City of Culver City

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Staff Report

File #: 18-0806, **Version:** 2   **Item #:** A-1.

CC - (1) Discussion of the General Plan Update (GPU) Advisory Bodies; and (2) Direct the City Manager as Deemed Appropriate.

Meeting Date: February 26, 2018

Contact Person/Dept: Ashley Hefner/CDD

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Fiscal Impact: Yes [] No [X]   **General Fund:** Yes [] No [X]

Public Hearing: []   **Action Item:** [X]   **Attachments:** [X]

Commission Action Required: Yes [] No [X] **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (02/20/18)

Department Approval: Sol Blumenfeld, Community Development Director (02/20/18)
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RECOMMENDATION

Staff recommends the City Council (1) discuss the General Plan Update (GPU) Advisory Bodies; and (2) direct the City Manager as deemed appropriate.

BACKGROUND

The following recaps City Council's past meetings on GPU advisory bodies:

- **August 30, 2017:** City Council received an initial report on advisory bodies and directed that an in-depth discussion take place at the next meeting.
- **October 23, 2017:** City Council held an in-depth discussion and requested additional logistical details.
- **November 16, 2017:** City Council received additional logistical details and accepted a draft advisory bodies framework and details.
- **January 30, 2018:** City Council directed that additional logistical details be provided for discussion to support Council Members' consideration of General Plan Advisory Committee (GPAC) appointments, with other committee appointments to occur at later dates. Council voted to have a 15 member GPAC, with each current Council Member appointing three committee

members.
- **February 12, 2018:** City Council did not hear the item. The Subcommittee submitted a memo (Attachment 1) to Council addressing GPU advisory bodies' appointment process and composition.

DISCUSSION

Pursuant to City Council direction, the following provides an overview of the role and organization for a GPAC and related advisory bodies. The GPAC can report to a City Council Subcommittee or directly to the City Council. A draft framework and details was presented to City Council on November 16, 2017. The draft has been revised (Attachment 2) to reflect Council's January 30, 2018 direction.

Draft operational guidelines
- GPAC:
  - 2-3 members appointed by each City Council Member
  - Expected to participate for the multi-year GPU process
  - Makes recommendations by a simple majority vote on major topical issues for each General Plan Element and on other matters as deemed necessary to progress the GPU
  - Subject to the Brown Act - Required to submit a Form 700
  - May be modified as necessary after initial appointments, subject to City Council approval
  - Holds regular monthly meetings or as determined by City Council
  - Holds special meetings as necessary at project milestones
  - May include a facilitator
  - Subject to replacement by City Council if absent more than three times in a 12-month period
- Facilitator:
  - Appointed by City Council
  - Tasked to coordinate with the City Council Subcommittee and City staff to set committee meetings agendas
- Other Committees:
  - The role and organization of the Citizen Advisory Committee (CAC), Technical Advisory Committees (TACs) and other special committees will be developed following establishment of the GPAC

NEXT STEPS
- Accept GPAC operational guidelines
- Identify potential GPAC members
- Review GPAC operational details with potential GPAC members and confirm availability
- Appoint members
- Begin training appointed members
- Discuss CAC appointments (3-6 months prior to project commencement)
- Discuss TAC appointments (3-6 months prior to each committee's formation)

FISCAL ANALYSIS

There is no fiscal impact associated with these discussion items.

ATTACHMENTS

1.   2/12/18 Subcommittee memo
1.   Framework and details

MOTION

That the City Council:

1.   Discuss the General Plan Update (GPU) Advisory Bodies; and

2.   Direct the City Manager as deemed appropriate.