



City of Culver City

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Staff Report

File #: 18-0239, **Version:** 1

Item #: A-7.

CC - Adoption of a Resolution Amending City Council Policy Statement 3401 (Quarterly Scheduled Meetings with CCUSD/Council Liaison Committee), as Recommended by the Ad Hoc City Council Policies Subcommittee.

Meeting Date: September 11, 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 ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (09/07/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (09/07/17)

RECOMMENDATION

Staff recommends the City Council adopt a resolution amending City Council Policy Statements 3401 (Quarterly Scheduled Meetings with CCUSD/Council Liaison Committee), as Recommended by the Ad Hoc City Council Policies Subcommittee.

BACKGROUND

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's and City Attorney's 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 Policies that have been reviewed and updated by the Subcommittee and staff and presented to the City Council for approval thus far include:

- 2201 - Block Parties (*Approved on 12/12/16*)
- 3001 - Scheduling of Council Chambers (*Approved on 12/12/16*)
- 3003 - Issuance of City Parking Decals (*Approved on 12/12/16*)
- 2010-01 - Mayoral Rotation (*Approved on 02/27/17*)
- 2301 - Use of Veterans' Memorial Auditorium (*Approved 04/18/17*)
- 3204 - Agendizing Items for Discussion (*Approved 04/18/17*)
- 3402 - Council Recognition: Procedures for Approval and Administration (*Approved 04/18/17*)

DISCUSSION

The City Council Policy Statement being presented for consideration at this time is Policy 3401 - Quarterly Scheduled Meetings with CCUSD/Council Liaison Committee (existing policy - Attachment 1).

This policy, in consultation with the Subcommittee, has been reviewed and updated to reflect current City practices, remove outdated language, provide additional clarity to further the intent of the policy, and broaden it to apply to any City Council liaison committee that is established.

The Subcommittee recommends the City Council adopt the proposed Resolution (Attachment 2), which adopts amended City Council Policy Statement 3401.

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. 2017-09-11_ATT 1_Existing Policy 3401- Quarterly Scheduled Meetings with CCUSD/Council Liaison Committee
2. 2017-09-11_ATT 2_Proposed Resolution Amending Policy 3401

MOTION

That the City Council:

Adopt respective Resolutions amending City Council Policy Statements 2301 (Use of Veterans' Memorial Auditorium, 3204 (Agendizing Items for Discussion), and 3402 (Council Recognition: Procedures for Approval and Administration).