



**Parks, Recreation and Community Services Department
Procedure for the Establishment of Culver City Designated Dog Paths**

1. The members of the Parks, Recreation and Community Services Commission (PRCS) are advised either directly by a member of the public or indirectly by staff or the members of the City Council that there is one or more requests from the public for the establishment of a Designated Dog Path in one of Culver City's public parks.
2. The PRCS Commission places the discussion on an upcoming meeting agenda and requests public input through the following means of public notification:

Notification Method	Description	Time Frame
Post card mailing to Property Owners, Occupants & Businesses	Post card mailing to the adjacent neighborhood using a 500 ft. radius around the affected park, extended to the end of the block, when applicable.	Mailed 3 weeks prior to the PRCS Commission meeting date.
Email Notifications from the Culver City Email Public Notification System and a posting of the Notification on homepage of the City's website.	Email to subscribers of (1) Culver City News and Events; (2) Parks, Recreation & Community Service Department Updates; (3) Meetings and Agendas – Parks, Recreation, and Community Services Commission; and, (4) Senior Citizens.	(1) One email and the website posting are done 3 weeks before the meeting; and, (2) a follow-up email is sent when the Meeting Agenda is posted and noticed approximately 4 to 5 days before the meeting.
Additional Notifications posted on the Culver City Website and Social Media Outlets	The Notification is posted on the PRCS Department homepage and social media outlets such as Facebook, Nextdoor and Twitter.	Two weeks prior to the PRCS Commission meeting date.
Culver City Public Access Channel	One slide on the Culver City Public Access Channel which can be viewed on Channel 35 (Time Warner); Channel 37 (Verizon FIOS); and/or, Channel 99 (AT&T Uverse).	Two weeks prior to the PRCS Commission meeting date.
Notices posted in the affected park	Several written notices are posted at highly visible locations in the park by members of the Parks Crew.	One week prior to the PRCS Commission meeting date.

3. The PRCS Commission reviews all public comment that has been sent, emailed and/or presented at the meeting and makes a recommendation to the City Council regarding designating a Dog Path. In some cases, the Commission recommends a review of the Dog Path six-to-nine months after it has been established to ensure that the new Path has not created problems in the park or for the surrounding neighborhood.
4. The City Council considers the PRCS Commission's recommendation at a public meeting.

Culver City Employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than seventy-five years of public service, by our present commitment, and by our dedication to meet the challenges of the future.