



City of Culver City

Staff Report

File #: 22-1198, **Version:** 1

Item #: A-6.

(1) Review the List of Room Availability for Holding Parks, Recreation and Community Services Commission Meetings at Culver City Parks; and (2) [If Desired] Schedule Upcoming Meetings at Parks and Recreation Facilities.

Meeting Date: July 5, 2022

Contact Person/Dept: Armando Abrego/PRCS Department

Phone Number: (310) 253-6682

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

Public Hearing: ☐

Action Item: ☒

Attachments: Yes ☒

Public Notification: (E-mail) Meetings and Agendas - Parks, Recreation and Community Services Commission (06/30/2022); (E-mail) Parks, Recreation & Community Services Department Updates (06/30/2022)

Department Approval: Armando Abrego, PRCS Director (06/30/2022)

RECOMMENDATION

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) review the list of room availability for holding Parks, Recreation and Community Services Commission meetings at Culver City Parks (Attachment 1); and (2) [if desired] schedule upcoming meetings at Parks and Recreation Facilities.

BACKGROUND

On June 4, 2019, the PRCS Commission discussed the factors involved in holding PRCS Commission meetings at locations other than the Mike Balkman Council Chambers at City Hall. Factors discussed included facility accommodations (such as room size and parking), the off-site videotaping fee, facility availability and any related loss of potential rental revenue, equipment needs, and dedicated staff time. Although it was not a PRCS Commission meeting, Tellefson Park Playground Design Workshop #1 was held at the Culver City Senior Center on Thursday August 8, 2019, at 6:30 PM. Subsequently, a Special Meeting of the PRCS Commission was arranged to host Tellefson Park Playground Design Workshop #2. That meeting was held at Culver City Elks Lodge #1917, located across the street from Tellefson Park, on Tuesday, September 17, 2019, at 6:30 PM. Although Commissioners had hoped to hold more meetings at locations other than the Mike Balkman Council Chambers, the March, April and May 2020 meetings were cancelled due to the coronavirus pandemic. PRCS Meetings were then held virtually from June 2020 and through March 2022.

DISCUSSION

On June 7, 2022, the PRCS Commission agendaized a discussion regarding holding meetings at Culver City parks now that in-person meetings have resumed. Staff has researched room availability for the remaining Regular Meeting dates for Fiscal Year 2022/2023 (Attachment 1). The timeframe of 5:30 - 9:30 PM, includes time for room set-up and breakdown for a meeting with a start time of 6:30 PM or 7:00 PM. Room capacity, parking availability and proximity to paddle tennis courts are also noted in Attachment 1. Should the PRCS Commission wish to hold off-site meetings on different dates, staff will research those dates and provide that information at a future meeting. For reference, the map of Culver City Parks and Recreation Facilities that appears on page 32 of the Summer 2022 edition of Culver City Living has been provided as Attachment 2.

FISCAL ANALYSIS

There is no fiscal impact associated with this discussion. Costs related to holding off-site meetings may include off-site videotaping fees, potential loss of revenue from facility rentals and overtime for non-exempt staff, if needed. Should the PRCS Commission request more detail regarding such costs, staff will provide the information at a future meeting.

ATTACHMENTS

1. 2022-07-05 - ATT 1 Room Availability for PRCS Commission Meetings at Parks
2. 2022-07-05 - ATT 2 Map of Culver City Parks and Recreation Facilities

MOTIONS

That the Parks, Recreation and Community Services Commission:

1. Review the list of room availability for holding Parks, Recreation and Community Services Commission meetings at Culver City Parks; and
2. [If desired] schedule upcoming meetings at Parks and Recreation Facilities.