



# City of Culver City

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## Staff Report

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**File #:** 23-71, **Version:** 1

**Item #:** A-4.

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**(1) Drafting of a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including Accomplishments During the Period January through June 2022, and a Status Update on the 2022 Work Plans; and (2) Authorization of Transmittal of the Report to the City Council.**

**Meeting Date:** September 6, 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:** (E-Mail) Meetings and Agendas - Parks, Recreation and Community Services Commission (09/01/2022); (E-Mail) Parks, Recreation & Community Service Department Updates (09/01/2022)

**Department Approval:** Armando Abrego, PRCS Director (09/01/2022)

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### **RECOMMENDATION**

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) draft a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including accomplishments during the period January through June 2022, and a status update on the 2022 Work Plans; and (2) 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 agendas of all CBCs in July or August 2022.

The written report to the City Council must list the PRCS Commission's accomplishments during the previous six-months and include a status update on the 2022 Work Plans. The report is due to the

City Clerk's Office before September 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. The previous report (Attachment 1) was presented to the City Council on April 25, 2022, along with those of the other CBCs. At the July 5, 2022, PRCS Commission meeting, this item was postponed so those members who were not present at that meeting would have the opportunity to participate in the discussion.

## **DISCUSSION**

### **Accomplishments During the Period January through June 2022**

From staff's perspective, some of the PRCS Commission highlights during this period include:

- Holding a Joint Meeting with the Finance Advisory Committee to discuss Parks, Recreation and Community Services pending infrastructure projects and potential funding.
- Requesting and receiving a presentation from the Community Development Department Advance Planning Division on the General Plan Update.
- Discussing the process of creating a Parks and Recreation Facilities Master Plan and recommending funding for such a plan in order to have a firm basis for future funding requests, including grant applications.
- Making PRCS Department Budget recommendations to the City Council.
- Successfully transitioning to in-person meeting after almost two years of virtual meetings.
- Supporting staff during the process of completing the Culver City Park Field Renovations.
- In response to community concerns, drafting and transmitting a memo to the City Council regarding homeless encampments in Culver City's public spaces. The intent of the memo was to request that the City Council take action while considering and being responsive to the needs of all parties involved.

### **PRCS Commission 2022 Work Plans**

Below are the 2022 Work Plans created by the PRCS Commission on January 4, 2022. At this evening's meeting, staff will make note of status updates as provided by Commission Members.

- 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.

*Status:*

- Work on community outreach for park playground upgrades.

*Status:*

- 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.

*Status:*

- 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.

*Status:*

## **FISCAL ANALYSIS**

There is no fiscal impact associated with this discussion.

## **ATTACHMENTS**

1. 2022-09-06 - ATT 1 PRCS Commission 2021 Accomplishments and 2022 Work Plans

## **MOTIONS**

That the Parks, Recreation and Community Services Commission:

1. Draft a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including accomplishments during the period January through June 2022, and a status update on the 2022 Work Plans; and,
2. Authorize transmittal of the report to the City Council.