



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 21-131      **Version:** 1      **Name:** Discuss: PRCSC Powers and Duties  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 7/30/2020      **In control:** PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
**On agenda:** 8/4/2020      **Final action:**  
**Title:** PRCSC - Discussion of the General Provisions for City of Culver City Commissions as Set Forth in Culver City Municipal Code Sections 3.03.005 - 3.03.040 and the Powers and Duties of the Parks, Recreation and Community Services Commission as Set Forth in Culver City Municipal Code Section 3.03.300.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2020-08-04 - ATT 1 Excerpts of CCMC Chapter 3.03, 2. 2020-08-04 - ATT 2 CBC Policy, 3. 2020-08-04 - ATT 3 CBC Handbook Pages 1 - 19, 4. 2020-08-04 - ATT 4 EHRAC Bylaws

Date	Ver.	Action By	Action	Result
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**PRCSC - Discussion of the General Provisions for City of Culver City Commissions as Set Forth in Culver City Municipal Code Sections 3.03.005 - 3.03.040 and the Powers and Duties of the Parks, Recreation and Community Services Commission as Set Forth in Culver City Municipal Code Section 3.03.300.**

**Meeting Date:** August 4, 2020

**Contact Person/Dept:** Corey Lakin/PRCS Department

**Phone Number:** (310) 253-6682

**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 (07/30/20); (Email) Parks, Recreation & Community Service Department Updates (07/30/20)

**Department Approval:** Corey Lakin, PRCS Director (07/29/20)

### RECOMMENDATION

Staff recommends the Parks, Recreation and Community Services (PRCS) Commission discuss the general provisions for City of Culver City Commissions as set forth in Culver City Municipal Code Sections 3.03.005 - 3.03.040 and the powers and duties of the Parks, Recreation and Community Services Commission as set forth in Culver City Municipal Code Section 3.03.300 (Attachment 1).

## **BACKGROUND/DISCUSSION**

On July 7, 2020, the PRCS Commission agendized a discussion regarding the powers and duties of the Parks, Recreation and Community Services Commission as set forth in the Culver City Municipal Code (CCMC). For the Commission's information, the general provisions for Commissions and Agencies have been included along with the enumeration of the Commission's powers and duties in Attachment 1.

### **City Council Ad Hoc Equity Subcommittee Recommendations to the City Council**

On December 3, 2019, the PRCS Commission discussed and provided feedback to representatives of the City Council Equity Subcommittee regarding: (1) a recommendation from the City Council Equity Subcommittee to introduce an Ordinance amending Culver City Municipal Code (CCMC) Chapter 3.03 pertaining to City Commissions, to add equity policy language, and to allow appointment of non-registered voters and minors age 16 and over to City Commissions; and (2) proposed changes to the City Policy pertaining to Commissions, Committees and Boards pertaining to childcare and training of appointed officials.

The draft proposed ordinance language presented to the Commission on December 3<sup>rd</sup> was as follows (underline denotes addition, ~~strikethrough~~ denotes deletion):

#### **§ 3.03.005 CREATION; COMPOSITION; ELIGIBILITY; COMPENSATION.**

There shall be a Civil Service Commission, Cultural Affairs Commission, Parks, Recreation, and Community Services Commission, and Planning Commission, each consisting of five (5) members to be appointed by the City Council. Commissioners shall be residents of the City ~~who are lawfully registered voters of the City~~, none of whom shall hold any paid office or employment in the City Government. ~~Applicants for appointment to any Commission seat must have been lawfully registered voters of the City for the thirty (30) days immediately preceding the filing of their application.~~ Minors, age 16 or older, are eligible to apply with parental consent. No person may serve on more than one (1) Commission at the same time. Compensation of Commissioners, if any, may be established by resolution of the City Council.

#### **§ 3.03.040 POLICY.**

It shall be the policy of the City Council that each Commission shall ensure that its programs, policies and activities provide equal access and opportunities to all persons.

#### **§ 3.03.300 PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION**

The Parks, Recreation, and Community Services Commission shall have the following powers and duties:

A. Act in an advisory capacity to the City Council and City Manager on matters pertaining to public recreation, parks, recreation/community center facilities, open space and tree programs, where such trees are located in parks and open space, playgrounds, and music and entertainment as may from time to time be performed in the City's parks;

B. At the direction of the City Council or the City Manager, assist staff assigned to review the requirements of the City for facilities relating to the functions set forth in division A., and to make recommendations related to the adoption and updating of City master plans relating to parks, recreation, and open space;

C. At the direction of the City Council or the City Manager, ~~recommend programs and plans designed to promote the full acceptance of all citizens in all aspects of community life, without regard to race, religion, gender, sexual orientation, age or national origin.~~

**DC.** At the direction of the City Council or the City Manager, recommend and support program policies relating to various community service functions of the City, including, but not limited to, programs for youth, teens, seniors, and people with special needs;

**ED.** At the direction of the City Council or the City Manager, balance program and project recommendations by applying realistic expectations of budgetary and staffing resources, environmental sustainability, neighborhood compatibility, and other relevant factors; and

**FE.** Perform such other duties, not inconsistent with the City Charter or this Code, as may be prescribed by ordinance, resolution, City Council policy or other City Council action.

