

***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

December 3, 2019  
7:00 P.M.

**Call to Order & Roll Call**

Chair Mohammed called the regular meeting of the Parks, Recreation and Community Services Commission to order at 7:05 P.M. in the Mike Balkman Council Chambers at Culver City City Hall.

Present: Palvi Mohammed, Chair  
Paula Amezola, Vice Chair  
Kay Heineman, Commissioner  
William Rickards, Commissioner

Absent: Scott Zeidman, Commissioner

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**Pledge of Allegiance**

Kay Heineman led the Pledge of Allegiance.

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

Chair Mohammed invited public comment.

No cards were received and no speakers came forward.

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**Consent Calendar Items**

Item C-1

**PRCSC - Approve Minutes for the Regular Parks, Recreation and Community Services Commission Meeting of October 1, 2019**

MOVED BY COMMISSIONER HEINEMAN AND SECONDED BY COMMISSIONER RICKARDS THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE THE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF OCTOBER 1, 2019.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item C-2

**PRCSC - Approve Minutes for the Regular Parks, Recreation and Community Services Commission Meeting of November 5, 2019**

Commissioner Rickards received clarification about the name of the student who suggested the use of student volunteers.

MOVED BY COMMISSIONER HEINEMAN AND SECONDED BY COMMISSIONER RICKARDS THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE THE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF NOVEMBER 5, 2019.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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## **Order of the Agenda**

No changes were made.

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## **Action Items**

Item A-1

**PRCSC - Discussion of (1) Recommendation from the City Council Equity Subcommittee to Introduce an Ordinance Amending Culver City Municipal Code Chapter 3.03 Pertaining to City Commissions, to Add Equity Policy Language, and to Allow Appointment of Non-Registered Voters and Minors Age 16, and (2) Proposed Changes to the City Policy Pertaining to Commissions, Committees and Boards Pertaining to Childcare and Training of Appointed Officials; and Provide any Feedback to City Staff**

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding selection procedures; separate consideration of youth serving on the Civil Service Commission and Planning Commissions; experience; maintaining interest if the youth representative is not permitted to vote; establishing a Youth Advisory Commission; discussion of the proposal and consideration by the City Council; impacts to the PRCSC Commission; changes to Section C 3.03.300; shifting of responsibilities to the proposed Equity and Human Relations Committee; feedback from residents supporting additional Community Conversations; the City Council Equity Subcommittee; the proposed citizen committee; youth participation; support for inclusivity; sister cities; a suggestion to provide translators if requested; concern with a youth representative actually being heard on a Commission comprised of adults; providing the best road to achieve equity; providing resources so that the youth can voice their concerns and share experiences and ideas; decisions made by the City Council based on competence and expertise; residency criteria; meeting the need for Community Conversations; annual joint meetings with the City Council; and clarification that Commission input would be transmitted to the City Council.

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Item A-2

**PRCSC - Consideration of a Recommendation to the City Council in Support of the Proposed Scholarship Program to Offset Parks, Recreation and Community Services Department Class and Program Enrollment Fees for Eligible Low-Income Individuals**

Corey Lakin, Parks, Recreation and Community Services Director, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding proof of residency; advertising; need; funding; providing the ability for Culver City Unified School District (CCUSD) students to be eligible for scholarships; local private schools; user group priority order; challenges based on the first come, first served component; support for requiring proof of residency or attendance of CCUSD schools; participation in the free lunch program; the ability to make changes; whether to allow family participation; acceptable documents for proof; grammatical corrections to the guidelines; locally administered funding from the federal government; those who qualify for general relief; supplemental assistance available from various national and local programs; income documentation; and providing the opportunity for people to donate to help support others in need.

MOVED BY COMMISSIONER HEINEMAN AND SECONDED BY VICE CHAIR AMEZOLA THAT THE PARKS RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE A RECOMMENDATION TO THE CITY COUNCIL IN SUPPORT OF THE PROPOSED SCHOLARSHIP PROGRAM TO OFFSET PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT CLASS AND PROGRAM ENROLLMENT FEES FOR ELIGIBLE LOW-INCOME INDIVIDUALS WITH THE RECOMMENDED PROGRAM CHANGES AS DISCUSSED IN THIS MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-3

**PRCSC - Discussion of the Turf Consultant's Report on Park  
Fields in Culver City and the Findings of the Report  
Presented at the November 5, 2019 Parks, Recreation and  
Community Services Commission Meeting**

Corey Lakin, Parks, Recreation and Community Services  
Director, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding obtaining estimates; the need for the irrigation report; consequences of not making a request for the next fiscal year; the auditor recommended by the consultant; timing; the importance of rest periods; funding for maintenance of the turf; updating signage; identifying stakeholders for sponsorships; efficiency gained from a better water system; funding additional personnel necessary for proper field maintenance; controversy with putting in a turf field in West Los Angeles; ongoing costs; conservation; turf overhaul rather than an annual hydro-seed; timing; aeration equipment; doing a trial run at Blanco Park; engaging the user groups through an ad hoc subcommittee; having competitive fees with surrounding cities; the request for capital funds for Lindberg Park; parking issues; increases to user fees; fee studies; the need for stakeholder engagement; capital investments vs. maintenance; one time fees vs. higher rates; getting one area up to standards that can handle adult play; time and funding needed to complete the fee study; the study done in 2014; fees associated with additional damages; damage deposits; the need for additional research; damage done by having automobiles on the field for The Car Show; Fiesta La Ballona; the need to use the parks; annual events; the need for proper aeration after large events; and continuing the conversation.

