



City of Culver City

Mike Balkman
Council Chambers
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Staff Report

File #: 18-0207, **Version:** 1

Item #: A-4.

PRCSC - (1) Selection of Alternate Dates for the January 2, 2018 and March 6, 2018 Parks, Recreation and Community Services Commission Regular Meetings; and, (2) [If Desired] Selection of a Date for the 2017 PRCSC Tour of Culver City Parks and Facilities.

Meeting Date: September 5, 2017

Contact Person/Dept: Patricia Mooney/PRCS Department
Phone Number: (310) 253-6655

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 (08/31/17); (Email) Parks, Recreation & Community Services Department Updates (08/31/17)

Department Approval: Shelly Wolfberg, Assistant to the City Manager (08/30/17)

RECOMMENDATION

Staff recommends that the Parks, Recreation and Community Services Commission [PRCSC] (1) select alternate dates for the January 2, 2018 and March 6, 2018 PRCSC Regular Meetings; and, (2) [if desired] select a date for the 2017 PRCSC Tour of Culver City Parks and Facilities.

BACKGROUND

At the August 1, 2017 PRCSC meeting there was consensus that staff should investigate alternate dates for the January 2, 2018 and March 6, 2018 PRCSC Regular Meetings due to some scheduling conflicts with those dates. In addition, members requested that a discussion regarding scheduling a tour of Culver City parks and facilities be placed on tonight's meeting agenda.

In recent years, the PRCSC Tour of City Parks and Facilities (Parks Tour) has been held in either September or October, as follows:

2012 - Sunday, October 14
2013 - Saturday, September 28
2014 - Saturday, September 13
2015 - Saturday, September 26
2016 - Saturday, October 22 (informal Tour only due to the lack of a quorum)

City Council Members, the City Manager and Culver City School District representatives are invited to join the Commission on these tours. On behalf of the Commission, staff will invite all of these parties again this year. During a typical Parks Tour, 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

Alternate Meeting Dates* for the January 2, 2018 and March 6, 2018 PRCSC Regular Meetings

If the PRCSC wishes to meet in the Mike Balkman Council Chambers, the following meeting dates are available:

- Wednesday, January 17, 2018
- Wednesday, March 21, 2018

Alternate Meeting Dates* & Locations**

If the PRCSC wishes to meet in the Patacchia Conference Room at City Hall, the following meeting dates are available:

- Tuesday, January 9, 2018
- Thursday, January 11, 2018
- Monday, January 15, 2018
- Tuesday, March 13, 2018
- Monday, March 19, 2018

If the PRCSC wishes to meet in the Rotunda Room at the Veterans Memorial Building, the following meeting dates are available:

- Tuesday, January 9, 2018
- Wednesday, January 10, 2018
- Thursday, January 11, 2018
- Wednesday, March 14, 2018
- Thursday, March 15, 2018

**All meeting dates listed above accommodate meetings that begin at 7:00 p.m. and are up to three hours in duration.*

***Meetings at locations other than the Mike Balkman Council Chambers will not be televised live. However, they will be videotaped and shown on City TV after the meeting has been recorded.*

Scheduling a PRCSC Tour of Culver City Parks and Facilities

As the Commissioners are aware, the Parks, Recreation and Community Services Director position is vacant, and the recruitment for the position is currently underway. Under these circumstances, staff recommends that the Commission consider postponing the scheduling the Parks Tour until the new Director is able assist in the selection of the date and join the Commissioners on the Tour. It is anticipated that including the new PRCS Director in the parks Tour will be beneficial to all attendees.

This Agenda Item has been prepared to give the Commission the opportunity to schedule the Parks Tour should the Commissioners wish to do so without the benefit of knowing if the new Director will be available to

attend. Due to Parks Manager/City Landscape Architect Patrick Reynolds' familiarity with the Culver City park system and expertise in the areas of park maintenance, operation and design, he typically acts as the primary Tour "guide" on these outings. His availability for a Parks Tour is as follows:

- Friday, September 22, 2017
- Friday, October 27, 2017
- Saturday, October 28, 2017

The Parks Manager will take into consideration the input from the Commission at this evening's meeting to develop a Parks Tour Itinerary. The Parks Tour Itinerary will be distributed to attendees before the Parks Tour begins. Since the PRCSC has two recently appointed Commissioners, the Tour will include each of the City's ten parks. The 2017 Tour will begin at 8:00 a.m. and should last between five and six hours. There will be a short break during which light refreshments will be available to attendees.

FISCAL ANALYSIS

It is anticipated that a one-day Parks Tour will have a minimal impact on PRCS Department staffing and budgetary resources.

ATTACHMENTS

None.

MOTIONS

That the Parks, Recreation and Community Services Commission:

1. Select _____ as the alternate date for the January 2, 2018 PRCSC Regular Meeting; and
2. Select _____ as the alternate date for the March 6, 2018 PRCSC Regular Meeting; and,
3. Select _____ as the date for the 2017 PRCSC Tour of Culver City Parks and Facilities; or
4. Postpone scheduling the date for the 2017 PRCSC Tour of Culver City Parks and Facilities until the appointment of the new PRCS Director.