City of Culver City

Staff Report Details (With Text)

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Title: GPAC - 1) Review of GPAC Rules and Role; 2) Receipt of a Presentation on the City Development Process; 3) Brainstorm on Issues and Opportunities; and 4) Receipt of an Update on the General Plan Update (GPU) Schedule and Upcoming Activities.

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Attachments: 1. 2019-12-12_ATT_City Council Policy on City Commissions, Boards, and Committees, 2. 2019-12-12_ATT_GPAC Responsibilities, Roles, Rules, 3. 2019-12-12_ATT_2020 GPU events

Date	Ver.	Action By	Action	Result

GPAC - 1) Review of GPAC Rules and Role; 2) Receipt of a Presentation on the City Development Process; 3) Brainstorm on Issues and Opportunities; and 4) Receipt of an Update on the General Plan Update (GPU) Schedule and Upcoming Activities.

Meeting Date: January 9, 2020

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 (12/30/19)

Department Approval: Sol Blumenfeld, Community Development Director (01/06/20)

RECOMMENDATION

Staff recommends the General Plan Advisory Committee (GPAC) 1) review the GPAC Rules and Role; 2) receive a presentation on the City development process; 3) brainstorm on issues and opportunities; and 4) receive an update on the General Plan Update (GPU) schedule and upcoming activities.

<u>**DISCUSSION**</u>

1. GPAC Rules and Role

Rules

At the October 29, 2019 GPAC meeting, some exchanges between GPAC Members took place that were inconsistent with the City Council Policy on Commissions, Board and Committees, particularly with regard to Member conduct. There was also some confusion on the expectations of GPAC Members. The following summarizes the policies that apply to GPAC Members, including rules of conduct, and outlines the role of the GPAC.

City Council Policy on City Commissions, Boards, and Committees

The City Council Policy on City Commissions, Boards and Committees (Attachment 1) was adopted in 2017 to establish standard practices and procedures for City Commissions, Boards and Committees (CBC).

Policy Section IV "Code of Conduct" outlines expectations of CBC Members, including guidelines regarding preparation for meetings, punctuality, conduct at meetings, fair consideration of issues, and attendance. It also includes an explanation of what constitutes Member misconduct and discipline by City Council, should Council deem necessary.

Section II "Background" explains:

> Each CBC Member has a role in the evaluation and analysis of issues contributing to the overall mission of providing quality public services and being responsive to community needs and sensitivities. Once appointed, however, a CBC Member no longer acts solely as a private citizen, but a representative of the City. His/her conduct must be consistent with the obligations of public office.

GPAC Bylaws

The GPAC Bylaws were recommended by the GPAC on October 29, 2019, for approval by the City Council. On November 18, 2019, City Council approved the Bylaws, with minor additions from the GPAC Operating Guidelines. The two items carried over from the Guidelines into the Bylaws are:

1. "Member Service: A GPAC Member may not serve on another City committee while serving in the GPAC," was added as Bylaws Section III.E.
2. "Childcare Service: Childcare services will be offered for all meetings. This would require that children be toilet trained and registered at least 24 hours before the start of the meeting," was added as Bylaws Section V.M.

Bylaws Section VII "Rules of Conduct" outlines expectations that GPAC Members always maintain a professional demeanor during public meetings and ensure decorum and show respect to fellow GPAC Members, City staff, the City's consultant team, and the public. These terms are in addition to the City Council Policy.

In order to clarify the purpose of the GPAC, staff and the consultants will be recommending minor changes to the Bylaws. These changes will be presented and discussed at the GPAC meeting and then presented to the City Council for approval.

GPAC Ground Rules

The consultants prepared and presented a set of Ground Rules at the September 4 and October 29, 2019, GPAC meetings which are based upon years of experience working with GPACs and other committees and are considered best practices. Staff and the consultants have further developed a resource for Members, *GPAC Responsibilities, Roles, Rules* (Attachment 2) which is intended to complement the GPAC Bylaws and City Council Policy.

GPAC Role

At the October 29, 2019 GPAC meeting, some GPAC Members expressed confusion around the nature of the GPAC in the GPU process. The following is intended to further clarify the purpose of the GPAC and its role in the GPU process.

City Council established the GPAC as a non-voting, advisory body for the GPU. The GPAC does not have approval authority, the ability to take any action on the GPU, or the authority to make changes to the GPU process approved by City Council. This is consistent with the nature of all City advisory committees, which function in this manner as outlined in

the City Council's CBC Policy, the GPAC Bylaws, and the GPAC Responsibilities, Roles, Rules.

The role of the GPAC is to: 1) serve as a sounding board for ideas and concepts developed through the process, often before those ideas/concepts are presented to the general public; 2) spread the word about GPU community engagement events; and 3) help ensure that a diversity of viewpoints are part of the community engagement process by advising on the groups, organizations, and stakeholders who should be at the table.

While critical to the process because of the depth of discussion that will occur at meetings, the GPAC is one of many methods of obtaining input from the community. Other methods of obtaining community input are public workshops, pop-up workshops, online surveys, focus groups, Technical Advisory Committee meetings, and stakeholder meetings. As is shown in the GPAC Responsibilities, Roles, Rules, staff and the consultants will be responsible for gathering, documenting and making recommendations to the Planning Commission and City Council for approval. The GPAC will not be responsible for making final recommendations to the City Council on the GPU, reviewing or approving GPU documents, or directing the activities of staff and the consultants.

Staff and the consultants would also welcome the GPAC's assistance with community engagement activities. While not required, GPAC Members will be invited to volunteer at GPU booths at pop-up events, help at public workshops such as taking notes in small group discussions or working at the sign-in table, spread the word to community members about engagement activities, and participate in a Technical Advisory Committee. While the assistance of GPAC Members is welcome, participation in these events is optional.

Finally, to be a successful advisory committee, all GPAC Members must have an equal voice and opportunity to share their thoughts in a safe environment. The first rule in the Ground Rules is to welcome all viewpoints and value diversity. It is important to keep in mind that since the GPAC will not be making decisions on the GPU, there will be times when differing views will be heard and considered by staff and the consultant when drafting the GPU deliverables. These different points of view will be presented to the Planning Commission and City Council for consideration.

2.   City Development Process
As requested at the prior GPAC meeting, Community Development Director, Sol Blumenfeld, will present a brief overview of the City's development review process and its relationship to the existing General Plan.

3.   Brainstorm on Issues and Opportunities
As a carry-over item from the prior meeting, the consultant has recommended further discussion on the issues and opportunities in the City over the next 20 to 30 years. Prior to the meeting, GPAC members should think about the following questions: 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?

4.   GPU Schedule and Upcoming Activities
The consultant will present details on upcoming engagement activities and how GPAC Members can participate, a review of the GPU project schedule for the next several months, and upcoming GPAC meeting topics (Attachment 3).

FISCAL ANALYSIS

None.

ATTACHMENTS

1.   2019-12-12_ATT_City Council Policy on City Commissions, Boards, and Committees
2.   2019-12-12_ATT_GPAC Responsibilities, Roles, Rules
3.   2019-12-12_ATT_2020 GPU Events

MOTION(S)

None.