



City of Culver City

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Staff Report

File #: 18-0297, **Version:** 1

Item #: A-1.

CC - Adoption of a Resolution Adopting an Updated, Comprehensive City Council Policy Entitled *City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies*, as Recommended by the Ad Hoc City Council Policies Subcommittee.

Meeting Date: September 25, 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:** Civil Service Commission (09/06/17);
Cultural Affairs Commission (09/19/17); Parks, Recreation and Community Services Commission
(09/05/17); and Planning Commission (08/23/17)

Public Notification: (E-Mail) Meetings and Agendas - City Council (09/20/17); City Boards and
Committees (09/20/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (09/20/17)

RECOMMENDATION

Staff recommends the City Council adopt a resolution adopting an updated, comprehensive City Council Policy entitled *City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies*, as recommended by the Ad Hoc City Council Policies Subcommittee.

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.
- Change of Landlord-Tenant Mediation Board (LTMB) Member compensation to \$25 per quarterly meeting and \$25 per mediation panel
- Inclusion of policies related to the City's appointed representatives to outside agencies and boards (i.e. LAX Area Advisory Committee, Los Angeles County West Vector & Vector-Borne Disease Control District, etc.)

The Subcommittee and staff presented the updated CBC Policy to each of the four Commissions for their discussion and comment (Civil Service Commission on 09/06/17; Cultural Affairs Commission on 09/19/17; PRCS Commission on 09/05/17; and Planning Commission on 08/23/17). The Commissioners had only a few substantive comments, including:

- Clarification regarding the requirement of Commissions to seek Council Approval before considering agenda items that would require significant research or other allocation of staff resources;
- Clarification regarding the standards of parliamentary procedure;
- Changing the annual joint meetings between City Council and Commissions to be at the discretion of the City Council, rather than mandatory.

Revisions to the updated CBC Policy were made to address the comments in first two bullet points listed above. Regarding the third bullet point, the Subcommittee recommends that these annual joint meetings remain mandatory.

The Subcommittee and staff recommend the City Council adopt the updated, comprehensive CBC Policy.

FISCAL ANALYSIS

With the adoption of the proposed Resolution and CBC Policy, there is a de minimis fiscal impact resulting from the change in compensation for each Commissioner from \$600 per year to \$599 per year. In addition, the change in compensation for LTMB Members for quarterly meetings results in a reduction of \$25 per meeting per Member; however, there will be an increase of \$25 per mediation for each LTMB Member that sits on a mediation panel. It is difficult to determine what the overall fiscal impact will be at this time, as the number of mediations that will be conducted by any individual Member in a fiscal year is speculative.

ATTACHMENTS

1. Proposed Resolution (including updated, comprehensive City Council Policy entitled *City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies and Boards*)
2. Council Policy 2007-01 - City Commissions
3. Council Policy 3002 - City Commissions (previously rescinded and replaced by Council Policy 2007-01)
4. Council Policy 3101- The Role of Commissions
5. Council Policy 3102 - Recruitment and Selection of Commission, Board and Committee Members
6. Council Policy 3302 - Conduct of Meetings
7. Council Policy 3303 - Identification Cards, Business Cards and Badges for Council, Commissioners and Boards
8. Council Policy 3304 - Allowances to Members of Commissions and the Landlord-Tenant Mediation Board

MOTION

That the City Council:

Adopt a Resolution adopting an updated, comprehensive City Council Policy entitled *City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies and Boards*, as Recommended by the Ad Hoc City Council Policies Subcommittee.