



## Staff Report Details (With Text)

**File #:** 19-1347      **Version:** 1      **Name:** Discuss: Holding Off-Site PRCSC Meetings  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 5/22/2019      **In control:** PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
**On agenda:** 6/4/2019      **Final action:**  
**Title:** PRCSC - Discussion Regarding the Factors Involved in Holding Parks, Recreation and Community Services Commission Meetings at Locations Other Than the Mike Balkman Council Chambers at City Hall.

**Sponsors:**

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**Attachments:** 1. 2019-06-04 - ATT 1 Map of Culver City Parks and Facilities.pdf, 2. 2019-06-04 - ATT 2 VMC Room Rental Rates and Room Capacities.pdf

Date	Ver.	Action By	Action	Result
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**PRCSC - Discussion Regarding the Factors Involved in Holding Parks, Recreation and Community Services Commission Meetings at Locations Other Than the Mike Balkman Council Chambers at City Hall.**

**Meeting Date:** June 4, 2019

**Contact Person/Dept:** Corey Lakin/PRCS Department

**Phone Number:** (310) 253-6682

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** Yes ☒

**Public Notification:** (Email) Meetings and Agendas - Parks, Recreation and Community Services Commission (05/30/19); (Email) Parks, Recreation & Community Services Department Updates (05/30/19)

**Department Approval:** Corey Lakin, PRCS Director (05/29/19)

### **RECOMMENDATION**

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission discuss the factors involved in holding PRCS Commission meetings at locations other than the Mike Balkman Council Chambers at City Hall.

### **BACKGROUND**

Over the past several months, the possibility of holding more PRCS Commission meetings at locations other than the Mike Balkman Council Chambers at City Hall (off-site meetings) has been raised by both City Council Members and PRCS Commission Members. At the May 7, 2019 meeting, the Commissioners asked staff to

return with information regarding the factors involved in holding off-site meetings, including any expenditure of additional City resources that may be necessary.

## **DISCUSSION**

When discussing the possibility of holding off-site Commission meetings, there are several factors to consider, including 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.

### **Facility Accommodations**

The off-site facilities managed by the PRCS Department, listed from those with the most meeting space to those with the least, are:

1. Veterans Memorial Complex (VMC), including the:
  - a. Veterans Memorial Building
  - b. Culver City Senior Center
  - c. Culver City Teen Center
2. Culver West Alexander Park
3. Syd Kronenthal Park
4. Lindberg Park
5. El Marino Park
6. Blanco Park

The map of Culver City Parks and Facilities that appears on page 29 of the Spring 2019 edition of Culver City Living has been provided as Attachment 1. VMC is located on the northwest and southwest corners of the intersection of Overland Avenue and Culver Boulevard, two main Culver City thoroughfares. All of the other parks with park buildings that have meeting space are located within Culver City neighborhoods. These parks will be referred to as “neighborhood parks” for the purpose of this report, even though all Culver City parks, regardless of size and location, tend to be frequented by the larger community.

Due to the popularity of VMC as an event space, evening parking is often limited despite the seven no-fee parking lots surrounding the Complex. Culver West Alexander Park, Syd Kronenthal Park and Lindberg Park have very small no-fee parking lots adjacent to them. El Marino Park and Blanco Park offer only street parking.

### **The Off-Site Videotaping Fee**

The City has an agreement with Imagery Video Productions for meeting videotaping and associated services. The standard meeting videotaping charge is \$200 for the first three hours and \$40 for each additional hour. There is an additional \$100 flat fee for taping at locations other than the Mike Balkman Council Chambers.

### **PRCS Commission Meetings at Neighborhood Parks**

As noted on Attachment 1, with the exception of VMC, there are flat fees for park building room rentals, as follows:

Room Rental Only = \$146 (Resident) / \$166 (Non-Resident)  
Non-Profit Flat Fee = \$104 (Resident) / \$166 (Non-Resident)  
Staffing Fee = \$25 (per hour / per staff)

In reviewing the park building room rentals over the past year, evening weekday room rentals are rare at the neighborhood parks. Therefore, staff estimates that any loss of park building rental revenue related to holding

a PRCS Commission meeting in one of the neighborhood parks would be negligible. Audio equipment may be borrowed from the Fire Department at no charge. If needed, a projector and screen may be borrowed from the Information Technology Department at no charge.

PRCS Department management staff considers activities related to off-site meetings as part of their regular duties. The Parks Crew would be asked move any necessary furniture and equipment to the building during their standard working hours, thereby incurring no additional charges. The neighborhood park buildings are not staffed in the evenings. It is anticipated that in addition to management staff, one staff person would be needed for approximately 4 hours to hold an evening meeting at a neighborhood park building. Therefore, the staffing cost would be approximately \$100 (includes room set-up and tear-down). To summarize, the additional cost related to holding PRCS Commission meetings at neighborhood parks is a \$100 off-site videotaping fee and approximately \$100 in staff fees (\$200 total).

#### PRCS Commission Meetings at the Veterans Memorial Complex

The VMC Room Rental Rates and Room Capacities are provided as Attachment 2. In the past, the Commission has often used the Veterans Memorial Building Rotunda Room for off-site meetings. The room is typically reserved from 5:30 PM until 9:30 PM. The rental rates for a 4-hour period are as follows:

Non-Profit/Resident & Government = \$132  
Non-Profit, Non-Resident = \$192  
Private Party, Resident = \$304  
Private Party, Non-Resident = \$336  
Commercial, Resident = \$436  
Commercial, Non-Resident = \$488

PRCS Commission meetings typically require audio-visual equipment in addition to that provided by the videographer. As noted earlier, staff has access to equipment such as this free of charge. However, if the Rotunda Room were to be rented by a group with the same equipment needs, the cost would be:

One Projector = \$25  
Sound System, with 1 Microphone = \$30 (all Non-Profit/Private) / \$60 (Commercial)  
Four Additional Microphones = \$20 (all Non-Profit/Private), or, \$40 (Commercial)  
Tables and Chairs = Included.  
Staffing Fee = Included, unless additional hours/services are requested.

To summarize, the additional cost related to holding PRCS Commission meetings at the Veterans Memorial Complex is a \$100 off-site videotaping fee. However, there is a possibility that doing so may result in the loss of potential rental revenue. Using a 4-hour rental of the Rotunda Room in the Veterans Memorial Building as an example, that could be a loss of anywhere between \$132 (Non-Profit Resident or Government with no equipment needs) to \$613 (Commercial, Non-Resident with equipment needs similar to those for a PRCS Commission meeting).

**FISCAL ANALYSIS** - There is no fiscal impact associated with the discussion of this Agenda Item. The costs related to holding off-site meetings are outlined above.

#### **ATTACHMENTS**

1. 2019-06-04 - ATT 1 Map of Culver City Parks and Facilities
2. 2019-06-04 - ATT 2 VMC Room Rental Rates and Room Capacities

**MOTION** - None required for a Discussion Item.