

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

Meeting Date: <u>08/03/10</u>		Item Number: <u>A-3</u>	
PRCS COMMISSION AGENDA ITEM: (1) Review of Revised Tentative List of Upcoming Agenda Items to be Considered by the Parks, Recreation and Community Services (PRCS) Commission and its Subcommittees; and, (2) Discussion of Subcommittee Involvement in Specific Agenda Items.			
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 (07/29/10).			
Department Approval: Pam Robinson (07/27/10)		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: (1) Review the revised tentative list of upcoming agenda items to be considered by the Commission and its Subcommittees and; and, (2) discuss potential Subcommittee involvement in specific agenda items. <u>BACKGROUND:</u> Issues and items for Commission consideration may be generated through many sources including the public, staff, the Commission and its Subcommittees and Council Advisory Committees and by direction or action of the City Council. At Commission meetings, information is generally conveyed to the Commission through presentations, public comment, staff reports, information included in commission packets and comments made by Commissioners and staff. These types of communication between the Commission, the public, staff and the City Council enable the Commission to fulfill its mission. At the PRCS Commission's request, staff has prepared this report as a recurring Agenda Item to give the Commissioners an opportunity review upcoming agenda items. The attached revised tentative list of upcoming Commission agenda items also includes dates that Parks, Recreation and Community Services Department items are currently scheduled for consideration by the City Council. It is hoped that this information will give the members of the Commission a more comprehensive view of possible upcoming agenda items. Due to the interactive nature of municipal government, scheduling dates of agenda items and the topics to be presented are subject to change.			

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DISCUSSION:

At the July 8, 2010 Commission meeting, several members of the Commission commented that items that were previously requested to be included on the tentative list of upcoming agenda items were not reflected on the list. In response to Commission concerns, staff reviewed the meeting minutes and webcast excerpts of the past three (3) Commission meetings and noted all items that were requested to be included on upcoming agendas. To ensure that the list is more actively administered, staff has re-formatted the list, modeling it on the in-house list of tentative upcoming Council agenda items administered by the City Manager's Office. The revised list's subheadings include:

- The name of the entity that added the item to the list – Commission, staff or City Council
- The date that the item was added – the starting date being the date that the list was created, July 22, 2010. In the future, the actual date that the item was added to the list will be noted.
- The working title of the item and the tentative agenda date
- The area on the agenda where it is anticipated that the item be placed - Presentation, Consent, Action, Study Session or Items from Staff
- The name or abbreviation of the Commission Subcommittee that will meet to discuss the item before, during and/or after it is deliberated by the full Commission and/or the City Council

Staff recommends that the PRCS Commission review and comment on the attached revised tentative list of upcoming agenda items. Staff requests that the Commission determine if the new list format is acceptable or requires revision. In addition, the Commission may wish to discuss the extent to which it desires Subcommittee involvement in upcoming agenda items and whether or not such involvement should be noted in the final column of the list.

FISCAL ANALYSIS:

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

ATTACHMENT:

Revised Tentative List of PRCS Commission/City Council Upcoming Agenda Items

MOTION:

That the Parks, Recreation and Community Services Commission:

1. Review the revised list of upcoming agenda items to be considered by the PRCS Commission and its Subcommittees, and;
2. Discuss potential Subcommittee involvement in specific agenda items.