

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

Meeting Date: <u>07/05/11</u>		Item Number: <u>A-2</u>	
PRCS COMMISSIONAGENDA ITEM:Review the Structure and Function of the Parks, Recreation and Community Services Commission Advisory Subcommittees, Make Adjustments if Deemed Appropriate and Schedule a Meeting Date for Commissioner Assignments.			
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 (06/30/11).			
Department Approval: Dan Hernandez (06/29/11)		City Attorney Approval: N/A	
Fiscal Impact Approval: N/A		City Manager Approval: N/A	

RECOMMENDATION:

Staff recommends that the Parks, Recreation and Community Services Commission review the structure and function of the Commission Advisory Subcommittees, make adjustments if deemed appropriate and schedule a meeting date for Commissioner assignments.

BACKGROUND:

Each year on or around the beginning of the new City Fiscal Year in July, the Parks, Recreation and Community Services Commission elects 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. In 2010, Chair Hudson and Vice Chair Kim were elected at the July meeting and the assignments were made at the August Commission meeting due to the planned (excused) absence of one of the Commissioners at the July 8, 2010 meeting.

The Commission 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. In addition, the Commission evaluates the Subcommittees as to whether they are serving the Commission and the public appropriately. For example, at the May 4, 2010 meeting, the Commission unanimously took action to recommend that the Commission's

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Subcommittees meet on a more regular basis, and that the Skateboard Park Subcommittee and Dog Park Subcommittee be consolidated into a Recreational Activities and Special Projects Subcommittee which also includes the Plunge and all other recreational activities/facilities.

DISCUSSION:

Since the Commission is welcoming a new member, Commissioners may wish to take this opportunity to 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 or Ad Hoc Subcommittees and/or dissolving those Subcommittees that have fulfilled their purpose. The Commission Advisory Subcommittees and one Ad Hoc Subcommittee are listed below with a brief description of each, the names of Fiscal Year 2010/11 members and some background information.

Council/Commission Subcommittee

Purpose: Represent the PRCS Commission in discussions with the City Council's Subcommittee on Commissions regarding Council/Commission/Staff working relationships.

Fiscal Year 2010/11 Members: Commissioner Hudson and Past Commissioner Daly Redholtz.

Background Information: Upon direction of the City Council, the PRCS Commission's Council/Commission Subcommittee was formed at the June 3, 2008 Commission meeting. The members of the Council/Commission Subcommittee participated in ongoing discussions with the City Council and staff on the roles of the City Commissions under the new City Charter. At their May 9, 2011 meeting, the City Council took action to dissolve the Council Subcommittee on Commissions once the work of the Subcommittee is accomplished. It is staff's understanding that City Council Subcommittee on Commissions' work will be accomplished when the Ordinances introduced at the June 27, 2011 City Council meeting take effect in August 2011. Based on this information, the Commission may wish to dissolve the Commission's Council/Commission Subcommittee.

Human Relations Subcommittee

Purpose: Represent and advise the PRCS Commission on matters of Human Relations.

Fiscal Year 2010/11 Members: Commissioner Greene and Past Commissioner Daly Redholtz.

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Background Information: During the past fiscal year, the Subcommittee requested and received consensus from the full Commission to become more actively involved in Human Relations issues by scheduling presentations at Commission meetings on relevant and timely Human Relations related topics. Subsequently, the PRCS Commission held two very successful presentations, one on bullying and one on elder abuse. It is anticipated that the Subcommittee will recommend additional presentations in Fiscal Year 2011/12.

Youth Outreach Subcommittee

Purpose: Represent and advise the PRCS Commission on youth issues and the transition of the Youth Making Changes to a Youth Advisory Committee.

Fiscal Year 2010/11 Members: Commissioners Hudson and Stuart.

Background Information: On May 4, 2009 the City Council took the following action, with regard to the interaction between the City Council Youth Advisory Subcommittee and the Commission's Youth Outreach Subcommittee:

MOVED BY COUNCILMEMBER ARMENTA, SECONDED BY COUNCILMEMBER O'LEARY AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL DIRECT STAFF TO SET UP A COUNCIL/COMMISSION SUBCOMMITTEE WITH COUNCILMEMBER ARMENTA AND COUNCILMEMBER O'LEARY TO WORK WITH STAFF TO CREATE A YOUTH COUNCIL USING THE YOUTH MAKING CHANGES INFRASTRUCTURE AT THE TEENCENTER.