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Item A-4

**PRCSC - (1) Review the Parks, Recreation and Community  
Services Department Fiscal Year 2019-2020 Adopted Budget;  
and, (2) [If Desired] Discuss Potential Topics for the  
PRCS Commission's Fiscal Year 2020-2021 Budget  
Recommendations to the City Council**

Corey Lakin, Parks, Recreation and Community Services  
Director, introduced the item.

Discussion ensued between staff and Commissioners regarding the letter sent to the City Council last year; requested items from last year; the proposed Capital Improvement budget; what has been spent to date; the need for a Project Manager to coordinate; estimated carryover; focusing more on completion of current tasks than on new projects; the Tellefson Park playground project going out to bid; length of the process; staff time; the need for a Park Development Division; projects managed by Public Works; the marquee; the skateboard office; restructuring in the Finance Department; capital funding; items for the new letter including a Project Manager, the irrigation study, recommended aeration equipment, a full rehabilitation of Blanco Park, and adding 2 staff members for Field Maintenance; Lindberg Park Playground Rehabilitation; Wi-Fi in the parks; making a strong case for the importance of the fields to the community; the well-documented need for intervention; agreement that the Chair would write the letter to the City Council with the assistance of Commissioner Rickards; identifying items; prioritization; finalization of the letter in February; consultant recommendations for maintenance; providing open spaces for those without backyards; programming; costs to show movies; continued efforts to provide funding for events in the parks to bring the community together; the dedicated Special Events Coordinator; the Special Event Grant Program; afterschool programs; and Brown Act considerations.

Item A-5

**PRCSC - [Standing Item; Any or All of the Following Actions, if Desired] (1) Receive and File Updates from 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 Discussion of Existing Ad Hoc Subcommittee(s); and, (3) Appointment of Two Commissioners to Newly-Formed Subcommittee(s)**

Discussion ensued between staff and Commissioners regarding potential changes to the municipal code; the role of the youth representative; agreement to table the item to the next meeting; the Community Conversation evaluation; support for the events; the need to include renters in the conversation; the complexity of housing issues; the need for more resources to provide support for the homeless; presenting information gained from the Community Conversation to the Committee on Homelessness before submitting to the City Council; tenants who are too fearful to participate in meetings; and the lack of tenant protections.

Commissioner Heineman discussed turnout for Senior Center voting; past events at the Senior Center; upcoming activities; and issues with the Holiday Certificate Program.

Chair Mohammed received clarification regarding the recent Community Development Block Grant Committee meeting and upcoming City Council approval of the grants.

Additional discussion ensued between staff and Commissioners regarding dissolution of Committees; the Legislative subcommittee; determining feasibility before making final recommendations; Park Rules and Regulations; clarifying the mission statement for the ad hoc subcommittee; projecting the endpoint; continuing engagement with user groups; the ongoing component; ad hoc vs. standing committees; the need for ad hoc subcommittees to have an achievable goal; outreach; and establishing a subcommittee to build rapport with stakeholders.

MOVED BY COMMISSIONER HEINEMAN AND SECONDED BY VICE CHAIR AMEZOLA THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE UPDATES FROM MEMBERS OF THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION AD HOC SUBCOMMITTEES AND REPRESENTATIVE APPOINTEES TO OUTSIDE ASSOCIATIONS AND CITY COMMITTEES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-6

**PRCSC - [Standing Item] Review the Fiscal Year 2019/2020 Parks, Recreation and Community Services Commission Meeting Calendar and the Upcoming Agenda Items and Make Adjustments, if Necessary; and, (2) Receive and File the Report**

Discussion ensued between staff and Commissioners regarding the Age Friendly Survey results; expectations; the request from the City Council for three actionable items within six months; responsibility for execution; items in the purview of the department; the PowerPoint presentation summary; the advisory nature of the Commission; the ongoing turf discussion; the budget letter; and agreement by Commissioners to hold the report and budgets for additional consideration.

MOVED BY COMMISSIONER RICKARDS AND SECONDED BY COMMISSIONER HEINEMAN THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT ON THE UPCOMING AGENDA ITEMS LIST.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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

Chair Mohammed 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**

Corey Lakin, Parks, Recreation and Community Services Director, discussed items included in the FYI; reported that the written summary of the Age Friendly PowerPoint presentation had been provided to the General Plan Advisory Committee for possible inclusion in their procedures; he invited everyone to the Holiday Tree Lighting Sled-tacular in Town Plaza on December 5; discussed combining the event with other entities; reimagining the tower; safety issues; and he indicated that the newest staff members would be making a presentation next month.

Discussion ensued between staff and Commissioners regarding parking for the Holiday Tree Lighting.

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**Items from Commissioners**

Commissioner Rickards discussed a recent article in the New York Times about the reimagining of Culver City.

Commissioner Heineman announced an upcoming meeting at Temple Akiba about the post office move.

Vice Chair Amezola wished everyone Happy Holidays.

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**Adjournment**

There being no further business, at 10:32 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, January 7, 2020.

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

APPROVED \_\_\_\_\_

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Palvi Mohammed  
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