

***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

January 4, 2022
7:00 P.M.

Call to Order & Roll Call

Chair Heineman called the regular meeting of the Parks,
Recreation and Community Services Commission to order at 7:07
P.M. via Webex.

Present: Kay Heineman, Chair
William Rickards, Vice Chair*
Khary Cuffe, Commissioner
Palvi Mohammed, Commissioner
Scott Zeidman, Commissioner

*Vice Chair Rickards experienced difficulty
being connected from 7:15 P.M. – 7:38 P.M.

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Pledge of Allegiance

Commissioner Cuffe led the Pledge of Allegiance.

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Items from Members and Staff

Darren Uhl, Recreation and Community Services Supervisor,
provided a presentation on winter camp at the Culver City Teen
Center; discussed one-day camps to help out with child care
needs on school holidays; spring camp; planning for summer camp;
the upcoming Martin Luther King Jr. Celebration; appreciation
to Jeannine Houchin for help to upgrade technology to provide
an online flip-book presentation for Culver City Living; the
Senior Center Newsletter; and use of QR Codes.

Commissioners expressed appreciation for the report and for the improved technology.

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Public Comment - Items Not on the Agenda

Chair Heineman invited public comment.

Patricia Mooney, Senior Management Analyst, indicated that no public comment had been received.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER ZEIDMAN AND SECONDED BY MEMBER MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF DECEMBER 7, 2021.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CUFFE, HEINEMAN, MOHAMMED, ZEIDMAN
NOES: NONE
ABSENT: RICKARDS

Vice Chair Rickards was having difficulty with his Webex connection and was marked absent for the vote.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

PRCSC - (1) Create Parks, Recreation and Community Service Commission Work Plans; (2) Draft a Written Report to the City Council Regarding the Work Plans; and (3) Authorize Transmittal of the Report to the City Council

Patricia Mooney, Senior Management Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding a suggestion to add Blair Hills resurfacing as a future project; adding the Veterans Park basketball court resurfacing to the list of accomplishments; progress made on the park rules; continuing the process of evaluating and refining historic practices as they relate to field allocation and use by community sports and other organizations to define and clarify procedures for increased transparency, inclusiveness for all age groups, skill levels and organizations; continued work on municipal code updates to Chapter 9.10; collaboration with other City Commissions, Boards and Committees on issues of mutual concern and overlapping jurisdiction; updates to the play structure in Lindberg Park; including items in the work plan contingent on available funding; smaller, more achievable projects; continued work on playgrounds; budgeting to continue the process; work on community outreach for park and playground upgrades; funding for El Marino; Measure A allocations; accumulation of funds; alerting the City Council to Commission intent; identification of funding sources; requesting assistance from the City; and clarification on the field allocation process.

Vice Chair Rickards rejoined the meeting.

Additional discussion ensued between staff and Commissioners regarding the ability to have a discussion about adding items to the work plan; the budget discussion planned for February; adding Blair Hills Park resurfacing to the discussion next month; and staff agreement to draft a report to the City Council with accomplishments as discussed as well as the agreed upon workplan.

MOVED BY VICE CHAIR RICKARDS, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION AUTHORIZE TRANSMITTAL OF THE REPORT TO THE CITY COUNCIL.

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Item A-2

[Standing Item; Any or All of the Following Actions, if Desired] (1) Receipt and Filing of Updates from the Members of the Parks, Recreation and Community Services Commission Ad Hoc Subcommittees and Representative Appointees to Outside Associations and City Committees; (2) Formation of New and/or Dissolution of Existing Ad Hoc Subcommittee(s); and, (3) Appointment of Two Commissioners to Newly-Formed Ad Hoc Subcommittee(s)

Armando Abrego, Director of Parks, Recreation and Community Services, discussed communication with the City Attorney regarding the Commission's project to revise and update certain sections of *Culver City Municipal Code Chapter 9.10: Parks, Public Buildings and Property*; the best way to move forward; and he agreed to schedule a meeting of the *Parks and Facilities Sections of the Culver City Municipal Code Review Ad Hoc Subcommittee*. The members are Vice Chair Rickards and Commissioner Mohammed.

Chair Heineman provided an update on the Senior Center Board and activities noting that the next meeting of the Senior Center Board would be on January 10, 2022.

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY VICE CHAIR RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE UPDATES FROM THE REPRESENTATIVE APPOINTEES TO OUTSIDE ASSOCIATIONS AND CITY COMMITTEES.

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Item A-3

PRCSC - [Standing Item] (1) Review the Parks, Recreation and Community Services Commission 2022 Meeting Calendar and the Upcoming Agenda Items List and Make Adjustments, if Necessary; (2) Discuss Topics for Inclusion in the Next PRCS Commission

Report to the City Council; and, (3) Receipt and Filing of the Report

Patricia Mooney, Senior Management Analyst, discussed upcoming meeting dates and planned agenda items.

Armando Abrego, Parks, Recreation and Community Services Director, discussed the fencing project in Culver City Park; repairs to Fields #2 and #3; collaboration with Culver City Little League; repairs to the snack bar near Field #1; the potential demolition of the snack bar between Fields #2 and #3; and plans for portable restrooms and a snack bar.

Discussion ensued between staff and Commissioners regarding retention of the permanently affixed plates on the snack bar reflecting donations from families; rehabilitation of the fields; adding a discussion of the budget to the February meeting agenda; proximity of the July 5 meeting to the 4th of July holiday; and agreement to revisit dates in the future as needed.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY CHAIR 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 Heineman invited public comment.

Patricia Mooney, Senior Management Analyst, indicated that no requests to speak had been received.

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Receipt and Filing of Correspondence

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

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Items from Staff

Armando Abrego, Parks, Recreation and Community Services Director, announced that Amanda Rigali had accepted a position with the City of Malibu; he noted that there were three Recreation Coordinator positions open; discussed the recruitment process; announced the hiring of new Recreation and Community Services Manager, Francisca Castillo from the City of Los Angeles; he reported that Dani Cullens and Darren Uhl had switched positions; noted there had been five retirements in December; and he discussed temporary workers brought in to help.

Discussion ensued between staff and Commissioners regarding coverage during the selection process; Commissioners expressed appreciation for the work of staff; and Chair Heineman volunteered to provide the senior perspective in the selection process.

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Items from Commissioners

Discussion ensued between staff and Commissioners regarding regular reports to the City Council; changes to communication rules; the formal process of submitting a written report; and Commission consideration of what to include in the report in standing Item A-1.

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Adjournment

There being no further business, at 8:11 P.M., the Parks, Recreation and Community Services Commission adjourned to a special joint meeting to be held on Wednesday, January 12, 2022 with the Finance Advisory Committee.

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

APPROVED _____

Kay Heineman
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.

Jeremy Green
CITY CLERK

Date