



# City of Culver City

## Staff Report

File #: 16-029, Version: 1

Item #: A-2.

(1) Adoption of Motions Appointing Parks, Recreation and Community Services (PRCS) Commission Members as Liaisons to Various Outside Associations and City Committees; (2) [If Desired] Formation/Dissolution of Certain PRCS Commission Ad Hoc Subcommittees, including the Formation of the “Commissioner Summit” Ad Hoc Subcommittee; and, (3) [If Desired] Adoption of Motions Appointing Commissioners to the Newly Formed/Remaining Ad Hoc Subcommittees.

Contact Person/Dept: Daniel Hernandez, PRCS Director  
Phone Number: (310) 253-6655

Fiscal Impact: Yes  No

General Fund: Yes  No

Public Hearing:

Action Item:

Attachments: Yes  No

Public Notification: (Email) Meetings and Agendas - Parks, Recreation and Community Services Commission (07/01/16); (Email) Parks, Recreation & Community Service Department Updates (07/01/16)

Department Approval: Daniel Hernandez, PRCS Director (06/29/16)

### RECOMMENDATION

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) adopt motions appointing Commissioners as liaisons to various outside Associations and City Committees; (2) [if desired] consider formation/dissolution of certain PRCS Commission Ad Hoc Subcommittees, including the formation of the “Commissioner Summit” Ad Hoc Subcommittee; and, (3) [if desired] adopt motions appointing Commissioners to the newly formed/remaining ad hoc subcommittees.

### BACKGROUND

At the first regular meeting in July, the PRCS Commission traditionally appoints Members to represent the Commission on various outside Associations and on City Committees. These appointments are presented this evening for the Commission's consideration.

Over the past several years, as the Commission has considered its appointments to PRCS Commission Ad Hoc Subcommittees, it has been mindful of the requirements of the Ralph M. Brown Act (Brown Act) and the important differences between a “Standing Committee” and an “Ad Hoc Subcommittee.” In summary, Standing Committees are required to comply with the provisions of the Brown Act (including public notification and public participation).

Ad Hoc Subcommittees are not subject to those requirements. As provided for in the Brown Act, a standing committee has a continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body. Whereas, in general an “ad hoc” subcommittee serves only a limited or single purpose, it is not perpetual and is dissolved when the specific task is completed.

**DISCUSSION**

**Staff recommends that the PRCS Commission refer to the attached list of current PRCS Commission appointments to appoint/reappoint members or to affirm the current appointments.**

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**(1) Adoption of Motions Appointing Parks, Recreation and Community Services Commission Members as Liaisons to Various Outside Associations and City Committees.**

**Recommended Motion:** That the PRCS Commission appoints/reappoints Commissioner \_\_\_\_\_ as Delegate and Commissioner \_\_\_\_\_ as Alternate Delegate to the \_\_\_\_\_.

OR

**Recommended Alternate Motion (if both appointments remain the same):** That the PRCS Commission affirms the current appointments to the \_\_\_\_\_.

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**(2) [If Desired] Formation/Dissolution of Certain PRCS Commission Ad Hoc Subcommittees, including the formation of the “Commissioner Summit” Ad Hoc Subcommittee.**

**If desired**, the PRCS Commission may take action to form additional Ad Hoc Subcommittees, including the “Commissioner Summit” Ad Hoc Subcommittee using the following motion:

That the PRCS Commission hereby forms the (insert name here) Ad Hoc Subcommittee.

**If desired**, the PRCS Commission may take action to dissolve any of the current Ad Hoc Subcommittees using the following motion:

That the PRCS Commission hereby dissolves the (insert name here) Ad Hoc Subcommittee.

**Note: This motion may be made as many times as the Commission deems appropriate.**

**Formation of the “Commissioner Summit” Ad Hoc Subcommittee**

Should the PRCS Commission form the “Commissioner Summit” Ad Hoc Subcommittee at this evening’s meeting, staff would like to share the following information, originally submitted via email to the Commission by PRCS Director Dan Hernandez on June 8, 2016:

*Good Afternoon Everyone,*

*I had a chance to speak with the City Manager’s office today regarding the discussion of a “Commissioner’s Summit”. Should the Commission wish to pursue, the Ad Hoc committee would develop the specific format, timeline and goals to be accomplished by such a Summit. This would then be voted on by the full Commission and forwarded on to the City Council. They (i.e., the City Council) would then decide if this is something they would like to move forward on and who would be the lead for such a Summit.*

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**(3) Adoption of Motions Appointing Commissioners to Newly Formed/Remaining Ad Hoc Subcommittees.**

**Recommended Motion:** That the PRCS Commission appoints/reappoints Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_ to the \_\_\_\_\_ Ad Hoc Subcommittee.

OR

**Recommended Alternate Motion (if both appointments remain the same):** That the PRCS Commission affirms the current appointments to the \_\_\_\_\_ Ad Hoc Subcommittee.

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**FISCAL IMPACT**

Parks, Recreation and Community Services Commission Ad Hoc Subcommittees do not necessarily involve a significant amount of staff resources since meetings of Members may occur without staff present. Typically, the majority of the work done by an Ad Hoc Subcommittee is accomplished by Members and not by staff.

However, standing subcommittees can involve a significant amount of staff resources, of which the amount is difficult to quantify. The majority of any related fiscal impact would be absorbed within the PRCS Departmental budget. 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**

List of PRCS Commission Appointments

**MOTIONS**

That the Parks, Recreation and Community Services Commission:

1. Adopt respective motions related to the appointment of Commissioners to various outside Associations and City Committees;
2. [If desired] Form/dissolve certain Ad Hoc Subcommittees, including the formation of the

“Commissioner Summit” Ad Hoc Subcommittee; and,

3. [If desired] Adopt motions appointing Commissioners to the newly formed/remaining Ad Hoc Subcommittees.