

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

Meeting Date: <u>07/03/12</u>	Item Number: <u>A-2</u>
PRCS COMMISSION AGENDA ITEM: (1) Review the Schedule of Remaining 2012 Parks, Recreation and Community Services Commission Meetings; and, (2) Approve a 2013 Meeting Calendar.	
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 (06/28/11).	
Department Approval: Dan Hernandez (06/27/12)	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 (1) review the schedule of remaining 2012 Parks, Recreation and Community Services Commission meetings; and, (2) approve a 2013 Meeting Calendar.

BACKGROUND:

The meetings of the Parks, Recreation and Community Services Commission typically occur on the first Tuesday of the month. It is customary for the Commission to set the meeting schedule for the next calendar year at the July meeting. At the July 5, 2011 meeting, the Commission reviewed and approved the meeting dates for the remainder of 2011 and the 2012 meeting calendar.

DISCUSSION:

The previously approved meeting schedule for the remainder of 2012 is as follows:

DATE	DAY	TYPE	LOCATION	AVAILABLE?
August 7, 2012	Tuesday	Regular	Council Chambers	YES
September 4, 2012	Tuesday	Regular	Council Chambers	YES
October 2, 2012	Tuesday	Regular	Council Chambers	YES
November 6, 2012	Tuesday	Regular	Council Chambers	NO
December 4, 2012	Tuesday	Regular	Council Chambers	YES

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Although the Commission had previously determined that it will hold a meeting on November 6, 2012, the date of the General Election, the Council Chambers is not available since it will be used to televise and/or tabulate election results. Therefore, the Commission may wish to consider selecting either another location or another date for the November 2012 meeting.

In looking ahead to 2013, the Commission may wish to consider the following potential scheduling conflicts:

January 1, 2013 – New Year's Day, a City holiday, falls on the first Tuesday of the month in 2013. Therefore, the Commission should select another date for the January meeting.

April 2, 2013 – The Jewish observance of Passover is from sunset on March 25 through nightfall of April 2. For those who are observant, no work is permitted on March 26-27 and April 1-2. Work is permitted only on March 28-29 and 31 with certain restrictions.

June 4, 2013 – As in previous years, the City Council often holds special meetings on the first Tuesday of June to conduct Budget Hearings.

November 5, 2013 – According to the Los Angeles County Registrar's Calendar of 2013 Election Schedules, this is the date of the Culver City Unified School District Election. Therefore, the Council Chambers may be used to televise and/or tabulate election results. The City Managers' Office recommends that the Commission consider selecting another date or venue for the January meeting, since the Patacchia Conference Room may also be in use.

The table below displays the dates associated with the first Tuesday of each month in 2012; bolded dates are those that the Commission may wish to discuss. If it is determined that some meetings should be rescheduled, it should be noted that the Council Chambers are generally available on the third and fourth Tuesdays of the month.

DATE	DAY	TYPE	LOCATION	AVAILABLE?
January 1, 2013	Tuesday	Regular	Council Chambers	NO
February 5, 2013	Tuesday	Regular	Council Chambers	YES
March 5, 2013	Tuesday	Regular	Council Chambers	YES
April 2, 2013	Tuesday	Regular	Council Chambers	YES
May 7, 2013	Tuesday	Regular	Council Chambers	YES
June 4, 2013	Tuesday	Regular	Council Chambers	POSSIBLY NOT
July 2, 2013	Tuesday	Regular	Council Chambers	YES

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August 6, 2013	Tuesday	Regular	Council Chambers	YES
September 3, 2013	Tuesday	Regular	Council Chambers	YES
October 1, 2013	Tuesday	Regular	Council Chambers	YES
November 5, 2013	Tuesday	Regular	Council Chambers	POSSIBLY NOT
December 3, 2013	Tuesday	Regular	Council Chambers	YES

FISCAL IMPACT:

Although not quantified here, significant staff and financial resources are expended for the purpose of holding PRCS Commission meetings. The majority of these expenditures fall within the Administrative Division budget (account number 10130100). Given the current budget issues facing the City, it is particularly important to allocate the even scarcer staff and financial resources to those areas which maintain the City's core services consistent with the Council-Manager form of government.

ATTACHMENT:

2013 Calendar with Table of Holidays and Observances

MOTION:

That the Parks, Recreation and Community Services Commission:

1. Review the schedule of remaining 2011 PRCS Commission meetings;
2. Make a determination regarding the location or date of the November Commission meeting, since the Council Chambers will not be available on that date; and,
3. Approve a 2013 meeting calendar.