



City of Culver City

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Staff Report

File #: 18-0213, **Version:** 1

Item #: A-1

Presentation of Updated City Council Policy Regarding Commissions, Boards and Committees; and (2) Comments to the City Council Subcommittee and Staff as Deemed Appropriate.

Meeting Date: September 6, 2017

Contact Person/Dept: Serena Wright-Black/Administrative Services; and
Heather Baker/City Attorney

Phone Number: (310) 253-5640; and (310) 253-5660

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☒

Public Notification: (Email) Meeting and Agenda (8/30/17); (Email) All City Staff (08/30/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (08/30/17)

RECOMMENDATION

Staff recommends the Civil Service Commission (1) receive a presentation on the updated City Council Policy regarding Commissions, Committees and Boards (Attachment 1); and (2) provide comments to the City Council Subcommittee and staff as deemed appropriate.

BACKGROUND/DISCUSSION

In 2007, the City Council held a facilitated meeting (which included participation from several of the City's Commissioners) to discuss the operations of the City's Commissions, resulting in the eventual adoption of City Council Policy 2007-01. In 2011, after multiple meetings between a City Council Subcommittee, Commission subcommittees and key staff to further discuss the Commissions' roles and responsibilities, the City Council adopted Resolution No. 2011-R063, which updated Council Policy 2007-01 (Attachment 2). At that time, it was the intent of the City Council to consider a separate policy governing the operation of City boards and committees. As of this date, no such policies concerning boards and committees have been established.

On May 23, 2016 City Council created an Ad Hoc City Council Policies Subcommittee (Subcommittee) for the purpose of working with staff from the Administrative Services Department and City Attorney's Office to conduct a comprehensive review of all City Council policies and make recommendations to City Council as appropriate. Council Members Clarke and Eriksson were appointed to serve on the Subcommittee.

As part of the Subcommittee's work, City Council Policy 2007-01 (which has served as the primary policy governing City Commissions), as well as all other policies (Attachments 3 - 8) relating to the operation of the City's Commissions, Boards and Committees (CBCs), have been thoroughly reviewed by the Subcommittee and staff. As a result, a comprehensive policy relating to CBCs has been drafted (CBC Policy). The following are the highlights of the changes/additions that have been incorporated into the CBC Policy:

- Consolidation of all policies relating to the City's Commissions, Boards and Committees into one comprehensive policy;
- Inclusion of the City's Boards and Committees into the same policy governing Commissions;
- Change of Commissioner compensation from \$50 monthly to \$599 annually.

The purpose of this agenda item is to provide the Civil Service Commission with a brief presentation/overview of the Policy and give the Commission an opportunity to provide the Council Subcommittee and staff with comments as deemed appropriate.

FISCAL ANALYSIS

There is no fiscal impact to the discussion of this item.

ATTACHMENTS

1. 2017-09-06 - ATT 1 - Draft City Council Policy - City Commissions, Board and Committees; Appointed Representatives to Outside Agencies and Boards
2. 2017-09-06 - ATT 2 - Council Policy 2007-01 - City Commissions
3. 2017-09-06 - ATT 3 - Council Policy - City Commissions (previously rescinded and replaced by Council Policy 2007-01)
4. 2017-09-06 - ATT 4 - Council Policy 3101- The Role of Commissions
5. 2017-09-06 - ATT 5 - Council Policy 3102 - Recruitment and Selection of Commission, Board and Committee Members
6. 2017-09-06 - ATT 6 - Council Policy 3302 - Conduct of Meetings
7. 2017-09-06 - ATT 7 - Council Policy 3303 - Identification Cards, Business Cards and Badges for Council, Commissioners and Boards
8. 2017-09-06 - ATT 8 Council Policy 3304 - Allowances to Members of Commissions and the Landlord-Tenant Mediation Board

MOTION

That the Civil Service Commission:

1. Receive a presentation of an updated City Council Policy regarding Commissions, Boards and Committees; and
2. Provide comments to the City Council Subcommittee and staff as deemed appropriate.