



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 20-343      **Version:** 1      **Name:** Chair/VC, Regular Meeting, Bylaws, Engagement Plan, Brainstorm  
**Type:** Minute Order      **Status:** Agenda Ready  
**File created:** 9/30/2019      **In control:** General Plan Advisory Committee  
**On agenda:** 10/29/2019      **Final action:**  
**Title:** GPAC - 1) Administration of the Oath of Office to Committee Members Asrani, Marks, and Weissman; 2) Selection of the Chair and Vice-Chair for Fiscal Year 2019/2020; 3) Selection of the GPAC Regular Meeting Schedule; 4) Recommendation to City Council to Approve the GPAC Bylaws; 5) Review of the Draft Engagement Plan; and 6) Brainstorm on Issues and Opportunities.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2019-10-29\_ATT\_09/04/19 GPAC meeting presentation, 2. 2019-10-29\_ATT\_GPAC Member binder materials, 3. 2019-10-29\_ATT\_Draft Bylaws, 4. 2019-10-29\_ATT\_Draft Engagement Plan

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**GPAC - 1) Administration of the Oath of Office to Committee Members Asrani, Marks, and Weissman; 2) Selection of the Chair and Vice-Chair for Fiscal Year 2019/2020; 3) Selection of the GPAC Regular Meeting Schedule; 4) Recommendation to City Council to Approve the GPAC Bylaws; 5) Review of the Draft Engagement Plan; and 6) Brainstorm on Issues and Opportunities.**

**Meeting Date:** October 29, 2019

**Contact Person/Dept:** Ashley Hefner/CDD

**Phone Number:** (310) 253-5744

**Fiscal Impact:** No      **General Fund:** N/A

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

**Public Notification:** (E-Mail) Meetings and Agendas - General Plan Advisory Committee, Notify Me - General Plan Update (9/30/19)

**Department Approval:** Sol Blumenfeld, Community Development Director (10/08/19)

### RECOMMENDATION

Staff recommends the General Plan Advisory Committee (GPAC) 1) observe the administration of the oath of office to Committee Members Asrani, Marks, and Weissman; 2) select the Chair and Vice-Chair for Fiscal Year 2019/2020; 3) select the GPAC regular meeting schedule; 4) recommend to City Council approval of the GPAC Bylaws; 5) review the Draft Engagement Plan; and 6) brainstorm on issues and opportunities.

## **BACKGROUND/DISCUSSION**

On September 4, 2019, the General Plan Advisory Committee (GPAC) held its first meeting. The Committee Members were sworn in (absent Asrani, Marks, and Weissman), and the GPAC was issued a binder of materials and received a presentation on the General Plan Update project and process. The binder and presentation are attached.

### **1. Oaths of Office**

Staff will coordinate with Committee Members Asrani, Marks, and Weissman to take their Oaths of Office before the meeting, if possible. If any are unable to do so, they will be sworn in at the start of the meeting.

### **2. Selection of Chair and Vice-Chair**

GPAC Members should consider if they want to make a nomination for Chair and Vice-Chair. Members can nominate themselves. The Draft Bylaws propose that the selection occurs at the second meeting of the GPAC and at the meeting in July of each year thereafter. The GPAC does not have a formal policy for the selection of the Chair and Vice-Chair, so the selection is at the discretion of the Committee Members.

#### Nominations for Chair

The Secretary announces that this is the time and place to receive nominations for Chair, calls for nominations, closes the nominations, and calls for the vote.

**Recommended Motion:** That the GPAC select Committee Member \_\_\_\_\_ as Chair of the GPAC for Fiscal Year 2019/2020.

Once a motion to select a Chair passes, the new Chair will run the meeting from that point forward. Staff can assist the new Chair as needed.

#### New Chair Opens Nominations for Vice-Chair

The new Chair then announces that this is the time and place to receive nominations for Vice-Chair, calls for nominations, closes the nominations, and calls for the vote.

**Recommended Motion:** That the GPAC select Committee Member \_\_\_\_\_ as Vice-Chair of the GPAC for Fiscal Year 2019/2020.

The Chair and Vice-Chair may, but are not required, to move to the center of the Committee's seating arrangement.

