



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 22-605      **Version:** 1      **Name:** Create/Transmit: PRCS Work Plan Report to City Council  
**Type:** Minute Order      **Status:** Passed  
**File created:** 12/29/2021      **In control:** PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
**On agenda:** 1/4/2022      **Final action:** 1/4/2022  
**Title:** PRCS - (1) Create Parks, Recreation and Community Service Commission Work Plans; (2) Draft a Written Report to the City Council Regarding the Work Plans; and (3) Authorize Transmittal of the Report to the City Council.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
1/4/2022	1	PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION	authorized	Pass

**PRCS - (1) Create Parks, Recreation and Community Service Commission Work Plans; (2) Draft a Written Report to the City Council Regarding the Work Plans; and (3) Authorize Transmittal of the Report to the City Council.**

**Meeting Date:** January 4, 2022

**Contact Person/Dept:** Patricia Mooney/PRCS

**Phone Number:** (310) 253-6668

**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 (12/30/2021); (Email) Parks, Recreation & Community Service Department Updates (12/30/2021)

**Department Approval:** Armando Abrego, PRCS Director (12/29/2021)

### RECOMMENDATION

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) create PRCS Commission Work Plans; (2) draft a written report to the City Council regarding the Work Plans; and (3) authorize transmittal of the report to the City Council.

### BACKGROUND

City Council Policy 3002, *City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies and Boards* (CBC Policy), Section VI (page 7), states (in part): “Periodically, but no less than biannually, each CBC shall submit to the City Council a written report on their respective activities.” In order to prepare for this requirement, the City Clerk’s Office has directed staff to place this item on the January agendas of all CBCs.

The written report to the City Council must list the PRCS Commission’s accomplishments during the previous calendar year and include a Work Plan for the period January through December 2022. The report is due to the City Clerk’s Office by no later than February, 1, 2022. City Clerk’s Office staff will then compile all of the work plans, draft a City Council staff report, and place it on the agenda as a “Receive and File” report.

## **DISCUSSION**

### **Calendar Year 2021 Accomplishments**

Some of the 2021 PRCS Commission highlights include:

- Making PRCS Department Budget recommendations to the City Council.
- Touring Culver City Parks and Facilities with staff, members of the public and City Council Members.
- Providing support to staff and input to the City Council for the Lindberg Park Stone House HVAC Upgrade and Picnic Area Rehabilitation plans (grant funded projects).
- Receiving, reviewing and endorsing community feedback regarding the Lindberg Park Stone House HVAC Upgrade and Picnic Area Rehabilitation projects.
- Adopting Resolution No. 2021-PRCS001, recommending to the City Council approval of Comprehensive Plan Amendment P2021-0174-CPA, allowing a three-story, 7,022 square foot community center, six dwelling units, a reconfigured community garden, and associated site improvements at 10808-10860 Culver Boulevard. This item was presented by Culver City Community Development Department.
- Receiving a report regarding a Conceptual Plan for the Revitalization of Media Park. This item was presented by the Economic Development Division of the Culver City Community Development Department.

### **Staff Suggestions for PRCS Commission 2022 Work Plans**

This is the first time that PRCS Commission Members have been given the opportunity to create Work Plans at their discretion and submit them to the City Council for approval. However, the PRCS Department does this every fiscal year. Staff recommends that Commissioners consider adding one of the PRCS Department’s Fiscal Year 2021/2022 Work Plans to their 2022 Work Plans. It relates to issues that the Commission has assisted the Department with in the past:

- *Evaluate Field Allocation Practices: Continue the process of evaluating and refining historic practices as they relate to field allocation and use by community sports organizations and other organizations. Define and clarify field allocation procedures for increased transparency, inclusiveness and equity for all age groups, skills levels, and organizations.*

Other staff suggestions include:

- Continue working with the City Attorney's Office and staff to revise and update certain sections of *Culver City Municipal Code Chapter 9.10: Parks, Public Buildings and Property*
- Collaborate with other Culver City Commissions, Boards and Committees on issues/areas of mutual concern and overlapping jurisdiction, as deemed appropriate by the City Council

### **FISCAL ANALYSIS**

There is no fiscal impact associated with this discussion.

### **ATTACHMENTS**

None.

### **MOTIONS**

That the Parks, Recreation and Community Services Commission:

1. Create PRCS Commission Work Plans;
2. Draft a written report to the City Council regarding the Work Plans; and,
3. Authorize transmittal of the report to the City Council.