

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

Meeting Date: <u>08/04/09</u>		Item Number: <u>A-4</u>	
AGENDA ITEM: Recommendations for Future Discussions Regarding the Duties and Responsibilities of the Parks, Recreation and Community Services Commission.			
Contact Person/Dept.: Bill La Pointe, Director of Parks, Recreation and Community Services		Phone Number: (310) 253-6655	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☐
Public Notification: PRCS Master Email Notification List (07/30/09).			
Department Approval: Bill La Pointe, (07/29/09)		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 make recommendations for future discussions regarding the duties and responsibilities of the Parks, Recreation and Community Services Commission as related to the 2007 City Council Policy on City Commissions and the discussions beginning in the fall of 2008. <u>BACKGROUND/DISCUSSION:</u> Since its incorporation in 1917, the City of Culver City has grown in both size and population. During this time, the City was governed under the City Council-Chief Administrative Officer form of government. On April 11, 2006, the voters of Culver City approved a new City Charter (New Charter) that became effective on July 1, 2006. This document was provided to the Commission at its July 5, 2008 meeting as Attachment A to Agenda Item A-6. Among several significant changes implemented as part of the New Charter, the following provision related to the City's Commissions was adopted: <i>SECTION 1100. IN GENERAL</i> - <i>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.</i> 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, on May 27, 2007 the City Council adopted Resolution No. 2007-R029, City Council Adopted Policy 2007-01, entitled "City Commissions," which provides Commissioners guidelines for Code of Conduct, Interaction with the City Council and Staff, and other topics (Attachment A).

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.

September 23, 2008 Council/Commission Subcommittee Meeting

The Subcommittees of the City Council and the Parks, Recreation and Community Services Commission regarding Council-Commission relationships met (with staff present) on Tuesday, September 23, 2008 from 6:30 - 7:50 p.m. At the October 7, 2008 PRCS Commission meeting, the Commission Subcommittee more fully informed the rest of the Commission regarding the issues that were discussed including:

- Communication
- Sensitivity
- Role of the Commission
- Responsiveness in getting recommendations back to staff and/or City Council
- Format of the meeting minutes
- The provision of water at the Commission meetings for Commissioners

October 21, 2008 Council/Commission Subcommittee Meeting

The Subcommittees of the City Council and the Parks and Recreation Commission regarding Council-Commission relationships met (with staff present) on Tuesday, October 21, 2008 at 6:30 p.m. So this Commission may have an open discussion of the issues, staff encouraged the Commission Subcommittee to more fully inform the rest of the Commission regarding the issues and details discussed at that meeting. One primary part of the discussion was the duties and responsibilities of the PRCS Commission.

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October 29, 2008 Council/Commission Subcommittee Meeting

Discussion was held on the Commission's changing role and responsibilities from the past. Comparisons and contrasts were made relative to the current but long-ago written "Duties and Responsibilities of the Human Services Commission" document. It was agreed to by all present that further discussion and refinement needs to be considered in future meetings.

January 6, 2009 PRCS Commission Meeting

At the January 6, 2009 Parks, Recreation and Community Services Commission, there was Commission consensus that the duties and responsibilities of the PRCS Commission (formerly the "Parks and Recreation Commission"), as stated in the Culver City Municipal Code, be brought before the Commission for discussion.

February 3, 2009 PRCS Commission Meeting

At the February 3, 2009 meeting, the sections of the Culver City Municipal Code relating to the Parks, Recreation and Community Services Commission were provided to the Commission for review and discussion (Attachment B).

March 3, 2009 PRCS Commission Meeting

At the March 3, 2009 meeting, the Commission received a (brief) summary of the points discussed at the Council/Commission Subcommittee meetings held on September 23, October 21 and October 29, 2008 was provided to the Commission (Attachment C). During the discussion, Council/Commission Subcommittee members stated, and received consensus from the Commission, that this dialogue between the subcommittees of the City Council and the PRCS Commission should be ongoing. It was agreed that the process of clarifying the Commission's "Powers and Duties" had just begun and the Commission's role needed to be more fully developed and further defined.

