

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

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

December 6, 2016
7:00 P.M.

Call to Order & Roll Call

Chair Heineman called the meeting of the Parks, Recreation and
Community Services Commission to order at 6:58 P.M.

Present: Chair Kay Heineman
 Vice Chair Laura Stuart
 Commissioner Scott Garland
 Commissioner William Rickards
 Commissioner Scott Zeidman

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Pledge of Allegiance

Commissioner Garland led the Pledge of Allegiance.

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Public Comment for Items NOT on the Agenda

Chair Heineman invited public participation.

No speakers came forward and no cards were received.

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Consent Calendar

Item C-1

Meeting Minutes - November 1, 2016

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY VICE CHAIR
STUART AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION
AND COMMUNITY SERVICES COMMISSION APPROVE THE MINUTES FOR
THE REGULAR MEETING OF NOVEMBER 1, 2016.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

(1) Review and Discussion of the Draft Child Care Programs Survey Presented by the Parks, Recreation and Community Services Commission Child Care Programs Ad Hoc Subcommittee; (2) Recommendation of Revisions to the Draft Survey, If Any, as Deemed Appropriate; and, (3) (If Desired) Approval of the Survey for Distribution to the Public

Daniel Hernandez, Parks, Recreation and Community Services Director, polled the commission on the receipt of files pertaining to the survey.

Patricia Mooney, Senior Management Analyst, reported that the City had been checking the distribution list to ensure that email addresses were noted correctly.

Discussion ensued between staff and Commissioners regarding the last day to respond; survey distribution details; the question regarding reasonable cost; concern that the length of the survey would negatively impact responses; a suggestion to include an online progress bar to show percentage of survey completion; estimated length of time to complete survey; redundancy with the after school care questions; the goal of an increased budget for staff; an observation that Culver Park High School was left out of number 4; adding an option to number 4 to include charter schools or children who are home schooled; and including a time estimate of five minutes online.

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY VICE CHAIR STUART AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: APPROVE THE DISTRIBUTION OF THE CHILD CARE PROGRAMS SURVEY TO THE PUBLIC, WITH THE CONDITION THAT ALL OF THE RECOMMENDATIONS MADE AT THE MEETING ARE INCORPORATED INTO THE SURVEY, INCLUDING: (1) ADD "CULVER PARK HIGH SCHOOL" TO THE LIST

OF SCHOOLS IN QUESTION NUMBER 4; (2) ADD AN "OTHER" CATEGORY TO THE LIST OF SCHOOLS IN QUESTION NUMBER 4, ALONG WITH A FIELD TO NOTE A SCHOOL THAT IS NOT ON THE LIST; (3) ADD A NOTATION AT THE BEGINNING OF THE SURVEY STATING THAT IT SHOULD TAKE NO LONGER THAN FIVE MINUTES TO COMPLETE; AND, (4) ADD A PROGRESS BAR OR COUNTER TO LET RESPONDENTS KNOW HOW FAR ALONG IN THE SURVEY THEY ARE WHILE ANSWERING QUESTIONS (IF INFORMATION TECHNOLOGY IS ABLE TO DO SO).

Vice Chair Stuart asked that staff investigate how quickly the survey can be distributed.

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Item A-2

Planning Session: Continuing In-Depth Discussion and Planning of Parks, Recreation and Community Services (PRCS) Commission Community Conversations - Topic #7, with the Working Title, "Growing Up In or Attending School In Culver City: A Continuing Conversation on Culture and Race" Which is Tentatively Scheduled for February 7, 2017

Commissioner Rickards reported meeting to discuss the involvement of Dr. Carlos Valverde, Ed.D., as moderator and his willingness and ability to reach out to Culver City High School students to include them in the Community Conversation.

Discussion ensued between staff and Commissioners regarding meeting length; anticipated format revision from Dr. Valverde; a request that a draft of the flier be made available to Commissioners for review at the January meeting prior to distribution to the public; agreement by Commissioner Rickards to develop the flier; setup needs for the conversation; and having a small reception for participants.

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

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Item A-3

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

Vice Chair Stuart discussed the joint meeting scheduled with the City Council on March 7, 2017; seeking City Council input regarding expectations for the Commissioner Summit at the joint meeting; having the Commissions be active in accomplishing groundwork for the departments and for the City; she noted that she would be leaving the Commission in June; and she discussed the Ballona Creek Renaissance item to ban polystyrene before the City Council.

Chair Heineman announced that she would be attending the CPRS Conference and Expo in Sacramento in February 2017 and she invited others to attend; reported on money raised by the Culver City Senior Citizens Association (CCSCA) for the Holiday Certificate Program this year; the CCSCA Board donation of an additional \$2,000 for a total of \$7,000 toward purchasing Ralph's supermarket script to distribute to eligible families for the holiday season; and she noted that the Senior Center Holiday Luncheon would be held on Christmas Day, thanks to the generosity of local businesses and assistance from former Mayor O'Leary and Mayor Clarke.

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

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Item A-4

**(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 future budget discussions and moving the regular January Commission meeting date to January 10, 2017.

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY COMMISSIONER GARLAND AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT ON UPCOMING AGENDA ITEMS INCORPORATING ALL RECOMMENDATIONS MADE BY THE COMMISSION, INCLUDING (1) MOVING THE JANUARY MEETING FROM JANUARY 3 TO JANUARY 10, 2017; AND, (2) AGENDIZING A PRELIMINARY BUDGET REVIEW FOR THE MEETING OF JANUARY 10, 2017.

Additional discussion ensued between staff and Commissioners regarding the timing for submitting the letter and the budget schedule.

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Public Comment - Items Not on the Agenda

Chair Heineman 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 Staff

Daniel Hernandez, Parks, Recreation and Community Services Director, reported on the Syd Kronenthal Park Playground Project; the Downtown Holiday Tree Lighting; the Vets Tower Holiday Lighting; the Lions Lunch at the Senior Center; the recently developed Pool Lane Allocation Guidelines; taking roll for swim teams that rent lanes; lane allocations and lane limits; peak hours; historical use of City facilities; he thanked the City Manager's Office and the new Assistant to the City Manager, Jesse Mays, for assistance with the development of the Pool Lane Allocation Guidelines; he discussed working with the Little League on field

renovations; and the staff holiday party luncheon on December 13, 2016.

Discussion ensued between staff and Commissioners regarding recruitment efforts for the Aquatics Coordinator and Recreation Coordinator/Registration positions and the screening process.

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Items From Commissioners

Commissioner Garland read an email that he received from a member of the public regarding size and temperament guidelines for the two dog enclosures at the Culver City Dog Park, and concern that there is no designated enclosure for medium-size dogs.

Discussion ensued between staff and Commissioners regarding the guidelines to divide the space in the Dog Park; concern with discussing a non-agendized item; Commission consensus to agendize a discussion the configuration of the Dog Park at the January 10, 2017 PRCSC Commission meeting; alerting Friends of the Dog Park to the discussion at the January meeting; and timing for consideration of different budget items.

Chair Heineman wished everyone a wonderful holiday.

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Adjournment

There being no further business, at 7:53 P.M., the Parks, Recreation and Community Services Commission adjourned to a meeting to be held on Tuesday, January 10, 2017 at 7:00 P.M.

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Patricia A. Mooney
ATTENDING 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
DEPUTY CITY CLERK

Date