



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 24-06      **Version:** 1      **Name:** Form/Appoint: Parks Master Plan Ad Hoc Subcommittee

**Type:** Minute Order      **Status:** Action Item

**File created:** 6/22/2023      **In control:** PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION

**On agenda:** 7/6/2023      **Final action:**

**Title:** (1) Consideration of Forming a PRCS Commission "Parks Master Plan Ad Hoc Subcommittee;" and (2) If Desired, Appoint Two PRCS Commission Members to the Newly Formed Ad Hoc Subcommittee.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2023-07-06- ATT 1 Bill Botts Fields and Veterans Memorial Park Feasibility Study RFP.pdf, 2. 2023-07-06- ATT 2 Parks Master Plan RFP.pdf

Date	Ver.	Action By	Action	Result
7/6/2023	1	PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION		

**(1) Consideration of Forming a PRCS Commission "Parks Master Plan Ad Hoc Subcommittee;" and (2) If Desired, Appoint Two PRCS Commission Members to the Newly Formed Ad Hoc Subcommittee.**

**Meeting Date:** July 6, 2023

**Contact Person/Dept:** Armando Abrego/PRCS  
**Phone Number:** (310) 253-6682

**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 (06/29/2023); (E-Mail) Parks, Recreation & Community Service Department Updates (06/29/2023)

**Department Approval:** Armando Abrego, PRCS Director (06/29/2023)

### RECOMMENDATION

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) consider forming a PRCS Commission "Parks Master Plan Ad Hoc Subcommittee;" and (2) if desired, appoint two PRCS Commission Members to the newly formed Ad Hoc Subcommittee.

## **BACKGROUND**

At their May 8, 2023, City Council held a discussion regarding a Feasibility Study (“The Study”) for Bill Botts Fields at Culver City Park and Veterans Memorial Park and Complex. The Study will be a financial study that determines the viability of a specific park and/or facility. The Study can include a vision for the park and/or facility, what the organizational success looks like for the park and/or facility, and the community needs in support of the project. An assessment of the park and/or facility would take place and recommendations for needed changes would be offered.

Specifics to The Study that were discussed included the range of upgrades that could occur. A general upgrade focused on cosmetic changes such as upgrading the irrigation systems, replacing sod, and improving walkways and playgrounds. An overhaul upgrade would be completely invasive and contain full demolition and renovations of existing facilities. A medium overhaul falls between the two.

A crucial component to consider with The Study is community input. Community meetings to discuss park user needs would be scheduled, and follow-up meetings with conceptual designs are encouraged so that the community understands not only the changes being made to the park, but also understands the timeline of the project. The community input is crucial to allow the community to tell the City their thoughts on the parks and for the City to relay its plans to the community.

In addition to meeting with the community, meetings with stakeholders will also be necessary. Stakeholders include regular renters who frequently use PRCS facilities, sports leagues who use PRCS ballfields, community development groups, environmental organizations, neighborhood associations, non-governmental organizations, and arts community members.

Community meetings give the City opportunity to allow for equity and accessibility. Meetings can be offered in-person and virtually to allow different opportunities for residents to participant. They can also be offered with translators and sign language interpreters to widen the scope of who can offer opinions. It is important to remember that community meetings take time and prolong the timeline of the project.

A Parks Master Plan (“The Plan”) was also considered at the City Council Meeting. The Plan is similar to The Study. However, The Plan would expand beyond The Study to include all parks and facilities within Culver City’s parks system. The difference between the two is simply the scope of what is being assessed.

City Council approved both The Study and The Plan with the direction to accelerate The Study as priority. A request for proposals (RFP) for The Study (Attachment 1) and an RFP for The Plan (Attachment 2) were simultaneously released on Thursday, June 29, 2023, to obtain proposals from interested vendors.

## **DISCUSSION**

At the June 6, 2023, PRCS Commission Meeting, Commissioners agreed to agendize a discussion concerning the creation of a PRCS Commission Parks Master Plan Ad Hoc Subcommittee. The

purpose of the ad hoc subcommittee would be to provide updates from PRCS Staff and from the selected vendor concerning The Plan to the PRCS Commission.

Selection of vendors for The Study and The Plan are following the City's Purchasing Policy and all interested vendors need to follow the bidding process located at <https://pbsystem.planetbids.com/portal/39483/bo/bo-search>. Proposals are due by July 27, 2023, for consideration.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with this discussion.

## **ATTACHMENT**

1. 2023-07-06- ATT 1 Bill Botts Fields and Veterans Memorial Park Feasibility Study RFP
2. 2023-07-06- ATT 2 Parks Master Plan RFP

## **MOTION**

That the Parks, Recreation and Community Services Commission:

1. Consider forming a PRCS Commission "Parks Master Plan Ad Hoc Subcommittee;" and,
2. If desired, appoint two PRCS Commission Members to the newly formed Ad Hoc Subcommittee.