April 7, 2009 PRCS Commission Meeting

At the April 7, 2009 meeting, Council/Commission Subcommittee members indicated that the minutes of the March 3rd meeting relating to this item did not reflect important details of the discussion. As requested by the Commission, the meeting minutes were revised and have been re-submitted for approval at this evening's meeting.

April 10, 2009 PRCS Commission – Council/Commission Subcommittee Meeting

At the April 10, 2009 meeting of the Commission's Council/Commission Subcommittee, Vice Chair Daly Redholtz and Commissioner Cooper reviewed the

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following points which had been brought forward at the March 3rd Commission meeting. It was the consensus of the Commission at that time that these items relating to the “Powers and Duties” of the Commission should be brought to the attention of the Council’s Council/Commission Subcommittee and the full City Council:

- **Sex and Age Discrimination:** Age and sexual orientation should be added to the Commission’s “Powers and Duties” under the programs and plans designed to promote full acceptance of all citizens.
- **Playground Maintenance:** Under “E” in the current “Powers and Duties,” the phrase “to study and, from time to time, make recommendations for the proper care and maintenance of playgrounds...” is too vague; this needs to be clarified.
- **Trees:** It is important that the appeals process for citizens who want to plant different types of trees and/or remove trees on City property or the public right-of-way continues to be within the Commission’s purview.
- **Fees:** The Commission would like more consistency with regard to when policies regarding fees should be considered by the Commission before being recommended to the City Council. Perhaps the Commission’s “Powers and Duties” should be revised to include a section regarding to the Commission’s role in recommending fees and fee policies to the City Council.
- **Commissioner Attendance:** The process to relieve someone from service on the Commission due to poor attendance should be outlined in the Municipal Code.
- **Parking decals:** The members of the Commission would like to have parking decals that permit them to park at City facilities.
- **Human Relations/Community Services:** Clarification is needed as to what the Commission should be looking at in terms of issues/complaints/policies.

May 12, 2009 Council/Commission Subcommittee Meeting

At the May 12, 2009 meeting, Council/Commission Subcommittee members from the City Council and PRCS Commission met with City staff, including City Attorneys Heather Baker and Roland Miranda, Assistant City Manager Martin Cole and PRCS Director Bill La Pointe.

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Vice Chair Daly-Redholtz and Commissioner Cooper raised the above noted concerns discussed at the Commission Subcommittee meeting of April 10, 2009 for consideration by the Council Subcommittee and eventually the City Council. The Commissioners gave particular emphasis to the following:

- That the Commission be more involved in the development of PRCS fees and charges; and
- That the Commission should be more involved in the recommendation to City Council and approval of large-scale special events happening in PRCS facilities and parks.

June 2, 2009 Parks, Recreation and Community Services Commission Meeting

At the June 2, 2009 PRCS Commission meeting Vice Chair Daly Redholtz reported on the May 12, 2009 Council/Commission Subcommittee meeting, noting that the Commission would not be directly involved with the development of PRCS Department fees and charges, as that is currently the role of the City Council. She also stated that there would be nothing to report on regarding the ongoing discussions between the Council/Commission Subcommittees until after a meeting with the new City Manager. As of the date of this report, no such meeting has been scheduled.

FISCAL ANALYSIS:

There is no fiscal impact associated with the discussion of this agenda item.

ATTACHMENTS:

- A. City Council Adopted Policy 2007-01, entitled "City Commissions"
- B. Sections of the Culver City Municipal Code Relating to the Parks, Recreation and Community Services Commission
- C. Brief Notes from Previous Council/Commission Subcommittee Meetings

MOTIONS:

1. Make recommendations for future discussions regarding the duties and responsibilities of the Parks, Recreation and Community Services Commission as related to the 2007 City Council Policy on City Commissions and the discussions beginning in the fall of 2008.