



City of Culver City

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Staff Report

File #: 19-1242, **Version:** 1

Item #: A-2.

PRCSC - (1) Approval of the Updated *Rental Procedures and Guidelines for Pool Lane Allocation* (the Guidelines); and, (2) Consideration of a Recommendation to the City Council to Adopt the Guidelines for Municipal Plunge User Groups.

Meeting Date: May 7, 2019

Contact Person/Dept: Corey Lakin/PRCS-Administration
Phone Number: (310) 253-6682

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

Public Hearing: ☐

Action Item: ☒

Attachments: ☒

Public Notification: (Email) Meetings and Agendas - Parks, Recreation and Community Services Commission (05/03/19); (Email) Parks, Recreation & Community Service Department Updates (05/03/19); Culver City Pool (05/03/19)

Department Approval: Corey Lakin, PRCS Director (05/02/19)

RECOMMENDATION

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) approve the updated *Rental Procedures and Guidelines for Pool Lane Allocation* (the Guidelines; Attachment 1); and, (2) consider making a recommendation to the City Council to adopt the Guidelines for Municipal Plunge user groups.

BACKGROUND

In May 2011, staff identified areas within the Parks, Recreation and Community Services (PRCS) Department that were in need of established written procedures to fairly and equitably allow for the maximum access possible of Culver City residents use of the various facilities within the City. Due to the increase in demand for use of the Municipal Plunge (Plunge), staff determined that guidelines for the Plunge should be addressed in a manner that is as objective as possible, while allowing maximum access to all users.

Over the last several years and with the increased use of the Plunge from all users including the residents, Culver City Unified School District (CCUSD), non-profits, businesses, and non-residents, the need to refine and update the *Rental Procedures and Guidelines for Pool Lane Allocation* (the Guidelines; formerly referred to as the "Guiding Principles") has become apparent. Staff diligently follows the current Guidelines for user groups when assigning pool space, but with more than 15 routine user groups renting the pool in addition to the expanding City-operated programs and increased CCUSD usage, revising, modernizing and adopting the Guidelines as policy has become even more important.

Staff sent out an initial online survey to all plunge renters December 15, 2017 and encouraged renters to share their thoughts and ideas regarding the current guidelines. Staff collected similar information, guidelines and policies from over ten neighboring agencies and also consulted with those with years of pool management experience in Culver City and other agencies to develop a draft of the revised and updated Guidelines. These Guidelines were provided to all the current users of the pool on January 25, 2019. Pool users were asked to return the document with their questions, concerns, suggestions, and comments so they could be compiled and adjustments could be made. Of the 17 rental groups that were emailed, only one returned a written response. Once the comments were received staff revised the draft Guidelines and sent them to the Plunge Users a second time to review. All 17 groups were invited to discuss the second version of the Guidelines with staff at an in-person meeting held on Wednesday, February 27, 2019. At this meeting, approximately five organizations were represented and they provided a few additional comments on the Guidelines.

Staff took these comments into consideration and developed a third version of the Guidelines, which was presented to the Commission at the April 2, 2019 meeting. Commissioners wanted to ensure the user groups were afforded another opportunity to review the guidelines and speak with the Commission. On April 18, 2019, every user group received another copy of the revised guidelines and was requested to provide comments by April 29, 2019. They were also invited to attend the May 7, 2019 PRCS Commission meeting. No comments were received on the guidelines. Simultaneous, the guidelines were sent to the City Attorney's Office for feedback.

DISCUSSION

The guidelines that are now before the PRCS Commission have been reviewed and revised further according to the recommendations from the last PRCS Commission meeting and the City Attorney's Office. While there are no substantive changes, there is further clarification and modifications that staff believe better explain and define aspects of the policies. A copy of this version was sent to each of the pool user groups on Friday, May 3, 2019 in addition it being included here as Attachment 1.

FISCAL ANALYSIS

There is no fiscal impact associated with the discussion or recommendations of this Agenda Item.

ATTACHMENTS

1. 2019-05-07 - ATT 1 *Rental Procedures and Guidelines for Pool Lane Allocation*

MOTIONS

That the Parks, Recreation and Community Services (PRCS) Commission:

1. Approve the updated *Rental Procedures and Guidelines for Pool Lane Allocation*; and,
2. Consider making a recommendation to the City Council to adopt the Guidelines for Municipal Plunge user groups.