no direct fiscal impact associated with this project. In the event any changes to any of the individual City Council Policies result in a fiscal impact, those will be identified at the time they are considered by City Council.

## **ATTACHMENTS**

1. 2017-03-07\_ATT 1\_Council Policy Statement 2301 - Use of Veterans Memorial Auditorium
2. 2017-03-07\_ATT 2\_Initial Comments from the Subcommittee and Staff regarding Policy 2301

## **MOTION**

That the City Council and the Parks, Recreation and Community Services Commission:

1. Discuss City Council Policy 2301 (Use of Veterans Memorial Auditorium) and the initial comments/recommendations of the Ad Hoc City Council Policies Subcommittee and City staff related thereto.

That the City Council:

2. Provide direction to the Subcommittee and the City Manager as deemed appropriate.