

***These Meeting Minutes are not official until approved by  
the Parks, Recreation and Community Services Commission.***

REGULAR MEETING OF THE  
CULVER CITY PARKS, RECREATION  
AND COMMUNITY SERVICES COMMISSION  
CULVER CITY, CALIFORNIA

September 5, 2017  
7:00 P.M.

**Call to Order & Roll Call**

Chair Rickards called the regular meeting of the Parks,  
Recreation and Community Services Commission to order at 7:02  
P.M. in the Mike Balkman Council Chambers at City Hall.

Present:           Chair William Rickards  
                      Vice Chair Scott Zeidman  
                      Commissioner Paula Amezola De Herrera  
                      Commissioner Kay Heineman  
                      Commissioner Palvi Mohammed

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Assistant City Attorney,  
Heather Baker.

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**Public Comment - Items Not on the Agenda**

Chair Rickards invited public comment.

No cards were received and no speakers came forward.

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## **Consent Calendar**

Item C-1

### **Meeting Minutes - August 1, 2017**

Commissioner Mohammed pointed out that Daphne had led the Pledge of Allegiance with Sierra, not Kara as noted in the minutes.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER HEINEMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF AUGUST 1, 2017 AS CORRECTED.

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### **Order of the Agenda**

No changes were made.

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### **Action Items**

Item A-1

#### **Presentation of Updated City Council Policy Regarding Commissions, Boards and Committees; and (2) Comments to the City Council Subcommittee and Staff as Deemed Appropriate**

Jim Clarke, Council Member, provided background on the item noting that certain changes were aimed at reducing paperwork.

Serena Wright-Black, Administrative Services Director, highlighted significant changes noting that the draft policy would be presented to the City Council for final approval and adoption on September 25, 2017.

Discussion ensued between staff and Commissioners regarding support for the changes; community service; the purpose of the Commission; quality of life issues; the definition of Community Services; City Council purview and direction; establishing bylaws; the scope of work of the

Commission and Commission consensus to agendize a review of the bylaws and Powers and Duties of other, similar Commissions.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT.

Commissioner Heineman received clarification regarding the General Plan item on the September 11, 2017 City Council agenda.

Chair Rickards thanked Council Member Clarke for his unique contributions to Fiesta La Ballona.

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Item A-2

**PRCSC - Receive and File an Informational Item Regarding "My Brother's Keeper"**

Patricia Mooney, Senior Management Analyst, introduced the item.

Serena Wright-Black, Administrative Services Director, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding Commission assistance and involvement; the Local Action Plan; City Council approval; the process; concern that all males of color be included in the program; graduation rates for Latino boys; current participants in the program; correcting language to clarify that the program is more inclusive; providing training through the Teen Center; the need for qualified coders; and partnerships with the private sector.

MOVED BY COMMISSIONER DE HERRERA, SECONDED BY VICE CHAIR ZEIDMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT.

Additional discussion ensued between staff and Commissioners regarding staff agreement to provide the

draft to the Commission with a discussion of the item scheduled after the City Council has reviewed and approved it, and procedures for communicating changes or concerns regarding the draft.

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This item was taken out of order.

**Items from Staff**

Commissioner Heineman thanked Administrative Services Director Serena Wright-Black for her efforts in recruiting a new Director.

Serena Wright-Black, Administrative Services Director, discussed progress in efforts to hire a new Director of Parks, Recreation and Community Services.

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Item A-3

**PRCSC - [Any or All of the Following Actions, if Desired]  
(1) Discussion and Selection of a Topic for "Community Conversations - Topic #8;" (2) Formation of the Community Conversations - Topic #8 Ad Hoc Subcommittee; and/or, (3) Formation of Other New Ad Hoc Subcommittee(s); and, (4) Appointment of Two Commissioners to the Newly-Formed Ad Hoc Subcommittee(s)**

Patricia Mooney, Senior Management Analyst, noted that the Commission had requested that the item be brought forward for discussion.

Discussion ensued between staff and Commissioners regarding support for having another conversation about growing up in Culver City and diversity; examining race and culture in the City; the class on intercultural studies at the High School; a suggestion to have a similar Community Conversation with adults; a suggestion to hold a Community Conversation at the Teen Center; finding a wider audience; having a greater impact; showcasing social justice films; Deferred Action for Childhood Arrivals (DACA); the Culver City Action Network; students in the

City that are part of DACA; and building awareness in the City.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER DE HERRERA AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION FORM THE COMMUNITY CONVERSATION TOPIC #8 AD HOC SUBCOMMITTEE AND APPOINT COMMISSIONERS DE HERRERA AND MOHAMMED TO SERVE, WITH A REPORT DUE BACK FOR THE NOVEMBER MEETING.

