



# City of Culver City

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## Staff Report

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**File #:** 19-333, **Version:** 1

**Item #:** A-3.

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**CC - Approval of Final Plans and Specifications and Authorization to Publish a Notice Inviting Bids for the Blair Hills Park Playground Improvement Project, PP005.**

**Meeting Date:** October 8, 2018

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

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

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐

**Action Item:** ☐

**Attachments:** Yes ☒ No ☐

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (10/02/18); (Email) Parks, Recreation & Community Services Commission (10/02/18); (Email) Parks, Recreation & Community Services Department Updates (10/02/18)

**Department Approval:** Corey Lakin, PRCS Director (09/26/18)

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### **RECOMMENDATION**

Staff recommends the City Council approve the final plans and specifications (Attachment 1) and authorize the publication of a notice inviting bids for the Blair Hills Park Playground Improvement Project, PP005.

### **BACKGROUND/DISCUSSION**

During the Fiscal Year 2016/2017 Budget process, the City Council allocated Recreation Facilities Reserve (420R) funds for the Blair Hills Park Playground Improvement Project, PP005. Initially, the Blair Hills Park Project was scheduled to be completed before the Veterans Memorial Park Age 5-15 Playground Equipment Replacement Project. However, due to impending funding deadlines, the Veterans Memorial Park project was completed first and a grand re-opening ceremony was held at the new Age 5-12 Playground on January 17, 2018.

#### **PRCS Department Playground Design Community Outreach Program**

Based on feedback from the community, the City Council and the Parks, Recreation and Community Services (PRCS) Commission, the PRCS Department has developed a Playground Design

Community Outreach Program to provide opportunities for the public to view proposed playground designs and participate in the selection process. For the Blair Hills Park Playground, two Design Workshops were held and surveys were conducted by both printed ballot and through online posting.

Outreach efforts to publicize Blair Hills Park Playground Design Workshop #1 began approximately twelve days before the meeting date and included a Blair Hills neighborhood postcard mailing, targeted emails, social media and website posts, flyer distribution and posted notices. Workshop #1 was held at Stoneview Nature Center on Tuesday, June 19, 2018 at 6:00 PM. To maximize participation, the meeting was held immediately before the 7:00 PM Blair Hills Association meeting. Two playground equipment companies, GameTime and Landscape Structures each presented 3 design concepts at the meeting for review and comment by community members. The meeting was well attended with approximately 30 - 35 participants.

At Workshop #1, posters or “boards” of the designs were mounted for viewing. A printed ballot was distributed at the meeting so that staff could collect and compile data on the top two preferred playground designs. The boards remained on display at the Stoneview Nature Center through the morning of August 2, 2018. During that six week period, ninety-eight (98) ballots were collected from that location.

On July 13, 2018, images of the six playground designs and a link to an online survey were posted on the PRCS Department homepage of the City’s website. The availability of this opportunity to vote was publicized via target emails and social media posts. The online survey collector was open from July 13, 2018 through 1:00 PM on August 2, 2018. Forty-one (41) online surveys were submitted during that time period.

Blair Hills Park Playground Design Workshop #2 was held at the August 7, 2018 PRCS Commission meeting. At that meeting, the Commission discussed the following Agenda Item:

*Blair Hills Park Playground Design Workshop #2: (1) Discussion of the Survey Responses Received as of 1:00 PM on August 2, 2018; and, (2) Consideration of a Recommendation to the City Council Regarding the Design of the Blair Hills Park Playground.*

The Blair Hills Park Playground Design survey results presented to the PRCS Commission at the August 7<sup>th</sup> meeting are provided as Attachment 2 (note: the information on page one of the Attachment was presented to the Commission in the staff report).

*PRCS Commission Recommendation to the City Council*

After an extended discussion, and based on the information presented in Attachment 2 and public comment made at the meeting, it was:

*Moved by Commissioner Heineman, seconded by Commissioner Amezola and unanimously carried, that the Parks, Recreation and Community Services Commission recommend that the City Council approve Design F of the Blair Hills Park Playground with shade, and direct staff to check into swing requirements for possible necessary modifications.*

Attachment 1 reflects the PRCS Commission’s recommendation.

### **FISCAL ANALYSIS**

There is no fiscal impact created by the approval of the plans and specifications for the Project. There is a nominal cost to the City to publish the Notice Inviting Bids, which has been included in the City Council Adopted Budget for Fiscal Year 2018/2019.

### **ATTACHMENTS**

1. 2018-10-08 - ATT 1 Plans and Specifications - Blair Hills Park Playground
2. 2018-10-08 - ATT 2 Design Survey Results - Blair Hills Park Playground

### **MOTION**

That the City Council:

Approve the final plans and specifications and authorize the publication of a notice inviting bids for the Blair Hills Park Playground Improvement Project, PP005.