

City of Culver City, California
Parks, Recreation and Community Services Commission Agenda Item Report

Meeting Date: <u>02/03/09</u>		Item Number: <u>A-3</u>	
AGENDA ITEM: Discussion of the Duties and Responsibilities of the Parks, Recreation and Community Services Commission as Related to the 2007 City Council Policy on City Commissions.			
Contact Person/Dept.: Pam Robinson, Recreation Manager		Phone Number: (310) 253-6632	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: PRCS Master Email Notification List (01/29/09).			
Department Approval: Pam Robinson, Recreation Manager (01/28/09).		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the members of the Parks, Recreation and Community Services (PRCS) Commission discuss the duties and responsibilities of the Parks, Recreation and Community Services Commission as related to the 2007 City Council Policy on City Commissions, and receive and file the report.

BACKGROUND/DISCUSSION:

Since its incorporation in 1917, The City of Culver City has grown in both size and population. During this time, the City was governed under the City Council-Chief Administrative Officer form of government.

On April 11, 2006, the voters of Culver City approved a new City Charter (New Charter) that became effective on July 1, 2006. This document was provided to the Commission at its July 5, 2008 meeting as Attachment A to Agenda Item A-6. Among several significant changes implemented as part of the New Charter, the following provision related to the City's Commissions was adopted:

SECTION 1100. IN GENERAL - *The City Council may, by Ordinance, establish and abolish such commissions and boards as it may determine, from time to time, to be necessary for the effective and efficient governance of the City, to encourage citizen participation in local government and maintain positive human relations in the community.*

Given this provision in the New Charter, The City Council has the opportunity to review the City's Commissions as it considers the existing regulations in the Culver City Municipal Code (CCMC), as well as current City Council Policies and Resolutions. In addition, at a facilitated meeting held in February 2007 where all City Council Members and City Commissioners were invited (and some attended), the City Council discussed the operations of the City Commissions and considered several insightful comments by City Commissioners.

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As a result of these meetings, on May 27, 2007 the City Council adopted Resolution No. 2007-R029, City Council Adopted Policy 2007-01, entitled "City Commissions," which provides Commissioners guidelines for Code of Conduct, Interaction with the City Council and Staff, and other topics. This document is provided as Attachment A.

On April 8, 2008, a municipal election was held and three community members were elected as new Council Members and were seated on April 28, 2008. At the May 27, 2008 City Council meeting the Council consensually gave direction to staff to have each of the Commissions appoint two (2) Commissioners to represent each Commission as a Council/Commission Subcommittee for the purpose of representing their Commission in discussions with the Council/Commission Subcommittee of the City Council regarding Council/Commission/Staff working relationships.

At the June 3, 2008 Parks and Recreation Commission meeting, the Commission took action to form a Council/Commission Subcommittee to serve in this capacity. Chair Cooper and Commissioner Daly Redholtz were selected as the members of this Subcommittee in order to represent the Parks and Recreation Commission at future Council/Commission Subcommittee meetings.

Council/Commission Subcommittee Meeting of September 23, 2008

The Subcommittees of the City Council and the Parks, Recreation and Community Services Commission regarding Council-Commission relationships met (with staff present) on Tuesday, September 23, 2008 from 6:30 - 7:50 p.m. At the October 7, 2008 PRCS Commission meeting, the Commission Subcommittee more fully informed the rest of the Commission regarding the issues that were discussed including:

- Communication
- Sensitivity
- Role of the Commission
- Responsiveness in getting recommendations back to staff and/or City Council
- Format of the meeting minutes
- The provision of water at the Commission meetings for Commissioners

Council/Commission Subcommittee Meeting of October 21, 2008

The Subcommittees of the City Council and the Parks and Recreation Commission regarding Council-Commission relationships met (with staff present) on Tuesday, October 21, 2008 at 6:30 p.m. So this Commission may have an open discussion of the issues, staff encourages the Commission Subcommittee to more fully inform the rest of the Commission regarding the issues and details discussed at that meeting. One primary part of the discussion was the duties and responsibilities of the PRCS Commission.

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Council/Commission Subcommittee Meeting of October 29, 2008

Discussion was held on the Commission's changing role and responsibilities from the past. Comparisons and contrasts were made relative to the current but long-ago written "Duties and Responsibilities of the Human Services Commission" document. It was agreed to by all present that further discussion and refinement needs to be considered in future meetings.

PRCS Commission Meeting of January 6, 2009

At the January 6, 2009 Parks, Recreation and Community Services Commission, there was Commission consensus that the duties and responsibilities of the PRCS Commission (formerly the "Parks and Recreation Commission"), as stated in the Culver City Municipal Code (Attachment B), be brought before the Commission for discussion.

FISCAL ANALYSIS:

There is no fiscal impact associated with the discussion of this agenda item.

ATTACHMENTS:

- A. City Council Adopted Policy 2007-01, entitled "City Commissions"
- B. Sections of the Culver City Municipal Code Relating to the Parks, Recreation and Community Services Commission

MOTIONS:

That the Parks, Recreation and Community Services Commission:

1. Discuss the duties and responsibilities of the Parks, Recreation and Community Services Commission as related to the 2007 City Council Policy on City Commissions; and,
2. Receive and file the report.