Subsequently, on January 27, 2020, the City Council introduced an Ordinance amending Culver City Municipal Code (CCMC) Chapter 3.03 pertaining to City Commissions, to add equity policy language, and to allow appointment of non-registered voters and minors age 16 and older to City Commissions. The Ordinance included the proposed language above as well as a revision to one of the powers and duties of the Civil Service Commission. The Ordinance was adopted after the second reading at the February 10, 2020 City Council meeting.

Also on January 27, 2020, the City Council adopted a resolution approving changes to the City Council Policy Statement pertaining to City Commissions, Boards and Committees ("CBC Policy") pertaining to eligibility, equity, childcare and training of appointed officials. This updated CBC Policy is provided as Attachment 2. Attachment 2 does not contain the current list of Committees. The Fiscal Year 2020/2021 Committees are:

- **Bicycle and Pedestrian Advisory Committee** <<https://www.culvercity.org/city-hall/city-government/commissions-committees-boards/bicycle-and-pedestrian-advisory-committee>>
- **Committee on Homelessness** <<https://www.culvercity.org/city-hall/city-government/commissions-committees-boards/committee-on-homelessness>>
- **Committee on Permits and Licenses** <<https://www.culvercity.org/city-hall/city-government/commissions-committees-boards/committee-on-permits-and-licenses>>
- **Disability Advisory Committee** <<https://www.culvercity.org/city-hall/city-government/commissions-committees-boards/disability-advisory-committee>>
- **Dr. Martin Luther King Jr. Celebration Committee** <<https://www.culvercity.org/city-hall/city-government/commissions-committees-boards/dr-martin-luther-king-jr-celebration-committee>>
- **Equity and Human Relations Advisory Committee** <<https://www.culvercity.org/city-hall/city-government/commissions-committees-boards/equity-human-relations-advisory-committee>>
- **Fiesta La Ballona Committee** <<https://www.culvercity.org/city-hall/city-government/commissions-committees-boards/fiesta-la-ballona-committee>>
- **Finance Advisory Committee** <<https://www.culvercity.org/city-hall/city-government/commissions-committees-boards/finance-advisory-committee>>
- **General Plan Advisory Committee** <<https://www.culvercity.org/city-hall/general-plan-advisory-committee>>

The City Clerk's Office recently published a Commissions, Boards and Committees Handbook. Pages 1 through 19 of the CBC Handbook are provided as Attachment 3. The full Handbook was emailed to PRCS Commission Members as an "FYI" for this evening's meeting.

#### **Establishment of the Equity and Human Relations Advisory Committee**

On November 12, 2018, the City Council received a request from a Culver City community work group ("Work Group") to consider forming a standalone Human Relations Committee ("Committee"). The Work Group recommended that a Committee be created and empowered to encourage and improve intergroup relations, and reduce prejudice, discrimination and inequity.

On January 28, 2019, the City Council discussed the concept of establishing a Human Relations Commission and authorized the City Council Ad Hoc Equity Subcommittee ("Subcommittee") to further explore the creation of such commission, including the potential resources that would be needed.

On October 28, 2019, the City Council considered a recommendation of the Subcommittee to establish an Equity and Human Relations Commission or Committee. Staff was directed to prepare and bring back a resolution to establish an Equity and Human Relations Committee.

On January 27, 2020, the City Council adopted a resolution establishing an Equity and Human Relations Advisory Committee (EHRAC). The EHRAC is comprised of nine members as follows: seven at large members, one labor representative from the City's recognized bargaining units and one member fills a designated youth seat. The EHRAC is responsible for advising the City Council and City Manager on policies, programs and activities that promote positive human relations and equitable outcomes for all community members and reduce discrimination and intercultural tension. Some specific tasks and responsibilities include:

- Hold community conversations on matters pertaining to discrimination, diversity, equity, inclusion, and cultural competency;
- Identify, track and report on existing and emerging related issues stemming from complaints from residents and visitors concerning interactions with City employees, elected and appointed officials, City contractors and City volunteers, and recommend related policies to City Council as appropriate; and
- Assist the general public by providing information regarding the appropriate process to file a complaint concerning perceived discriminatory interactions between City employees and the public.

On July 13, 2020, Council adopted a resolution amending the Bylaws of the EHRAC and appointed Lt. Luis Martinez as the Labor Representative for a one-year term, through June 30, 2021. On July 28, 2020, the Equity and Human Relations Advisory Committee reviewed and discussed the EHRAC Bylaws. Since the PRCS Commission has expressed an interest in learning more about the duties of the EHRAC, these Bylaws are provided as Attachment 4.

## **FISCAL ANALYSIS**

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

## **ATTACHMENTS**

1. 2020-08-04 - ATT 1 Excerpts of CCMC Chapter 3.03
2. 2020-08-04 - ATT 2 CBC Policy
3. 2020-08-04 - ATT 3 CBC Handbook Pages 1 - 19
4. 2020-08-04 - ATT 4 EHRAC Bylaws

## **MOTION**

None required for a Discussion Item.