



City of Culver City

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Staff Report

File #: 16-659, **Version:** 1

Item #: A-9.

CC - Adoption of a Resolution Amending City Council Policy Statement 2010-01 (Mayoral Rotation), as Recommended by the Ad Hoc City Council Policies Subcommittee

Meeting Date: February 27, 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:** ☐

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (02/22/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (02/20/17)

RECOMMENDATION

Staff recommends the City Council adopt a resolution amending City Council Policy Statement 2010-01 (Mayoral Rotation), as recommended by the Ad Hoc City Council Policies Subcommittee.

BACKGROUND/DISCUSSION

On May 23, 2016 City Council created an Ad Hoc City Council Policies Subcommittee (Subcommittee) for the purpose of working with staff from the City Clerk's 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 City Clerk and City Attorney Offices 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.

The City Council Policy Statement being presented for consideration at this time is 2010-01: Mayoral Rotation (Attachment 1 - existing Policy).

This policy, in consultation with the Subcommittee, has been reviewed and updated to reflect current City practices, remove outdated language, and provide additional clarity to further the intent of the policy. The proposed Resolution (Attachment 2) adopts amended City Council Policy Statement 2010-01.

The Subcommittee and staff will continue with its comprehensive review of all City Council Policy Statements and will bring additional Policies to City Council as soon as practicable.

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. 2017-02-27_ATT 1_Council Policy Statement 2010-01 - Mayoral Rotation
2. 2017-02-27_ATT 2_ Resolution Amending Policy 2010-01

MOTION

That the City Council:

Adopt a resolution amending City Council Policy Statement 2010-01 (Mayoral Rotation).