

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

Meeting Date: <u>12/02/08</u>		Item Number: <u>A-6</u>	
AGENDA ITEM: Consideration of Establishing a Commission 'To-Do' List for Inclusion in the Commission Packets.			
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 (11/26/08).			
Department Approval: Bill La Pointe, Director of Parks Recreation and Community Services (11/25/08)		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 Commission consider establishing a Commission 'to-do' list for inclusion in the Commission packets.

BACKGROUND/ DISCUSSION:

The Commission, at its September 4, 2008 Regular Meeting, requested that this item be brought forward for consideration as to whether or not the Commission might like to create a 'to-do' list for themselves and the work they might like to accomplish. It was stated at that time that the practice of publishing a 'to-do' list for inclusion in Commission packets has been implemented by at least one other Culver City Commission.

At the October 7, 2008 meeting, the Commission took action to postpone this agenda item, since the initiator of the request regarding the establishment of a 'to-do' list was not present at that meeting. The discussion was moved forward once again at the November 6, 2008 Commission meeting by consensus of the Commission, this time due to the late hour and the related lack of time remaining to adequately consider the item.

Topics of discussion related to establishing such a list should include, but not be limited to, the format and content of the list, the procedure used to create and update the list, the criteria for the inclusion of an item on the list, the frequency of updates and of publishing the list, and the coordination of such a list with the City Council's and staff's work plans.

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FISCAL ANALYSIS:

There are no costs associated with the discussion of this agenda item. However, it may be reasonably surmised that there may staff and office supply costs associated with creating, updating, printing and photocopying a Commission 'to-do' list if the Commission decides to institute this practice. At this time staff and office supply costs relating to the establishment of a monthly Commission 'to-do' list cannot be accurately assessed.

ATTACHMENTS:

None.

MOTIONS:

That the Parks, Recreation and Community Services Commission:

1. Consider the establishment of a Commission 'to-do' list for inclusion in the Commission packets and other details the Commission may deem appropriate;

and,

2. Establish a Commission 'to-do' list for inclusion in Commission packets and advise staff of the topics to be included on the list and the frequency with which it should be published;

or

3. Take no action on this issue at this time;

or

4. Provide staff with other comments.