Additional discussion ensued between staff and Commissioners regarding City Council discussion of new playground equipment going in at Veterans Park; the suggestion that future parks include equipment for children with disabilities; concern that the Commission was not allowed sufficient time to provide input for the Veterans Park Age 5 - 12 Playground Equipment Replacement Project; forming a subcommittee to conduct research on accessible parks and provide information to the Commission; whether to wait until the new Director is hired; clarification that there is no funding currently on the horizon to replace the Lindberg Park playground equipment; information available through the California Parks and Recreation Society; state and federal standards for playground accessibility; and a request that the opportunity to form ad hoc subcommittees become a recurring item on monthly meeting agendas.

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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**

Discussion ensued between staff and Commissioners regarding dates that Council Chambers are available; dates available at other locations; and providing televised meetings.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER HEINEMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION:

1. SELECT JANUARY 17, 2018 AS THE ALTERNATE DATE FOR THE JANUARY 2, 2018 PRCS REGULAR MEETING; AND

2. SELECT MARCH 21, 2018 AS THE ALTERNATE DATE FOR THE MARCH 6, 2018 PRCS REGULAR MEETING.

Additional discussion ensued between staff and Commissioners regarding scheduling the Parks Tour; whether to wait for a new Director; the need to have a quorum for the Parks Tour; and scheduling an additional tour with the new Director and those Commissioners not available for the first tour.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER HEINEMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION:  
SELECT SEPTEMBER 22, 2017 AS THE DATE FOR THE 2017 PRCS TOUR OF CULVER CITY PARKS AND FACILITIES WITH THE OPPORTUNITY TO HAVE ANOTHER TOUR AFTER THE APPOINTMENT OF THE NEW PRCS DIRECTOR.

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Item A-5

**PRCS - (Standing Item) Hear Updates from the Parks, Recreation and Community Services Commission Ad Hoc Subcommittees and Representative Appointees to Outside Associations and City Committees**

Commissioner Heineman provided an update on activities of the California Association of Parks and Recreation Commissioners and Board Members (CAPRCBM); wanted to ensure that other Commissioners receive information from the CAPRCBM; and she discussed awards received from the CAPRCBM.

Commissioner Heineman announced the Hispanic Heritage Party at the Culver City Senior Center on September 15; invited everyone to attend monthly birthday parties at the Senior Center; she encouraged everyone to read about what is happening at the Senior Center; discussed the patio construction; and noted that there would be a ceremony to express appreciation to the Paetzold family for their support of the patio project.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE REPORT.

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Item A-6

**(Standing Item) Review of Upcoming Agenda Items to be Considered by the Parks, Recreation and Community Services (PRCS) Commission and its Ad Hoc Subcommittees**

Discussion ensued between staff and Commissioners regarding a request for a report on the costs and feasibility of installing shade structures for playgrounds; identification of locations; the schedule for the budget; input and research; the process; community feedback; park lighting; public surveys; those who do not want lighting in the parks; review of long term goals; whether long terms goals change with the new Director; the Parks and Recreation Master Plan; the Open Space Element of the General Plan; the designated dog path; and the bidding process.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER HEINEMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE REPORT.

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**Public Comment - Items Not on the Agenda**

Chair Rickards invited public comment.

No cards were received and no speakers came forward.

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**Receipt and Filing of Correspondence**

Patricia Mooney, Senior Management Analyst, reported that no correspondence had been received.

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**Items from Commissioners**

Vice Chair Zeidman wished Commissioners Heineman and Mohammed a Happy Birthday.

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**Adjournment**

There being no further business, at 8:21 P.M., the Parks, Recreation and Community Services Commission adjourned to a meeting to be held on Tuesday, October 3, 2017 at 7:00 P.M.

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Patricia A. Mooney  
ATTENDING SECRETARY of the Parks, Recreation and  
Community Services Commission

APPROVED \_\_\_\_\_

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William Rickards  
CHAIR of the PARKS, RECREATION AND COMMUNITY SERVICES  
COMMISSION  
Culver City, California

I declare under penalty of perjury under the laws of the  
State of California that, on the date below written, these  
minutes were filed in the Office of the City Clerk, Culver  
City, California and constitute the Official Minutes of said  
meeting.

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Jeremy Green  
CITY CLERK

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Date