

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

Meeting Date: <u>09/07/10</u>		Item Number: <u>A-2</u>	
PRCS COMMISSION AGENDA ITEM: Scheduling a Date and Time for the Parks, Recreation and Community Services Commission Annual Park Tour, with Invitations to Attend to be Extended to the City Council and the City Manager.			
Contact Person/Dept.: Pam Robinson, Acting 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 (09/02/10).			
Department Approval: Pam Robinson (08/31/10) (by P. Mooney)		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 Commission schedule a date and time for the Parks, Recreation and Community Services Commission Annual Park Tour, with invitations to attend to be extended to the City Council and the City Manager.

BACKGROUND:

Each year PRCS Management staff accompanies the Parks, Recreation and Community Services Commission on one or more tours of Culver City parks and facilities. City Council members are always invited to join the Commission on these tours. This year, the Commission is also extending an invitation to participate in the tour to the recently appointed City Manager, John Nachbar. The purpose of the tours is to familiarize appointed and elected officials with the conditions at the public parks. During the tour, elected and appointed officials have the opportunity to make observations and ask questions of staff. Staff engages in a dialogue with tour participants, takes them to sites of recent and upcoming capital improvement projects and provides information regarding a variety of issues relating to Culver City parks and facilities.

DISCUSSION:

The Commission may also wish to discuss the tour itinerary. A map displaying the location of the parks within Culver City is included as an Attachment. Below is a table displaying the names and addresses of the major parks listed with a starting point of Veterans' Memorial Park, first traveling west to Culver West Alexander Park and then east visiting many of our neighborhood parks before going south to Fox

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Hills Park and finally looping around the eastern perimeter of the City to end the tour at Syd Kronenthal Park:

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|----|---|--|
| 1 | Veterans' Memorial Park & The Plunge | 4117 Overland Avenue |
| 2 | Culver West Alexander Park | 4162 Wade Avenue |
| 3 | Tellefson Park | Washington Place & Tilden Avenue |
| 4 | Carlson Park | Braddock Drive at Motor Avenue |
| 5 | Lindberg Park | 5401 Rhoda Way |
| 6 | Blanco Park | 5801 Sawtelle Boulevard |
| 7 | El Marino Park | 5301 Berryman Avenue |
| 8 | Fox Hills Park | Green Valley Circle & Buckingham Parkway |
| 9 | Blair Hills Park | 5950 Wrightcrest Drive |
| 10 | Culver City Park | Duquesne & Jefferson |
| 11 | Syd Kronenthal Park | 3459 McManus Avenue |

FISCAL ANALYSIS:

One of the Senior and Social Services Division's Paratransit Dial-A-Ride vans will be used to transport Park Tour participants. Van driver overtime expense is the primary cost associated with the Parks Tour, since PRCS Department Management staff is required to work evenings and weekends on an as-needed basis. The cost of overtime for van drivers is either \$30.73/hour or \$32.33/hour, depending upon which of the drivers is available on the weekend. The table below illustrates the potential cost to the City for Park Tour van drivers. ***Please note that only one of these drivers will be asked to work overtime.***

Duration of Park Tour	Driver	Overtime Rate	TOTAL
5 hours	A	\$30.73	\$153.67
	B	\$32.33	\$161.63
6 hours	A	\$30.73	\$184.40
	B	\$32.33	\$193.95
7 hours	A	\$30.73	\$215.14
	B	\$32.33	\$226.28
8 hours	A	\$30.73	\$245.87
	B	\$32.33	\$258.60

Van driver overtime associated with the Parks Tour does not qualify as a documentable Paratransit Program expense; this year, it will be charged to the Recreation Division budget and be offset by salary savings related to the Recreation Manager vacancy. Next year, to more appropriately reflect the cost of the Annual Park Tour in the City Budget, PRCS Administration will be requesting an enhancement to Account Number 10130100.517000 (PRCS Administrative Division/City Commission Expenses) to cover this overtime expense.

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ATTACHMENT:

Map of Culver City Parks and Facilities

MOTION:

That the Parks, Recreation and Community Services Commission:

Schedule a date and time for the Parks, Recreation and Community Services Commission Annual Park Tour, with invitations to attend to be extended to the City Council and the City Manager.