

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

Meeting Date: <u>09/06/11</u>		Item Number: <u>A-1</u>	
PRCS COMMISSION AGENDA ITEM: Review of Parks, Recreation and Community Services Commission Advisory Subcommittees and Assignment of Commissioners to Various Outside Agency Boards, City Committees, Commission Subcommittees and Other Related Bodies.			
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 (09/01/11).			
Department Approval: Dan Hernandez (09/01/11) (by P. Mooney)		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 review the structure and function of the Commission's advisory subcommittees, make adjustments if deemed appropriate, and assign Commissioners to various outside agency boards, City committees, Commission subcommittees and other related bodies. <u>BACKGROUND:</u> Each year on or around the beginning of the new City Fiscal Year in July, the Parks, Recreation and Community Services Commission selects the Chair and Vice Chair of the Commission and assigns one or two Commissioners to various outside agency boards, City committees, Commission advisory subcommittees and other related bodies. At the July 5, 2011 Commission meeting, Marianne Kim was selected as Chair and Laura Stuart was selected as Vice Chair of the PRCS Commission. The Commission also periodically reviews the structure and the function of their advisory subcommittees in order to ensure that they are still relevant and consistent with the Commission's mission as determined by the City Council. A review of the Commission's advisory subcommittees was agendaized for discussion at the July 5, 2011 Commission meeting; however, Martin Cole, Assistant City Manager/City Clerk, noted during the meeting that all subcommittees of the City Council and Commissions were under review to determine whether those subcommittees are subject to the provisions of the Brown Act, and he requested that the Agenda Item			

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not be considered until further information was received from the City Manager's Office. After some discussion, the Commission took action to defer the review of their advisory subcommittees to a later date (moved by Commissioner Yanda; seconded by Commissioner Hudson; unanimously passed; Commissioner Greene excused absence).

DISCUSSION:

This agenda item has been brought before you this evening for consideration. Prior to moving forward, the Commission should be aware of the following issues:

Brown Act Requirements

The Brown Act, specifically Government Code § 54952 (b), provides that a legislative body includes (emphasis added):

“A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. ***However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.***”

The application of the Brown Act to subcommittees is not always clear (as with many areas of the Brown Act). In general, 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. A “standing” subcommittee, which has a continuing subject matter jurisdiction is considered to be a “legislative body” and is subject to the requirements of the Brown Act. Therefore, its meetings must be noticed and open to the public. An example of a standing subcommittee is the existing Human Relations Subcommittee, which advises the PRCS Commission on matters of Human Relations. This Subcommittee has a continuing subject matter of a broad and general nature and is not limited in duration. All existing Commission subcommittees are discussed individually below.

Review and Evaluation of Subcommittees

It has been recommended by the City Manager's and City Attorney's Offices that the Commission undertake the following review: 1) carefully evaluate each existing subcommittee to determine its utility and whether it is necessary to retain or should

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be dissolved; 2) evaluate the actual purpose of each subcommittee to determine if it should remain a standing subcommittee or be restructured so that it is a bona fide ad-hoc subcommittee (which in general serves only a limited or single purpose, is not perpetual, and is dissolved when its specific task is completed); 3) limit the number of standing subcommittees retained or created; and 4) comply with noticing and other requirements for future meetings of any standing subcommittee that is retained.

From the City Manager's perspective (which is consistent with the City Council's general direction during this fiscally challenging time), given the shrinking amount of resources available to the City as a whole (and to the PRCS Department specifically), it is becoming critical that issues be addressed efficiently. As discussed above, should the Commission retain any standing committees, such subcommittees would require the preparation of an agenda and be open to the public. With the PRCS Commission having potentially three to four standing subcommittees, a vigorous meeting schedule would significantly increase the amount of time staff would need to dedicate to production of agendas, creation of minutes, and attendance at such meetings. As such, the City Manager recommends that standing subcommittees be retained or created only when necessary.

In light of the foregoing, staff recommends the Commission review the structure and function of their advisory subcommittees and make adjustments, if deemed appropriate, before assignments are made. Adjustments may include refining a subcommittee's purpose, establishing new subcommittees (standing or ad-hoc) and/or dissolving those subcommittees that have fulfilled their purpose. The table below notes staff's recommendations as to dissolving specific subcommittees.

PRCS COMMISSION ADVISORY SUBCOMMITTEES			
Title / Brief Description	Current Members	Type	Recommendation
Council/Commission- Represent the PRCS Commission in discussions with the City Council's Subcommittee on Commissions regarding Council/Commission/Staff working relationships.	Rick Hudson <i>Vacant</i>	Ad-Hoc	Dissolve. This Subcommittee has completed its work and should be dissolved.
Human Relations - Represent and advise the PRCS Commission on matters of Human Relations.	Mary Ann Greene <i>Vacant</i>	Standing	Dissolve. Issues can be addressed by the full Commission. Should the Commission decide to retain this subcommittee, it will need to comply with Brown Act Requirements. Another option is to more narrowly focus the subcommittee to a specific project, and dissolve the subcommittee once the work has been completed.

