

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>07/05/11</u>		Item Number: <u>A-3</u>	
PRCS COMMISSION AGENDA ITEM: Confirm the Schedule of Remaining 2011 Parks, Recreation and Community Services Commission Meetings and Approve a 2012 Meeting Calendar.			
Contact Person/Dept, Dan Hernandez, PRCS Director		Phone Number: (310) 253-6655	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: (Email) Meetings and Agendas – Parks, Recreation and Community Services Commission (06/30/11).			
Department Approval: Dan Hernandez (06/28/11)		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission confirm the schedule of remaining 2011 PRCS Commission meetings and approve a 2012 meeting calendar.

BACKGROUND:

The meetings of the Parks, Recreation and Community Services Commission typically occur on the first Tuesday of the month. It is customary for the Commission to set the meeting schedule for the next calendar year at the July meeting. At the July 8, 2010 meeting, the Commission reviewed and approved the meeting dates for the remainder of 2010 and the 2011 meeting calendar.

DISCUSSION:

Changes to the Culver City Municipal Code Related to Commission Meetings

On June 27, 2011 the City Council introduced two Ordinances amending the Culver City Municipal Code with relation to the City's Commissions. Among the various provisions was one regarding the Commission monthly allowance and one regarding the frequency of Commission meetings. One of the new provisions establishes the practice of paying a monthly allowance to members of Commissions, Boards, and Committees without regard to the number of meetings held each month. In a related provision, the Commissions will be expected to meet on an as-needed basis and

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only when there are sufficient items agendized to justify a meeting. If a question arises regarding the scheduling of a meeting, for the sake of clarity, the City Manager shall be empowered to make the final determination if a Commission shall meet based upon input from the appropriate Department Head and the Commission Chair. It is anticipated that this change will increase efficiency and conserve staff and financial resources. These changes will take effect thirty (30) days after the second reading of the Ordinances, which is currently scheduled for July 11, 2011.

PRCS Commission Meeting Calendars

The previously approved meeting schedule for the remainder of 2011 is as follows:

DATE	DAY	TYPE	LOCATION
August 2, 2011	Tuesday	Regular	Council Chambers
September 6, 2011	Tuesday	Regular	Council Chambers
October 4, 2011	Tuesday	Regular	Council Chambers
November 1, 2011	Tuesday	Regular	Council Chambers
December 6, 2011	Tuesday	Regular	Council Chambers

In looking ahead to 2012, it appears that there are no conflicts with legal holidays that could affect the Commission's regular schedule of meetings on the first Tuesday of the month (Attachment). However, the Commission may wish discuss other options for the January, June, October and November meeting dates due to the following considerations:

January 3, 2012 – Staff is proposing that the Commission consider not holding a meeting on January 3. City business typically slows down during the Winter holidays. The last two weeks of December and the first week of the New Year are popular vacation times for both City staff and residents, making it difficult to prepare packet materials and to garner attendance at public meetings.

June 5, 2012 – According to the Los Angeles County Registrar's Calendar of 2012 Election Schedules, this is the date of the Statewide District Primary Election. In the past, the Commission has not wished to hold meetings on an Election Day.

October 2, 2010 – The Jewish observance of Sukkot in 2012 will start on Monday, the 1st of October and will continue for 7 days until Sunday, the 7th of October.

November 6, 2012 – The General Election will be held on this day.

The table below displays the dates associated with the first Tuesday of each month in 2012; bolded dates are those that the Commission may wish to discuss. If it is determined that some meetings should be rescheduled, it should be noted that the Council Chambers are generally available on Thursdays and on the third and fourth Tuesdays of the month.

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DATE	DAY	TYPE	LOCATION
January 3, 2012	Tuesday	Regular	Council Chambers
February 7, 2012	Tuesday	Regular	Council Chambers
March 6, 2012	Tuesday	Regular	Council Chambers
April 3, 2012	Tuesday	Regular	Council Chambers
May 1, 2012	Tuesday	Regular	Council Chambers
June 5, 2012	Tuesday	Regular	Council Chambers
July 3, 2012	Thursday	Adjusted	Council Chambers
August 7, 2012	Tuesday	Regular	Council Chambers
September 4, 2012	Tuesday	Regular	Council Chambers
October 2, 2012	Tuesday	Regular	Council Chambers
November 6, 2012	Tuesday	Regular	Council Chambers
December 4, 2012	Tuesday	Regular	Council Chambers

FISCAL IMPACT:

Although not quantified here, significant staff and financial resources are expended for the purpose of holding PRCS Commission meetings. The majority of these expenditures fall within the Administrative Division budget (account number 10130100).

ATTACHMENT:

2012 Calendar with Table of Holidays and Observances

MOTION:

That the Parks, Recreation and Community Services Commission:

1. Confirm the schedule of remaining 2011PRCS Commission meetings; and
2. Approve a 2012 meeting calendar.