

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

Meeting Date: <u>08/07/12</u>		Item Number: <u>A-1</u>	
PRCS COMMISSION AGENDA ITEM:(1) Adoption of Motions Appointing Commissioners to Various Outside Agency Boards, City Committees and Other Related Bodies; and, (2) Dissolution/Creation of Certain Ad Hoc Subcommittees and Adoption of Motions Appointing Commissioners to Remaining/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 (08/02/12).			
Department Approval: Dan Hernandez (07/31/12)		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(1) adopt motions appointing Commissioners to various outside Agency Boards, City Committees and other related bodies; and, (2) dissolve/create certain Ad Hoc Subcommittees and adopt motions appointing Commissioners to remaining/newly created Ad Hoc Subcommittees.

REORGANIZATION 2012:

At the July 3, 2012 meeting of the Parks, Recreation and Community Services Commission, the Fiscal Year 2012/2013 Commission reorganization was initiated when Vice Chair Laura Stuart was elected Chair and Commissioner Mary Ann Greene was elected Vice Chair of the PRCS Commission (moved by Commissioner Hudson; seconded by Chair Kim; passed 4 – 0, excused absence/Yanda). In consideration of the excused absence of Commissioner Yanda, there was consensus that the remaining elements of the reorganization be continued to the August 7, 2012 meeting so that all could be present for Commissioner Appointments and to participate in the dissolution/creation of certain Ad Hoc Subcommittees.

City of Culver City, California
Agenda Item Report

1. *Appointment of Commissioners to Outside Agency Boards, City Committees, and Other Related Bodies.*

Each year the Commission reviews the list Commissioner appointments as liaison representatives to various committees and organizations, and considers appointing one or two Commissioners to work with staff members and to ensure Commission representation on all issues relating to parks, recreation and community services.

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 Commissioner Stuart, Delegate, and Commissioner Yanda, Alternate Delegate.

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

(2) La Ballona Creek Renaissance

The current Delegate to the La Ballona Creek Renaissance is Commissioner Yanda and Commissioner Kim 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.

(3) Senior Citizens' Association Board of Directors

The current Delegate to the Senior Citizens' Association Board of Directors is Commissioner Greene and Commissioner Yanda 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 of Culver City, California
Agenda Item Report

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 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 Community Development Block Grant (CDBG) Committee.

(5) City Committee - Disability Advisory Committee

The current Delegate to the Disability Advisory Committee is Commissioner Kim 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 Disability Advisory Committee.

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

On September 6, 2011, pursuant to guidance provided by the City Attorney's Office, the PRCS Commission took action to dissolve all of the existing PRCS Commission Subcommittees and, where appropriate, form ad hoc subcommittees. This action was related to regulations set forth in the Brown Act that state that 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.

In contrast, 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.

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

At the July 3, 2012 Commission meeting, a question was raised as to the accuracy of the staff report with regard to the listing of the Fiscal Year 2011/2012 Commissioner Appointments. The listing of Appointments was made based on the approved meeting minutes of the September 6, 2011 PRCS Commission meeting (relevant excerpt attached). The September 6, 2011 meeting minutes were approved at the November 1, 2011 Commission meeting(moved by Commissioner Yanda; seconded by Vice Chair Stuart; passed 4 – 0, excused absence/Greene).However, to ensure the accuracy of the information being presented to the Commission, staff took the additional step of cross-referencing the attached meeting minutes with the September 6, 2011 Webcast, which is available for viewing at <http://www.culvercity.org/agenda.aspx>. No discrepancies were found between the approved September 6, 2011 meeting minutes and the Webcast.

COMMISSION AD HOC SUBCOMMITTEES

(6) Commission Ad Hoc Subcommittee – Culver City Youth Advisory Committee

Commissioners Hudson and Greene are currently serving on this Ad Hoc Subcommittee. The purpose of the Culver City Youth Advisory Committee Ad Hoc Subcommittee is to work with staff and the City Council's Youth Advisory Subcommittee to create a Youth Council using the Youth Making Changes infrastructure at the Teen Center. However, the City Council dissolved their Youth Advisory Subcommittee at the May 7, 2012 City Council meeting. Therefore, staff is recommending that the Commission dissolve this Ad Hoc Subcommittee.

Recommended Motion: That the Parks, Recreation and Community Services Commission hereby dissolves the Culver City Youth Advisory Committee Ad Hoc Subcommittee.

(7) Commission Ad Hoc Subcommittee –CC Giving Donation/Sponsorship Program

Commissioners Stuart and Yanda are currently serving on this Ad Hoc Subcommittee. The purpose of the CC Giving Donation/Sponsorship Program is to work with staff to develop promotional materials for the Program. This project is nearing completion and is a topic of discussion at this evening's Commission meeting.

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

City of Culver City, California
Agenda Item Report

(8)Commission Ad Hoc Subcommittee – Community Gardens

Commissioners Greene and Kim are currently serving on this Ad Hoc Subcommittee. The purpose of the Community Gardens Ad Hoc Subcommittee is to work with community groups as advisors to assist such groups in forming new community gardens. To staff's knowledge, no community groups have approached the members of the Commission Ad Hoc Subcommittee since its formation in 2011. Therefore, staff is recommending that the Commission dissolve this Ad Hoc Subcommittee.

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

(9) Commission Ad Hoc Subcommittee – Community Conversations – Topic #3

Commissioners Greene and Kim are currently serving on this Ad Hoc Subcommittee. Community Conversations – Topic #3 was presented at the May 1, 2012 PRCS Commission meeting. It was titled, *“Healthy Living in Tough Times: Identifying and Coping with Stress from Financial Hardships”* and featured Guest Speakers Michael Tolwin, MD; Kathleen Lally-Arena, RN, MSN, FNP; and Harry Mitterbauer, BS, NASM-PES, CES.

At the September 6, 2011 Commission meeting, a suggestion was made by the representative of the City Attorney's Office that one way to structure the Community Conversations Ad Hoc Subcommittee and remain in compliance with the Brown Act is to dissolve the Ad Hoc Subcommittee each time a presentation on one topic has been accomplished and form a new Subcommittee to plan, organize and stage the presentation on the next topic. Therefore, staff is recommending that the Commission dissolve this Ad Hoc Subcommittee and form the Community Conversations – Topic #4 Ad Hoc Subcommittee.

Recommended Motion: That the Parks, Recreation and Community Services Commission hereby dissolves the Community Conversations – Topic #3 Ad Hoc Subcommittee and forms the Community Conversations – Topic #4 Ad Hoc Subcommittee.

AND

Recommended Motion: That the Parks, Recreation and Community Services Commission appoint Commissioner _____ and Commissioner _____ to the Community Conversations – Topic #4 Ad Hoc Subcommittee.

City of Culver City, California
Agenda Item Report

FISCAL IMPACT:

Parks, Recreation and Community Services Commission Ad Hoc Subcommittees 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.

ATTACHMENT

Excerpt of the September 6, 2011 PRCS Commission Approved Meeting Minutes for Agenda Item A-1; Page 4 of 8.

MOTION:

That the Parks, Recreation and Community Services Commission:

Adopt respective motions related to the appointment of Commissioners to various outside Agency Boards, City Committees and other related bodies and dissolve/create certain Ad Hoc Subcommittees and adopt motions appointing Commissioners to remaining/newly created Ad Hoc Subcommittees as those motions are enumerated in the staff report.