To staff's knowledge, meetings between the two Subcommittees have not taken place. At the May 9, 2011 City Council meeting Mayor O'Leary and Councilmember Armenta were once again appointed to the City Council Youth Advisory Subcommittee. Once the Commission Youth Outreach Subcommittee's new members are assigned, the Subcommittee may wish staff to communicate with the City Manager's Office to inquire as to when a meeting between the two Subcommittees could be arranged.

Financial Resource Development Subcommittee

Purpose: Research new funding strategies and work with staff and non-profit groups to raise funds for PRCS special projects.

Fiscal Year 2010/11 Members: Commissioner Stuart and Past Commissioner Daly Redholtz.

Background Information: The Financial Resource Development ("Financial Resources") Subcommittee reviews Park Enhancement Program (PEP) grant applications with staff, provides input and approves potential projects consistent with staff recommendations. Also, the Subcommittee has been working with staff during

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the past fiscal year to develop a PRCS Department Donation/Sponsorship Program. A draft brochure and sample web page for the Park Amenity Donation element of the program was presented to the Commission at the April 5, 2011 meeting. These sample promotional materials were then presented to the City Council by the members of the Financial Resources Subcommittee on April 11, 2011 during "Items Not On The Agenda." It is anticipated that the Subcommittee will continue to work with staff on this project throughout the next fiscal year.

Parks and Recreation Comprehensive Plan Subcommittee

Purpose:Support the community and staff in the completion and implementation of the Parks and Recreation Master Plan.

Fiscal Year 2010/11 Members: Commissioners Kim and Greene.

Background Information:The Parks and Recreation Comprehensive Plan ("Master Plan") was completed and approved (with minor recommended adjustments) by the Commission on May 5, 2009. Subsequently, there was some discussion as to whether or not the document required City Council approval and thus the Master Plan has not been reviewed at a City Council meeting. It was suggested in the past that the Subcommittee may want to remain active to advise the Commission on the implementation of the Master Plan. However, due to ongoing fiscal concerns, those elements of the Master Plan that require additional funding are not on the Fiscal Year 2011/12 PRCS Department workplan.

Recreational Activities and Special Projects Subcommittee

Purpose: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.

Fiscal Year 2010/11 Members: Commissioners Hudson and Kim.

Background Information:As noted earlier, the Recreational Activities and Special Projects Subcommittee was formed on May 4, 2010. During the past fiscal year, the Subcommittee worked with representatives from the Friends of the Culver City Dog Park and staff, collectively referred to as the Dog Park Ordinance Review Group (DPORG), to address the issues of parents' supervision of children and aggressive male dogs at the Dog Park. On March 1, 2011 the Commission approved the Subcommittee's recommendation to conduct a pilot program for ninety (90) days using new signs at the Park to inform/advise the public regarding these issues. Temporary signs were installed when the Dog Park reopened after repairs and the 90-day trial period ended on June 5, 2011. The DPORG will meet in the near future to evaluate the trial sign program and make a recommendation to the PRCS Commission regarding future action. In addition, the Recreational Activities and

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Special Projects Subcommittee may be involved in upcoming discussions regarding the installation of lighting at the Dog Park.

Community Gardens Ad Hoc Subcommittee

Purpose: 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.

Fiscal Year 2010/11 Members: Commissioners Stuart and Greene.

Background Information: The Community Gardens Ad Hoc Subcommittee was formed by action of the PRCS Commission on October 5, 2010. Subcommittee members met with interested community members and discussed ways that the group might build grassroots support for the development of additional community gardens within Culver City. The community group will be back in contact with the Commission when it has a more fully-developed plan for garnering support and moving ahead with their vision.

FISCAL IMPACT:

Parks, Recreation and Community Services Commission subcommittees involve staff resources, the amount of which is difficult to quantify. The majority of any related fiscal impact is absorbed within the PRCS Departmental budget.

MOTION:

That the Parks, Recreation and Community Services Commission:

1. Review the structure and function of the Commission Advisory Subcommittees; and,
2. Make adjustments if deemed appropriate; and,
3. Schedule a meeting date for Commissioner assignments.