

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

Meeting Date: <u>07/05/11</u>		Item Number: <u>A-4</u>
PRCS COMMISSION AGENDA ITEM: Schedule the Parks, Recreation and Community Services Commission Annual Park Tour and Make Suggestions Regarding Invited Guests.		
Contact Person/Dept.: Dan Hernandez, 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 (06/30/11).		
Department Approval: Dan Hernandez (06/29/11)	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 (PRCS) Commission schedule a date and time for the PRCS Commission Annual Park Tour and provide staff with suggestions regarding invited guests.

BACKGROUND:

Each year, one or more members of the Parks, Recreation and Community Services Department management staff accompany the PRCS Commission on a tour of Culver City parks and facilities. For the past few years, the tour was scheduled for approximately four hours on two separate days. City Council members are usually invited to join the Commission on these tours. Last year, the City Manager and Culver City School District representatives were also invited to attend the tours. The purpose of the tours is to familiarize appointed and elected officials with the conditions at the public parks. Attendees have the opportunity to make observations at park sites 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:

This year, staff recommends that the Park Tour return to a one-day format and that it be held on either Saturday, September 17 or Sunday, September 18, 2011. If the Commission prefers the two-day format, then staff recommends that the tours are held on the two successive days, September 17 and September 18, 2011.

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In addition to scheduling a date and time for the Park Tour, the Commission may wish to discuss the tour itinerary. A map displaying the location of the parks within Culver City is included as an Attachment. Below are last year's itineraries; the tour hours were 9:00 a.m. until 1:00 p.m.

Saturday, September 25, 2010

TIME	LOCATION
8:30 AM	Meet at Historical Society
9:00 - 9:30 AM	Veterans' Memorial Park
9:40 - 9:55 AM	Coombs & Carlson Parks
10:05 - 10:20 AM	Lindberg Park
10:30 - 11:00 AM	Fox Hills Park
11:15 - 11:30 AM	Blair Hills Park
11:45 - 12:15PM	Syd Kronenthal Park
12:30 - 1:00 PM	The Plunge

Saturday, October 2, 2010

TIME	LOCATION
9:00 AM	Meet at Vets' Parking Lot
9:15 - 9:30 AM	Culver West Alexander Park
9:45 - 10:00 AM	Tellefson Park
10:10 - 10:25 AM	Blanco Park
10:35 - 10:50 AM	El Marino Park
11:00 - 11:30 AM	Culver City Park
11:40 - 11:55 AM	Linwood E. Howe School
12:00 - 1:00 PM	Culver City Senior Center

The following is a draft one-day Park Tour itinerary. The tour travels west on Washington and then back to Overland, leaving Overland to visit first Lindberg and then Blanco and El Marino Parks, moving further southeast to Fox Hills Park, traveling northeast to Blair Hills Park and Syd Kronenthal Parks, going to Linwood E. Howe Park, then taking a back street route to Culver City Park and, finally, returning to Veterans' Memorial Park via Carlson Park.

TIME	LOCATION
8:30AM	Meet at Vet's Parking Lot
9:00 - 9:20 AM	Tellefson Park
9:30 - 10:00 AM	Culver West Alexander Park
10:15 - 10:45 AM	Lindberg Park
11:00 - 11:20 AM	Blanco Park
11:30 - noon	El Marino Park
12:10 - 12:45 PM	Picnic Lunch at Fox Hills Park (bring your own lunch)
1:00 - 1:20PM	Blair Hills Park
1:30 - 1:50PM	Syd Kronenthal Park
2:00 - 2:20PM	Linwood E. Howe Park
2:30 - 3:10PM	Culver City Park
3:15 - 3:30PM	Carlson Park
3:40 - 4:00PM	Senior Center
4:00 - 4:45 PM	Veterans' Memorial Park and The Plunge

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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 and fuel costs are the primary direct expenses associated with the Parks Tour. The cost of overtime for van drivers is \$32.33/hour since weekend hours are calculated at time and a-half. At this rate, an eight hour park tour is \$258.60.

Van driver overtime associated with the Parks Tour does not qualify as a documentable Paratransit Program expense. Last year, staff was able to use salary savings from the vacant Recreation Manager position to pay the van driver. Since this position is still vacant will most likely remain vacant for at least the summer months of 2011, it is hoped that salary savings in account number 10132100 will once again be available to cover this expense.

ATTACHMENT:

Map of Culver City Parks and Facilities

MOTION:

That the Parks, Recreation and Community Services Commission:

1. Schedule a date and time for the PRCS Commission Annual Park Tour; and,
2. Provide staff with suggestions regarding invited guests.