



City of Culver City

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Staff Report

File #: 19-353, **Version:** 1

Item #: A-6.

CC - 1) Introduction of an Ordinance, Amending Culver City Municipal Code (CCMC), Section 3.01.100 to Provide the City Council with the Authority, by Resolution, to Establish Regular City Council Meeting Dates; and 2) Discussion of Regular Meeting Dates of the City Council for the Calendar Year 2019 and Direction to the City Clerk as Deemed Appropriate.

Meeting Date: November 12, 2018

Contact Person/Dept: Jeremy Green/City Clerk
Phone Number: (310) 253-5851

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 (11/06/18);

Department Approval: Serena Wright, Assistant City Manager (11/06/18)

RECOMMENDATION

Staff recommends the City Council 1) introduce an ordinance amending Culver City Municipal Code (CCMC) Section 3.01.100 to provide the City Council with the authority, by resolution, to establish regular City Council meeting dates; and 2) discuss the regular meetings of the City Council for the calendar year 2019 and provide direction to the City Clerk as deemed appropriate.

BACKGROUND/DISCUSSION

Ordinance

As a result of the April 10, 2016 General Municipal Election, The Culver City Charter (Charter) Section 608 was amended to authorize the Council to determine the regular meeting dates of the City Council by ordinance or resolution.

Culver City Municipal Code (CCMC) Section 3.01.100, currently states that all official, regular and adjourned meetings of the City Council shall be held in the City Hall on the second and fourth Mondays of each month at 7:00 p.m. And further provides that a regular meeting that will fall on a

legal holiday shall instead be held on the next succeeding day.

To align the Charter and the CCMC, staff recommends an amendment to Section 3.01.100 that allows the City Council to adopt, by resolution, meeting dates as they deem appropriate, while still providing that meeting dates will continue to occur on the 2nd and 4th Mondays of each month, should a resolution not be adopted. The proposed amendment reads as follows:

“All official, regular and adjourned meetings of the City Council shall be held in the City Hall on the second and fourth Mondays of each month at 7:00 p.m., *unless otherwise specified by resolution of the City Council.*” (Addition is indicated by italics.)

Regular Meeting Dates

For the last two years, the City Council has cancelled the regular meetings on the fourth Monday in November and December to allow for holiday planning and in order to avoid the City Council's consideration of important items during times when a significant segment of the community may be unavailable to attend and participate in City Council meetings. Last year, the second meeting in August was cancelled to allow for summer break for similar reasons.

In addition to the above, some other factors to consider when establishing the 2019 calendar include:

- Culver City Unified School District (CCUSD) has spring break scheduled from March 23-April 7, 2019, which includes March 26, 2019, the fourth Monday of March.
- CCUSD has its summer break from June 14 -August 26, 2019. The second and fourth Mondays during this timeframe are June 24, July 8, July 22, and August 12, 2019.

Attachment 2 outlines the recommended Regular meeting dates for 2019. These are dates proposed by staff and are presented to City Council for review, discussion and direction. The establishment of Regular meeting dates does not preclude the scheduling of Special meetings as needed.

Consistent with City Council's direction, staff will return to the next City Council meeting with a proposed Resolution establishing the regular meetings dates for 2019.

FISCAL ANALYSIS

None.

ATTACHMENTS

- 1) Proposed Ordinance
- 2) 2019 Proposed Regular Meeting Dates

MOTION

That the City Council:

1. Introduce an ordinance amending Culver City Municipal Code Section 3.01.100 to provide the City Council with the authority, by resolution, to establish regular City Council meeting dates; and
2. Discuss the regular City Council meeting dates for 2019 and provide direction to the City Clerk as deemed appropriate.