

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

Meeting Date: <u>01/03/13</u>		Item Number: <u>A-2</u>
PRCS COMMISSIONAGENDA ITEM: Assignment of Dates and Venues for the April, June and November 2013 Parks, Recreation and Community Services Commission Meetings.		
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 (12/27/12).		
Department Approval: Dan Hernandez (12/26/12)		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 assign dates and venues for the April, June and November 2013 PRCS Commission meetings.

BACKGROUND:

The meetings of the Parks, Recreation and Community Services Commission typically occur on the first Tuesday of each month in the Mike Balkman Council Chambers at City Hall. At the July 3, 2012 meeting, the Commission reaffirmed all of the 2012 meeting dates, with the exception of the November meeting, and the majority of the 2013 meeting dates, as follows:

2013

February 5, 2013
March 5, 2013
May 7, 2013
July 2, 2013
August 6, 2013
September 3, 2013
October 1, 2013
December 3, 2013

At the August 7, 2012 PRCS Commission meeting, the November 2012 and January 2013 meetings were rescheduled from Tuesday to Thursday and the venue was changed from the Mike Balkman Council Chamber to the Senior Center. Subsequently, the November 2012 meeting was cancelled due to a lack of Agenda Items.

City of Culver City, California
Agenda Item Report

The following list of regularly scheduled meeting dates that may be problematic for various reasons was presented to the Commission on July 3rd and these dates and/or locations have yet to be reviewed and approved by the Commission:

DATE	DAY	TYPE	LOCATION	AVAILABLE?
April 2, 2013	Tuesday	Regular	Council Chambers	YES
June 4, 2013	Tuesday	Regular	Council Chambers	POSSIBLY NOT
November 5, 2013	Tuesday	Regular	Council Chambers	POSSIBLY NOT

April 2, 2013 – The Jewish observance of Passover is from sunset on March 25 through nightfall of April 2. For those who are observant, no work is permitted on March 26-27 and April 1-2. Work is permitted only on March 28-29 and 31 with certain restrictions.

June 4, 2013 – As in previous years, the City Council often holds special meetings on the first Tuesday of June to conduct Budget Hearings.

November 5, 2013 – According to the Los Angeles County Registrar's Calendar of 2013 Election Schedules, this is the date of the Culver City Unified School District (CCUSD) Election. The Council Chambers will most likely be used to televise and/or tabulate election results.

DISCUSSION:

After looking into the matter, staff is providing the following suggestions:

April 2, 2013: If none of the Commissioners' have a conflict with or objection to this meeting date, staff recommends that the meeting be held at the regular time in the usual location. If conflicts or objections exist, staff recommends Thursday, April 4, 2013 at the Culver City Senior Center as an alternate date and venue.

June 4, 2013: Staff anticipates that there will once again be a scheduling conflict with the City Council Budget Hearings in early June. Unfortunately, Budget Hearings may be scheduled with as little as one week advance notice of the meeting and PRCS Department staff cannot be sure as to which date/time that the Department will be making a Budget Presentation to the City Council. Therefore staff is recommending the following adjustment to the June 4th meeting date:

Thursday, June 13, 2013 in either of the following locations:

- Patacchia Room, City Hall
- B45-47, Senior Center

City of Culver City, California
Agenda Item Report

November 5, 2013: The City Managers' Office recommends that the Commission consider selecting another date or venue for the November meeting, since both the Council Chambers and the Patacchia Conference Room will most likely be in use due to the CCUSD election. Staff recommends:

Thursday, November 7, 2013 in either of the following locations:

- Patacchia Room, City Hall
- B45-B47, Senior Center

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). 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. Assign the following date and venue for the April 2013 PRCS Commission meeting: _____;and,
2. Assign the following date and venue for the June 2013 PRCS Commission meeting: _____;
3. Assign the following date and venue for the November 2013 PRCS Commission meeting: _____;

AND/OR

4. Provide staff with alternate suggestions.