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PRCS COMMISSION ADVISORY SUBCOMMITTEES (continued)			
Title / Brief Description	Current Members	Type	Recommendation
Youth Outreach- Represent and advise the PRCS Commission on youth issues and the transition of the Youth Making Changes to a Youth Advisory Committee.	Rick Hudson Vice Chair Stuart	Standing	Dissolve and create an Ad-Hoc Youth Advisory Committee Subcommittee. General issues relating to the youth community and youth outreach can be addressed by the full Commission. An ad-hoc subcommittee with the specific task of meeting with the City Council's Youth Advisory Subcommittee would be appropriate.
Financial Resource Development- Research new funding strategies and work with staff and non-profit groups to raise funds for PRCS special projects.	Vice Chair Stuart <i>Vacant</i>	Standing	Dissolve. Issues can be addressed by the full Commission. Should the Commission decide to retain this subcommittee, it will need to comply with Brown Act Requirements. Another option is to more narrowly focus the subcommittee to a specific project, and dissolve the subcommittee once the work has been completed.
Parks and Recreation Comprehensive Plan - Support the community and staff in the completion of the Parks and Recreation Master Plan.	Mary Ann Greene Chair Kim	Ad-Hoc	Dissolve. This Subcommittee has completed its work and should be dissolved.
Recreational Activities and Special Projects - Support and advise on matters concerning any and all recreational activities and the facilities that support them, including, but not limited to, the Dog Park, the Skate Park and the Plunge.	Rick Hudson Chair Kim	Standing	Dissolve. Issues can be addressed by the full Commission. Should the Commission decide to retain this subcommittee, it will need to comply with Brown Act Requirements. Another option is to more narrowly focus the subcommittee to a specific project, and dissolve the subcommittee once the work has been completed.
Community Gardens- To act as a liaison between the PRCS Commission and the community on all matters pertaining to the development of new community gardens within Culver City; to attend meetings of interested community groups and act as mentors to those groups, when necessary.	Vice Chair Stuart Mary Ann Greene	Ad-Hoc	No staff recommendation.

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REORGANIZATION 2011:

The procedure for Commission reorganization is as follows: All motions are made individually and then voted on as a group at the conclusion of the discussion.

PRCS COMMISSION ADVISORY SUBCOMMITTEES

Using the list above for reference, the Commission may dissolve an existing subcommittee or assign members to it, or create a new subcommittee and assign members to it, by filling in the blanks of the following recommended motions:

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

OR

Recommended Motion: That the Parks, Recreation and Community Services Commission assigns _____ and _____ to the _____ Subcommittee.

OR

Recommended Motion: That the Parks, Recreation and Community Services Commission hereby creates the _____ Subcommittee and assigns _____ and _____ to such Subcommittee.

ASSOCIATIONS

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

The current representatives to the California Association of Park and Recreation Commissioners and Board Members (CAPRCBM) are Chair Kim, Delegate, and Vice Chair Stuart, Alternate Delegate.

Recommended Motion: That the Parks, Recreation and Community Services Commission appoint _____ as Delegate and _____ as Alternate Delegate of the California Association of Park and Recreation Commissioners and Board Members (CAPRCBM).

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(2) La Ballona Creek Renaissance

The current Delegate to the La Ballona Creek Renaissance is Vice Chair Stuart and the Alternate Delegate position is open.

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

(3) Senior Citizens' Association Board of Directors

The current Delegate to the Senior Citizens' Association Board of Directors is Commissioner Greene and the Alternate Delegate position is open.

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

CITY COMMITTEES

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

The current Delegate to the Community Development Block Grant (CDBG) Committee is Commissioner Greene and Vice Chair Stuart is Alternate Delegate.

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

(5) City Committee - Disability Advisory Committee

The current Delegate to the Disability Advisory Committee is Chair Hudson and Vice Chair Stuart is Alternate Delegate.

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

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FISCAL IMPACT:

There is no fiscal impact associated with the discussion of this Agenda Item. However, it has been estimated that a typical one-hour Brown Act Subcommittee meeting costs the City approximately \$1,000 in staff time alone (includes meeting preparation time). This does not include City overhead, supplies and materials or the cost of a room that would accommodate the public. Meetings that are not subject to the Brown Act could cost between \$300 and \$700 per hour in staff time alone, depending upon the job title and classification of the specific staff members involved.

MOTION:

That the Parks, Recreation and Community Services Commission:

1. Discuss the current appointments to various outside agencies; and,
2. Appoint member(s) to such outside agencies; and,
3. Discuss the current advisory subcommittees and make adjustments to the number and type of subcommittees as desired; and,
4. Determine to retain, dissolve, or reconstitute the subcommittees; and,
5. Appoint members to subcommittees that remain.