

**Summary of Previous PRCS Commission and Commission/Council Subcommittee
Discussions on the Commission's Duties and Responsibilities**

PARKS, RECREATION & COMMUNITY SERVICES COMMISSION MEETING DISCUSSIONS

March 2, 2010 PRCS Commission Meeting

Mark Scott, City Manager, discussed changes to the City ordinance for Commissions related to changes in the Charter with the conversion to a Council/Manager form of government, defining community service, and being cognizant of budget considerations. Discussion between Staff and the Commission included: the addition of "sexual orientation" under "powers and duties," item B; defining open space programs, a credible process for tree issues, and the inclusion of Blair Hills.

January 5, 2010 PRCS Commission Meeting

Mark Scott, City Manager, provided his thoughts on the duties and responsibilities of the Commission and he discussed: upcoming items; the General Plan process; liaison committees; and roles of the City Council and City Manager.

December 1, 2009 PRCS Commission Meeting

Staff provided a summary of the material of record.
Chair Daly Redholtz questioned when the item would be agendized, what the next procedures were, and she requested information from the City Manager as to what the plan is.

November 5, 2009 PRCS Commission Meeting

Bill La Pointe, Director of Parks, Recreation and Community Services, reported that discussions would take place in December.

October 6, 2009 PRCS Commission Meeting

Discussion between staff and the Commission included: scheduling the next Council/Commission subcommittee meeting; confirmation that the requested letter was sent to the City Manager; and procedures for letters sent by staff.

September 1, 2009 PRCS Commission Meeting

At the September 1, 2009 PRCS Commission meeting, the following action was taken:

MOVED BY COMMISSIONER STUART, SECONDED BY COMMISSIONER GREENE,

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AND UNANIMOUSLY CARRIED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION REQUEST STAFF TO SEND A COMMUNICATION TO THE CITY MANAGER TO REQUEST THE CITY COUNCIL TO RESOLVE THE ISSUES OF THE COMMISSION'S DUTIES AND RESPONSIBILITIES AND ADD IN CONSIDERATION OF COMMENDATIONS AND CERTIFICATES OF APPRECIATION.

August 4, 2009 PRCS Commission Meeting

At the August 4, 2009 PRCS Commission meeting Chair Daly Redholtz clarified that the references to proper "business casual" attire in the attached policy statement are specific to Commission meetings and that casual attire is acceptable for scheduled park tours.

July 7, 2009 PRCS Commission Meeting

At the July 7, 2009 PRCS Commission meeting Chair Daly Redholtz clarified for newly-seated Commissioners Stuart and Greene that this report will be on each month's Commission agenda because the Commission's Council/Commission Subcommittee is engaged in an ongoing dialogue with the City Council's Council/Commission Subcommittee and staff.

June 2, 2009 PRCS Commission Meeting

At the June 2, 2009 PRCS Commission meeting Vice Chair Daly Redholtz reported on the May 12, 2009 Council/Commission Subcommittee meeting, noting that the Commission would not be directly involved with the development of PRCS Department fees and charges, as that is currently the role of the City Council. She also stated that there would be nothing to report on regarding the ongoing discussions between the Council/Commission Subcommittees until after a meeting with the new City Manager.

March 3, 2009 PRCS Commission Meeting

At the March 3, 2009 meeting, the Commission received a (brief) summary of the points discussed at the Council/Commission Subcommittee meetings held on September 23, October 21 and October 29, 2008 was provided to the Commission (Attachment C). During the discussion, Council/Commission Subcommittee members stated, and received consensus from the Commission, that this dialogue between the subcommittees of the City Council and the PRCS Commission should be ongoing. It was agreed that the process of clarifying the Commission's "Powers and Duties" had just begun and the Commission's role needed to be more fully developed and further defined.

February 3, 2009 PRCS Commission Meeting

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At the February 3, 2009 meeting, the sections of the Culver City Municipal Code relating to the Parks, Recreation and Community Services Commission were provided to the Commission for review and discussion (Attachment B).

January 6, 2009 PRCS Commission Meeting

At the January 6, 2009 Parks, Recreation and Community Services Commission, meeting 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, be brought before the Commission for discussion.

October 7, 2008 PRCS Commission Meeting

At the October 7, 2008 PRCS Commission meeting, the members of the Commission's Council/Commission Subcommittee more fully informed the rest of the Commission regarding the issues that were discussed at the September 23, 2008 Council/Commission Subcommittee Meeting 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 DISCUSSIONS

May 12, 2009 Council/Commission Subcommittee Meeting

At the May 12, 2009 meeting, Council/Commission Subcommittee members from the City Council and PRCS Commission met with City staff, including City Attorneys Heather Baker and Roland Miranda, Assistant City Manager Martin Cole and PRCS Director Bill La Pointe.

