

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

Meeting Date: <u>09/07/10</u>		Item Number: <u>A-1</u>	
AGENDA ITEM: Discussion with the City Manager Regarding the Duties and Responsibilities of the Parks, Recreation and Community Services Commission.			
Contact Person/Dept.: Pam Robinson, Acting 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 (09/02/10).			
Department Approval: Pam Robinson (08/31/10) (by P. Mooney)		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 discuss the duties and responsibilities of the Parks, Recreation and Community Services Commission with the City Manager, Mr. John Nachbar, and receive and file the report.

BACKGROUND:

The duties and responsibilities of the Parks, Recreation and Community Services Commission are explicitly stated in Chapter 3 of the Culver City Municipal Code (Attachment A). On April 11, 2006, the voters of Culver City approved a new City Charter (New Charter) that became effective on July 1, 2006. 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, at the May 29, 2007 City Council meeting, the City Council adopted Resolution No. 2007-R029, thereby adopting City Council Policy Statement Number 2007-01, entitled "City Commissions," which provides Commissioners with a code of conduct, guidelines interaction with the City Council and staff and other topics (Attachment B). While City Council Policy Statement Number 2007-01 is an informative and useful guide for Commissioners, the issue of the duties and responsibilities of the individual Commissions is not addressed in this document.

Formation of the Council/Commission Subcommittee

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. Currently, Chair Daly Redholtz and Commissioner Hudson are serving in this capacity.

Ongoing Discussions

For many months, the Commission considered, "*Recommendations for Future Discussions Regarding the Duties and Responsibilities of the Parks, Recreation and Community Services Commission*," as a recurring Agenda Item due to the ongoing importance of issues related to the duties and responsibilities and the PRCS Commission and the Commission's role and interactions with relation to the City Council and staff. As a matter of course, a summary of the discussions on these issues was provided as an Attachment to the report. This record of ongoing discussions through the April 6, 2010 PRCS Commission meeting is provided as Attachment C. The discussions are arranged in the subcategories of: (1) Discussions/comments at PRCS Commission meetings; and (2) Discussions at Council/Commission Subcommittee meetings. Discussion dates are listed in reverse chronological order so that the most recent Commission comments/discussions can be reviewed first.

As noted in Attachment C, former City Manager Mark Scott attended both the January 5 and March 2, 2010 Commission meetings to discuss the duties and responsibilities of the PRCS Commission. Subsequently, on April 5, 2010, Mr. Scott

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presented a report to the City Council regarding the roles of commissions. In relation to the PRCS Commission, Mr. Scott recommended that the City Council direct staff to prepare Amendments to the Culver City Municipal Code relating to the duties of the Parks, Recreation & Community Services Commission, and update the Ordinances establishing other Commissions to provide for a common format (Sections 3.03.005 through 3.03.420). A copy of the April 5, 2010 Council Agenda Item with (unduplicated) Attachments is provided as Attachment D.

While many of the concerns offered by the Commission members during the meetings have been addressed, there remains a fundamental issue as to what role City Commissions should play given the provisions of the new Charter, particularly the Council-Manager form of government. The PRCS Council/Commission Subcommittee members have clearly articulated the role and responsibilities they feel the PRCS Commission should perform. Staff and outside sources (including the consultant to the Charter Review Committee) have also voiced their views.

July 26, 2010 Special Meeting of the PRCS Commission

On July 8, 2010 the PRCS Commission took unanimous action to call a Special Meeting in order that the full Commission could attend the July 26, 2010 City Council meeting to be present for the Council discussion on the role of City Commissions and provide testimony or answer questions posed by the City Council. An excerpt of the City Council approved meeting minutes relating to that discussion, Agenda Item A-6, is provided as Attachment E. Comments made by PRCS Commission members present at the July 26, 2010 Special Meeting are included in Attachment E and are also excerpted below:

Laura Stuart, Parks, Recreation and Community Services Commissioner, suggested creating protocol to improve communication with the City Manager; discussed parking decals; and requested a Commission meeting with the new City Manager.

Vicki Daly Redholtz, Parks, Recreation and Community Services Commissioner, discussed the process; concern with communication; bi-monthly subcommittee meetings to set goals; concern with the possibility of the City Manager canceling meetings without Commission consultation; and parking decals.

Marianne Kim, Parks, Recreation and Community Services Commissioner, expressed concern with the possibility that the Commission might only meet at the discretion of the City Manager; concern with staff reports presented to the City Council that are not consistent with Commission discussion; jurisdiction over trees and

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music entertainment; and clarification regarding usage of park facilities.

Rick Hudson, Parks, Recreation and Community Services Commission Chair, noted that the subcommittee had not met during the last year; discussed scheduling of the Park Tour; and he reported that the Senior Center, Skate Park, and Dog Park were running well.

At the discussion's conclusion, the City Council did not pass any of the proposed motions and deferred making changes to the structure and function of the City's Commissions until such time that staff comes back before the City Council with additional information and proposals, most specifically with relation to the role of the Civil Service Commission.

DISCUSSION:

While the Council and Commission Subcommittees have engaged in informative and productive meetings to address these issues, the fundamental question of what role City Commissions, Boards and Committees will have under the provisions of the new Charter, is a policy decision that has yet to be determined by the City Council. Due to the important nature of this issue, the Commission may wish to discuss the duties and responsibilities of the Parks, Recreation and Community Services Commission with the recently appointed City Manager, Mr. John Nachbar, since he is present at this evening's meeting

FISCAL ANALYSIS:

There is no fiscal impact associated with the discussion of this Agenda Item.

ATTACHMENTS:

- A. Sections of the Culver City Municipal Code Relating to the Parks, Recreation and Community Services Commission
- B. Resolution Number 2007-R029 adopting City Council Policy 2007-01: "City Commissions"
- C. Summary of Previous PRCS Commission and Council/Commission Subcommittee Discussions on the Commission's Duties and Responsibilities
- D. April 5, 2010 Council Agenda Item A-2, "A Report from the City Manager Related to the Council/Commission Subcommittee regarding the Role of Commissions," with (unduplicated) Attachments
- E. Excerpt of the Approved Meeting Minutes Relating to July 26, 2010 Council Agenda Item A-6

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MOTIONS:

That the Parks, Recreation and Community Services Commission:

1. Discuss the duties and responsibilities of the Parks, Recreation and Community Services Commission with City Manager Mr. John Nachbar; and,
2. Receive and file the report.