### **3. Selection of Regular Meeting Schedule**

GPAC Members should check their calendars before the meeting and be prepared to discuss recurring dates they are available. The GPAC will meet approximately every other month on the same date and time as agreed upon by the GPAC.

**Date:** Based on the City Community Calendar and meeting room availability, available recurring dates are:

- 3<sup>rd</sup> Wednesdays opposite Planning Commission meetings in the Patacchia Room or Council Chambers
- 1<sup>st</sup> Thursdays in Senior Center Room B47 or the Patacchia Room
- 2<sup>nd</sup> Thursdays in Senior Center Room B47 or the Patacchia Room
- 3<sup>rd</sup> Thursdays opposite Bicycle and Pedestrian Advisory Committee meetings in Senior Center Room B47
- 4<sup>th</sup> Thursdays in Senior Center Room B47 or the Patacchia Room

Through the end of 2019, the Senior Center is only available on the 2<sup>nd</sup> and 3<sup>rd</sup> Thursday of November (11/14 and 11/21) and the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Thursdays of December (12/5, 12/12, 12/19).

**Time:** Staff recommends the start time be in keeping with other City Committee meetings. Meetings at the Senior Center must start at 7 PM.

- 6 PM: Bicycle and Pedestrian Advisory Committee
- 6:30 PM: Disability Advisory Committee

- 7 PM: Committee on Homelessness, Fiesta La Ballona Committee, Finance Advisory Committee

4. Recommendation to City Council to approve the GPAC Bylaws

GPAC Members should review the Draft Bylaws before the meeting and be prepared to ask any questions and discuss. Bylaws are intended to assist committees in performing their responsibilities and conduct meetings. Included in the Bylaws are sections on Committee organization, duties, Chair and Vice-Chair, meetings, staff support, rules of conduct, and amendment to the Bylaws.

The Committee may choose to forward the Bylaws to City Council for consideration as presented or revised based on the discussion. Alternatively, the Committee may choose to request additional information or clarification on items in the Bylaws and agendize it for the next meeting for further discussion.

**Recommended Motion:** That the GPAC recommend City Council approve the GPAC Bylaws as presented.

-or-

**Recommended Motion:** That the GPAC recommend City Council approve the GPAC Bylaws as revised.

5. Review Draft Engagement Plan

GPAC Members should review the Draft Engagement Plan before the meeting and be prepared to discuss. The Draft Engagement Plan includes a summary of engagement objectives, a description of key activities, a breakdown of key activities within the overall planning process, and a summary of how to get involved. Matt Raimi will give an overview of the plan, and the GPAC will discuss and provide input. GPAC members should come ready to discuss questions such as:

- Are there underrepresented groups in Culver City that we should pay special attention to getting engaged in the process? If so, how do you suggest we reach them?
- What topics do you want to have an in-depth discussion on during GPAC meetings and the community engagement process?
- What role would you like to have during the community engagement process? What ideas do you have for reaching out to the diversity of community members?

6. Brainstorm on Issues and Opportunities

Matt Raimi will lead Committee Members in an activity to brainstorm on issues and opportunities. GPAC members should come ready to discuss questions such as:

- What are the key issues and pressures (both internal or external) facing the city now and in the future?
- What are the strengths of Culver City and opportunities for the future?

FISCAL ANALYSIS

There is no fiscal impact associated with the discussion of this Agenda Item.

**ATTACHMENTS**

1. 2019-10-29\_ATT\_09/04/19 GPAC meeting presentation
2. 2019-10-29\_ATT\_GPAC Member binder materials
3. 2019-10-29\_ATT\_Draft Bylaws
4. 2019-10-29\_ATT\_Draft Engagement Plan

**MOTION(S)**

That the General Plan Advisory Committee:

1. Select Committee Member as Chair of the GPAC for Fiscal Year 2019/2020.

2. Select Committee Member \_\_\_\_\_ as Vice-Chair of the GPAC for Fiscal Year 2019/2020.
3. Select the GPAC regular meeting recurrence.
4. Recommend City Council approve the GPAC Bylaws 1) as presented or 2) as revised.