

***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

March 1, 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 7:03 P.M. via Webex.

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

\*Commissioner Cuffe joined the meeting at 7:14 p.m.

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**Pledge of Allegiance**

Adam Ferguson, Associate Analyst, led the Pledge of Allegiance.

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**Items from Members/Staff**

Dani Cullens, Recreation and Community Services Manager, invited everyone to the opening day for Culver City Little League on March 5 at 10:30 a.m.

Francisca Castillo, Recreation and Community Services Manager, provided a recap of the Valentine's Day event at the Culver City Senior Center.

Armando Abrego, Parks, Recreation and Community Services Director, reported that the mid-year request for the operating budget would be heard by the City Council on March 14.

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

Chair Heineman invited public comment.

Jeremy Bocchino, City Clerk, indicated that no public comment had been received.

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**Receipt of Correspondence**

Jeremy Bocchino, City Clerk, indicated that no correspondence had been received.

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**Consent Calendar**

Item C-1

**PRCSC - Approval of the Minutes for the Regular Parks, Recreation and Community Services Commission Meeting of February 1, 2022**

MOVED BY COMMISSIONER ZEIDMAN AND SECONDED BY COMMISSIONER MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF FEBRUARY 1, 2022.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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## **Order of the Agenda**

No changes were made.

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## **Action Items**

Item A-1

### **PRCSC - Receipt and Filing of the Report Regarding the Process of Creating a Parks and Recreation Facilities Master Plan**

Dani Cullens, Recreation and Community Services Manager, provided a summary of the material of record; discussed the Toolkit; attachments provided in the staff report; the intent to have a more comprehensive scope of service moving forward; she provided an overview of the table of contents from the end product; discussed existing recreation resources; the Recreation Facility Needs Assessment; community participation; park concept plans; repurposing existing fields to meet needs; school facilities; funding; and implementation.

Commissioner Cuffe joined the meeting.

Discussion ensued between staff and Commissioners regarding appreciation for the thorough process; length of time to complete the plan; work with the consultant; the competitive bidding process; outreach; including those not traditionally involved in the process; Commission participation in the outreach process; ensuring that the community feels involved; and a suggestion to go to the parks to seek public input from those who use the parks.

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY VICE CHAIR RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT ON THE PROCESS OF CREATING THE PARKS AND RECREATION FACILITIES MASTER PLAN.

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Item A-2

**PRCSC - (1) Review and Finalization of the Parks, Recreation and Community Services Commission's Draft Fiscal Year 2022-2023 Budget Recommendations to the City Council; and (2) Authorization of Transmittal of the Correspondence to the City Manager**

Discussion ensued between staff and Commissioners regarding appreciation for the letter drafted by Commissioner Mohammed; requested personnel enhancements; a request from staff that the Commission add two additional two Maintenance Worker I positions and a regular part time Pool Manager; the Master Plan Consultant; information still needed regarding the basketball courts; prioritization of requests; clarification regarding distinctions between maintenance workers; reclassifications; the Senior Maintenance Tech position; the need for more entry-level employees; clarification regarding the number and types of positions being requested; addressing fields and personnel separately; the timeline for submission and approval; order of items presented; and agreement that the Director review the final document.

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

(1) FORMALIZE THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION'S DRAFT FISCAL YEAR 2022-2023 BUDGET RECOMMENDATIONS TO THE CITY COUNCIL WITH ADDITIONS; AND,

(2) AUTHORIZE TRANSMITTAL OF THE CORRESPONDENCE TO THE CITY MANAGER.

Commissioner Mohammed indicated that once he received the necessary information, he would finalize the document and return it the Parks, Recreation and Community Services Director.

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Item A-3

**[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)**

Chair Heineman reported on the Senior Center Valentine's Day event; discussed the upcoming St. Patrick's Day event; indicated that the next Senior Center Board meeting would be on March 8; and she announced that nominations for Older Americans Month were being accepted until March 7 for Culver City residents.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER ZEIDMAN 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-4

**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**

Discussion ensued between staff and Commissioners regarding clarification that the workplan presentation being provided to the City Council on March 8 would be provided to the Commission on April 5.

MOVED BY VICE CHAIR RICKARDS, SECONDED BY COMMISSIONER ZEIDMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE UPCOMING AGENDA ITEMS LIST WITH ADJUSTMENTS AND THE CALENDAR.

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

Chair Heineman invited public comment.

Jeremy Bocchino, City Clerk, indicated that no requests to speak had been received.

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**Items from Staff**

Armando Abrego, Parks, Recreation and Community Services Director, thanked the City Clerk for running the meeting and the IT (Information Technology Department) for their support, and he hoped to see everyone on March 5 at the Opening Day for Little League.

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**Items from Commissioners**

None.

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**Adjournment**

There being no further business, at 7:52 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, April 5, 2022.

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

APPROVED \_\_\_\_\_

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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.

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Jeremy Green  
CITY CLERK

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Date