Vice Chair Daly-Redholtz and Commissioner Cooper raised the above noted concerns discussed at the Commission Subcommittee meeting of April 10, 2009 for consideration by the Council Subcommittee and eventually the City Council. The Commissioners gave particular emphasis to the following:

- That the Commission be more involved in the development of PRCS fees and charges; and
- That the Commission should be more involved in the recommendation to City Council and approval of large-scale special events happening in PRCS facilities and parks.

April 10, 2009 PRCS Commission – Council/Commission Subcommittee Meeting

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At the April 10, 2009 meeting of the Commission's Council/Commission Subcommittee, Vice Chair Daly Redholtz and Commissioner Cooper reviewed the following points which had been brought forward at the March 3rd Commission meeting. It was the consensus of the Commission at that time that these items relating to the "Powers and Duties" of the Commission should be brought to the attention of the Council's Council/Commission Subcommittee and the full City Council:

- **Sex and Age Discrimination:** Age and sexual orientation should be added to the Commission's "Powers and Duties" under the programs and plans designed to promote full acceptance of all citizens.
- **Playground Maintenance:** Under "E" in the current "Powers and Duties," the phrase "to study and, from time to time, make recommendations for the proper care and maintenance of playgrounds..." is too vague; this needs to be clarified.
- **Trees:** It is important that the appeals process for citizens who want to plant different types of trees and/or remove trees on City property or the public right-of-way continues to be within the Commission's purview.
- **Fees:** The Commission would like more consistency with regard to when policies regarding fees should be considered by the Commission before being recommended to the City Council. Perhaps the Commission's "Powers and Duties" should be revised to include a section regarding to the Commission's role in recommending fees and fee policies to the City Council.
- **Commissioner Attendance:** The process to relieve someone from service on the Commission due to poor attendance should be outlined in the Municipal Code.
- **Parking decals:** The members of the Commission would like to have parking decals that permit them to park at City facilities.
- **Human Relations/Community Services:** Clarification is needed as to what the Commission should be looking at in terms of issues/complaints/policies.

April 7, 2009 PRCS Commission Meeting

At the April 7, 2009 meeting, Council/Commission Subcommittee members indicated that the minutes of the March 3rd meeting relating to this item did not reflect important details of the discussion. As requested by the Commission, the meeting minutes were revised and have been re-submitted for approval at this evening's meeting.

September 23 and October 21 & 29, 2008 Council/Commission Subcommittee Meetings

Role:

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- The Commission's duties are quite diverse and broad.
- Advise on policy matters relating to parks, recreation and community services, and in other specific matters as directed by the Council.
- Commission is eyes and ears of the community.
- Commission subcommittee believes it should continue to handle the requests for tree removal in the public right-of-way.
- Commission feels it is being asked to "rubber stamp" items.
- Commission feels it has been "bypassed" on several issues that fall within its purview.
- Suggestion that Commission be utilized earlier in the process.
- Commission believes music and entertainment in the parks that is part of a City-wide event is within Commission's purview.
- Language in CCMC relating to the "human relations" role of the Commission should include age and sexual orientation and should encourage involvement of the diverse community in PRCS programs.

Communication:

- Commissioners would like to have clear and specific communication from Council as to what is expected of them regarding specific issues on which the Council would like advice and recommendations.
- Commission would like to see the PRCS related Committees (i.e. Fiesta and MLK) give reports to the Commission and not only the Council. Would like to see the public receive more education on the role of the Commission.
- Commission would like the Council to be more informed about the dates of all of the Commission meetings.
- Council should receive status reports as to what the Commission is doing.
- Communication with Council as to a realistic timeframe to get issues/items through the Commission process before returning to Council.

Responsiveness:

- Suggestion that the Commission move its items along in good time and not unnecessarily push items to a future time or deliberate too long on items, thereby causing the Council to wait for them longer than necessary.
- Commission feels challenged in trying to get the reports and information it needs to be able to give input to the Council in a timely manner.
- Commission concerned about artificial deadlines.
- Commission Subcommittee would like to see a policy setting forth the length of time to respond to Commission emails.

Minutes:

- Commission is not satisfied with "action" minute format.

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- Suggests that the minutes reflect something of the reasoning of the Commission in arriving at a decision and not just the vote. (This has been summarily handled through the recently established Commission process of delegating comment to Council by two appointed Commissioners on items that have already been discussed and decided upon.)

Other:

- Commissioners should have bottled water provided for them at meetings.
- Absence from meetings needs to be addressed.
- Commission subcommittee does not believe parking decals should be taken away.