



City of Culver City

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Staff Report

File #: 24-1190, **Version:** 1

Item #: A-2.

(1) Drafting of a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including Accomplishments During the Period January through June 2024, and an Update on the Upcoming 2024/2025 Plans; and (2) Authorization of Transmittal of the Report to the City Council.

Meeting Date: July 2, 2024

Contact Person/Dept: Adam Ferguson/PRCS
Phone Number: (310) 253-6685

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 (06/26/2024); (E-mail) Parks, Recreation & Community Service Department Updates (06/26/2024)

Department Approval: Ted Stevens, PRCS Director (06/26/2024)

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 2024, and an update on the upcoming 2024/2025 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 2024.

The written report to the City Council must list the PRCS Commission's accomplishments during the previous six-months and include an update on the upcoming 2024/2025 Scheduled Activities Plan. The report is due to the City Clerk's Office before August 12, 2024. 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 February 12, 2024, along with those of the other CBCs.

DISCUSSION

Accomplishments During the Period January through June 2024

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

- Created the *Field, Room, and Pool Allocation and Rental Policies Ad Hoc Subcommittee* to complete an initial review of all three policies and make recommendations to staff.
- Approved as amended the Athletic Space Allocation and Usage Policy, Facility Use Policy, and Municipal Plunge Policy that will go into effect July 1, 2024.
- Received and discussed a presentation from OLIN regarding the Information Gathering phase of the Parks Plan.
- Received a presentation from Johnson Favaro regarding the final version of the Feasibility Study concerning the future of Veterans Memorial Park and Bill Botts Fields at Culver City Park and gave recommendations accordingly.
- Approved for transmittal to City Council the PRCS Commission Letter with Fiscal Year 2024-2025 Budget Recommendations.

PRCS Commission 2023 Goals and Plans

From staff's perspective, some recommended goals and plans the PRCS Commission can adopt for July 2024 -December 2024.

- 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.
- Support PRCS Department with the Parks Plan by building community interest and community involvement in the project.
- Hold specifically chosen meetings at park locations in order to learn about issues at that park location and allow the community easier access to attend the meeting.

FISCAL ANALYSIS

There is no fiscal impact associated with this discussion.

ATTACHMENTS

1. 2024-07-02- ATT 1 - Parks Recreation and Community Services Commission Biannual Report February 2024

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 2024, and a status update on the 2024/2025 Work Plans; and,
2. Authorize transmittal of the report to the City Council.