



City of Culver City

Staff Report

File #: 20-459, **Version:** 1

Item #: C-5.

CC - 1) Adoption of a Resolution to Approve the General Plan Advisory Committee Bylaws; and 2) Approve an Update to the Operational Guidelines for Consistency with the Bylaws.

Meeting Date: November 18, 2019

Contact Person/Dept: Ashley Hefner/CDD
Phone Number: (310) 253-5744

Fiscal Impact: Yes No

General Fund: Yes No

Public Hearing: **Action Item:** **Attachments:**

Commission Action Required: Yes No **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (11/13/19)

Department Approval: Sol Blumenfeld, Community Development Director (11/07/19)

RECOMMENDATION

Staff recommends the City Council 1) adopt a resolution to approve the General Plan Advisory Committee (GPAC) Bylaws (Attachment 1); and 2) approve an update to the GPAC Operational Guidelines for consistency with the Bylaws.

BACKGROUND/DISCUSSION

On March 12, 2018, City Council established the General Plan Advisory Committee (GPAC) as an advisory committee for the General Plan Update (GPU), appointed 15 Members, and set Operational Guidelines. On June 25, 2018, the two new Council Members appointed six more GPAC Members (21 total). The GPAC's primary roles are to support equitable and meaningful participation by the public in the GPU process and provide a community perspective on policies and programs proposed for the GPU.

On September 4, 2019, the GPAC received draft Bylaws for review and consideration (Attachment 2). On October 29, 2019, the GPAC moved to recommend that the City Council consider adopting the GPAC Bylaws, with the following minor edit for clarity:

Section V. MEETINGS, C. Brown Act, 3rd sentence, "This means that a quorum of

GPAC Members shall only discuss GPAC business in a public meeting,” was revised to, “A quorum of GPAC Members shall not discuss GPAC business except at an open and public meeting.”

There are two differences between the Bylaws and GPAC Operational Guidelines (Attachment 3) and staff recommends the City Council approve an update to the Guidelines to be consistent with the Bylaws as follows:

- Member Replacement: The Guidelines state ‘Members subject to replacement by Council if absent more than 3x/year.’ The Bylaws Section II.D.1 instead defers to Resolution No. 2017-R086, City Council’s policy on *City Commissions, Boards, and Committees; Appointed Representatives to Outside Agencies and Boards* (Attachment 4).
- Reporting to Council: The Guidelines state, ‘Method and frequency of reporting back to Council to be determined by Council.’ The Bylaws Section III.B instead allows City staff and the GPU consultant team to determine the method and frequency of reporting to City Council because it is set forth in Raimi + Associates’ GPU Work Plan (Attachment 5).¹ However, staff will report to City Council whenever requested in addition to the Work Plan.

Also, two Guidelines items were not included in the Bylaws version reviewed by the GPAC that staff recommends adding:

- Member Service: The Guidelines state, ‘A GPAC member may not serve on another City committee while serving in the GPAC.’ Staff recommends adding this as Section III.E as stated.
- Childcare Service: The Guidelines state, ‘Childcare services will be provided at meetings.’ Staff recommends adding this as Section V.M as follows, “Childcare services will be offered for all meetings. This would require that children be toilet trained and registered at least 24 hours prior to the start of the meeting.”

Staff recommends City Council approve the GPAC Bylaws, with the modifications indicated above, and as reflected in Exhibit A to the Resolution (See Attachment 1).

FISCAL ANALYSIS

None.

ATTACHMENTS

1. 2019-11-18_ATT_Resolution
2. 2019-11-18_ATT_Draft GPAC Bylaws (10/29/19 GPAC-reviewed)
3. 2019-11-18_ATT_GPAC Operational Guidelines
4. 2019-11-18_ATT_Resolution No. 2017-R086
5. 2019-11-18_ATT_GPU Work Plan

NOTE

1. The GPU Work Plan is an internal working document that will be updated about every six months to show more detail as the project progresses; e.g., the next update will reflect a detailed schedule for January-June 2020.

MOTION

That the City Council:

1. Adopt a resolution to approve the General Plan Advisory Committee Bylaws; and
2. Approve an update to the GPAC Operational Guidelines for consistency with the Bylaws.