

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

Meeting Date: <u>07/01/14</u>		Item Number: <u>A-2</u>	
PRCS COMMISSION AGENDA ITEM:(1)Adoption of Motions Appointing Parks, Recreation and Community Services CommissionMembersas Liaisons to Various Outside Associations and City Committees; and(2) Creation/Dissolutionof CertainPRCS Commission Ad Hoc Subcommittees and Adoption of Motions Appointing Commissioners toRemaining/Newly Created Ad Hoc Subcommittees.			
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: Public Notification: (Email) Meetings and Agendas – Parks, Recreation and Community Services Commission (06/26/14).			
Department Approval:Dan Hernandez (06/24/14)		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	
<u>RECOMMENDATION:</u> Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) adopt motions appointing Commissioners as liaisons to various outside Associations and City Committees; and, (2) consider creation/dissolution of certain PRCS Commission Ad Hoc Subcommittees and adopt motions appointing Commissioners to the remaining/newly created ad hoc subcommittees. <u>BACKGROUND:</u> ThePRCS Commission traditionallyhas appointedMember(s) to representtheCommission onvarious “outsideAssociations” andonCityCommittees.These appointments arepresentedthis eveningfor theCommission’s consideration. Over the past several years, as theCommissionhas considereditsappointments toPRCS Commission Ad Hoc Subcommittees, it hasbeenmindful oftherequirementsoftheRalphM.Brown Act(Brown Act) and theimportantdifferences betweena“StandingSubcommittee”andan“Ad-Hoc Subcommittee.”Insummary, StandingCommittees are requiredto comply withthe provisions ofthe Brown Act(includingpublic notificationandpublic participation). Ad-Hoc Subcommittees arenotsubjecttohoserequirements.As providedfor inthe Brown Act,astandingcommitteehas acontinuingsubjectmatter jurisdiction or a			

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meetingschedulefixedbycharter, ordinance, resolution, orformalactionofa legislative body.Whereas,in generalan“adhoc” subcommittees serve onlyalimitedor single purpose,theyare notperpetual andtheyare dissolvedwhentheir specific taskis completed.

Inthis staffreport, allmembers ofthePRCS Commission are respectfullyreferenced as Commissioners.

DISCUSSION:

(1)Adoption of Motions Appointing Parks, Recreation and Community Services CommissionMembers as Liaisons to Various Outside Associations and City Committees.

Associations

a) California Association of Park and Recreation Commissioners and Board Members (CAPRCBM)

Brief Description: The purposes of the Association are to (1) enhance the training of park and recreation commissioners and board members; and, (2) support park and recreation issues and legislation; CPRS & NRPA affiliated.

Meeting Information: Announcements regarding activities and training sessions can be found at www.caprcbm.org.

Commission Liaisons: The current representatives to the California Association of Park and Recreation Commissioners and Board Members (CAPRCBM) are Commissioner Stuart, Delegate, and Commissioner Hudson, Alternate Delegate.

Recommended Motion:That the Parks, Recreation and Community Services Commissionappoint Commissioner _____ as Delegate and Commissioner _____ as Alternate Delegate of the California AssociationofPark and Recreation Commissioners and Board Members (CAPRCBM).

b) La Ballona Creek Renaissance

Brief Description: Culver City based 501(c)(3) non-profit organization dedicated to facilitating long-term collaborative renewal of Ballona Creek and its watershed in partnership with public agencies, non-profit organizations, and stakeholders.

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Meeting Information: Fourth Tuesday of each month at 7:00 p.m.; contact Jim Lamm to confirm the date, time and place.

Commission Liaisons: The Delegate seat to the La Ballona Creek Renaissance is vacant and Commissioner Stuart is Alternate Delegate.

Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ as Delegate and Commissioner _____ as Alternate Delegate of the La Ballona Creek Renaissance.

c) Senior Citizens' Association Board of Directors

Brief Description: A 501(c)(3) nonprofit organization that supports the Senior Center and the Senior & Social Services Division in its services to senior citizens and the community.

Meeting Information: Second Monday of each month at 1:00 p.m. in the Senior Center Conference Room.

Commission Liaison: The Delegate seat to the Senior Citizens' Association Board of Directors is vacant and Commissioner Hudson is Alternate Delegate.

Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ as Delegate and Commissioner _____ as Alternate Delegate of the Senior Citizens' Association Board of Directors.

City Committees

d) City Committee - Community Development Block Grant (CDBG)

Brief Description: This Committee considers projects for recommendation to the City Council for annual Federal CDBG funding.

Meeting Information: Two annual meetings generally occur in October and/or November. Meeting information is distributed to members by staff.

Commission Liaison: The current Delegate to the Community Development Block Grant (CDBG) Committee is Commissioner Stuart and Commissioner Hudson is Alternate Delegate.

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Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ as Delegate and Commissioner _____ as Alternate Delegate of the Community Development Block Grant (CDBG) Committee.

e) City Committee - Disability Advisory Committee (DAC)

Brief Description: This standing Committee advises City staff and City Council on issues related to the disabled in the community. The DAC also plans and implements community events promoting disability awareness.

Meeting Information: Second Wednesday of even numbered months at 6:30 p.m. in the Senior Center Conference Room.

Commission Liaison: The current Delegate to the Disability Advisory Committee is Commissioner Hudson and the Alternate Delegate seat is vacant.

Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ as Delegate and Commissioner _____ as Alternate Delegate of the Disability Advisory Committee.

(2) Creation/Dissolution of Certain PRCS Commission Ad Hoc Subcommittees and Adoption of Motions Appointing Commissioners to Remaining/Newly Created Ad Hoc Subcommittees.

As noted previously, an “ad hoc” subcommittee serves only a limited or single purpose, it is not perpetual and it is dissolved when its specific task is completed. Ad-hoc subcommittees do not constitute a “legislative body” and are not subject to the Brown Act. With this in mind, the Commission may wish to dissolve certain Ad Hoc Subcommittees listed below that have completed their specific tasks and create new Ad Hoc Subcommittees as deemed appropriate.

Current PRCS Commission Ad Hoc Subcommittees

General Information: Each Ad Hoc Subcommittee has two PRCS Commission appointed members. Ad Hoc Subcommittees meet on an as-needed basis.

a) Commission Ad Hoc Subcommittee – Sponsorship/Financial Support

Brief Description: The purpose of the Sponsorship/Financial Support Ad Hoc Subcommittee is to develop a plan and a proposal to the City Council for the establishment a standing PRCS Commission Subcommittee (and/or, potentially,

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another type of stand-alone body) to discuss and develop a strategy moving forward on fundraising, tying in Economic Development, partnerships and programming.

Update: None; the last time that this topic was discussed in detail at a Regular PRCS Commission meeting was on June 13, 2013.

Ad Hoc Subcommittee Members: Both positions are currently vacant.

Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ and Commissioner _____ to the Sponsorship/Financial Support Ad Hoc Subcommittee.

OR

Recommended Alternate Motion: That the Parks, Recreation and Community Services Commission hereby dissolves the Sponsorship/Financial Support Ad Hoc Subcommittee.

b) Commission Ad Hoc Subcommittee –Anti-Bullying Policy Development

Brief Description: The purpose of the Anti-Bullying Policy Development Ad Hoc Subcommittee is to develop a PRCS Department Anti-Bullying Policy for the City Council.

Update: The Draft Anti-Bullying Policy has been developed by the Ad Hoc Subcommittee and was presented to the City Council at the January 13, 2014 meeting. The Policy Statement is currently under review by the City Attorney's Office before returning to the City Council for further consideration.

Ad Hoc Subcommittee Members: Commissioner Stuart is currently serving on this Ad Hoc Subcommittee and the other position is vacant.

Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ and Commissioner _____ to the Anti-Bullying Policy Development Ad Hoc Subcommittee.

OR

Recommended Alternate Motion: That the Parks, Recreation and Community Services Commission hereby dissolves the Anti-Bullying Policy Development Ad Hoc Subcommittee.

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Potential PRCS Commission Ad Hoc Subcommittee

c) Commission Ad Hoc Subcommittee – Community Conversations: Topic #6

Brief Description: PRCS Commission hosted “Community Conversations” are presentations on topics of major relevance to the community that often include a panel discussion. Being fully cognizant of ongoing budgetary constraints, the Commission designed the Community Conversations series as one that has minimal fiscal impact on the City.

Previous topics have included:

- Words Matter I & II (Bullying)
- Elder Abuse - How it Affects You, Your Family & Your Neighbors
- Healthy Living in Tough Times: Identifying and Coping with Stress from Financial Hardship
- Food vs. Mind and Body (Obesity and Related Health/Financial Issues)

Ad Hoc Subcommittee Members: None; this Ad Hoc Subcommittee is not active. Per the advice of the City Attorney’s Office, each time a topic is presented, the Ad Hoc Subcommittee associated with that topic is dissolved and a new one is formed if another Community Conversation is desired by the Commission.

Recommended Motion: That the Parks, Recreation and Community Services Commission hereby forms the Community Conversations: Topic #6 Ad Hoc Subcommittee.

AND

Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ and Commissioner _____ to the Community Conversations: Topic #6 Ad Hoc Subcommittee.

OR

Take no action at this time.

d) Commission Ad Hoc Subcommittee – To be Determined by the Commission

Recommended Motion: That the Parks, Recreation and Community Services Commission hereby forms the _____ Ad Hoc Subcommittee.

AND

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Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ and Commissioner _____ to the _____ Ad Hoc Subcommittee.

OR

Take no action at this time.

(Note: This motion may be made as many times as the Commission deems appropriate.)

FISCAL IMPACT:

Parks, Recreation and Community Services Commission Ad Hoc Subcommittees do not necessarily involve a significant amount of staff resources since meetings of Members may occur without staff present. Typically, the majority of the work done by an Ad Hoc Subcommittee is accomplished by Members and not by staff.

However, standing subcommittees can involve a significant amount of staff resources, of which the amount is difficult to quantify. The majority of any related fiscal impact would be absorbed within the PRCS Departmental budget. Given the current budget issues facing the City, it is particularly important to allocate the even scarcer staff and financial resources to those areas which maintain the City's core services consistent with the Council-Manager form of government.

MOTION:

That the Parks, Recreation and Community Services Commission:

1. Adopt respective motions related to the appointment of Commissioners to various outside Associations and City Committees; and,
2. Dissolve/create certain Ad Hoc Subcommittees and adopt motions appointing Commissioners to remaining/newly created Ad Hoc Subcommittees as deemed appropriate.