

***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

February 2, 2021
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 7:00 P.M. via Webex.

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

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Pledge of Allegiance

Vice Chair Rickards led the Pledge of Allegiance.

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The following item was considered out of sequence.

Items from Staff

Arames White-Shearin, Recreation and Community Services Supervisor, reported that permits were being issued on Public Order #23, 24 and 33; she discussed monitoring groups; the Park Ambassador Program; contract custodial services; signage; educating the public on COVID-19 policies and procedures as well about rules regarding dogs in the park; challenges; Culver West Alexander Park; issues with trying to enforce rules at the Skate Park; and she noted that sometimes the Culver City Police Department (CCPD) has to be called and the Skate Park has to be closed.

Discussion ensued between staff and Commissioners regarding ways to help; educating the community; highlighting the work of staff to keep the parks safe and ensure rules are followed; the difficulty of addressing the mask wearing issue; encouragement to Commissioners to alert staff to any issues they are aware of so things can be addressed; the job of staff to educate rather than confront; and appreciation to staff for all of the work done to keep the parks safe.

Jill Thomsen, Recreation and Community Services Supervisor, discussed the Yarn Giveaway; Adventures with Doug; the Tellefson Park Ribbon Cutting; donations received from Sony to enable Candygrams for Seniors; deliveries to the Nifty Nineties; flower donations; and encouragement to anyone who wants to help with delivery to volunteer.

Discussion ensued between staff and Commissioners regarding volunteers, and appreciation to staff for their efforts.

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Public Comment - Items Not on the Agenda

Chair Heineman invited public comment.

Patricia Mooney, Senior Management Analyst, reported that no public comment 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 January 5, 2021

Chair Heineman discussed Item A-4 on page 5, noting that the letter referenced was not a budget letter, but rather a budget recommendation letter to the City Council.

Discussion ensued between staff and Commissioners with agreement that the word "recommendation" be added between

"budget" and "letter" in the last sentence of the last paragraph of Item A-4 on page 5 to indicate: "...and Commission consensus that Commissioner Mohammed begin drafting the budget recommendation letter".

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY VICE CHAIR RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JANUARY 5, 2021 AS AMENDED.

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Order of the Agenda

Items from Staff were heard after the Pledge of Allegiance.

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Action Items

Item A-1

PRCSC - Receipt and Filing of the Report Regarding the Fields and Grounds Maintenance of Culver City Parks

Patrick Reynolds, Parks Manager, provided an update on the quarterly maintenance report; noted much change over the past 10 months; discussed the primary focus on disinfecting and cleaning; regular maintenance; the grand opening at Tellefson Park; demands on staff to maintain irrigation on aging infrastructure; new challenges with new construction; work with developers and other City departments; equipment taken out by traffic accidents; the turf maintenance schedule; stolen bases; assistance from the public in identifying issues; the Turf Report prepared by the consultant; the hydra-seed process; irrigation; and staff required for field maintenance.

Discussion ensued between staff and Commissioners regarding budget reductions; disruption to the original plan for larger improvements; downtime for the fields afforded by the COVID-19 crisis; appreciation to staff for their efforts; the transformation of Tellefson Park; the historic plaque for the roller rink; the future Historical Society event to mark the installation of the plaque; equipment necessary to implement recommendations; phasing in equipment; prioritization of field maintenance equipment; and the upcoming budget discussions.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER ZEIDMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT REGARDING THE FIELDS AND GROUNDS MAINTENANCE OF CULVER CITY PARKS.

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Item A-2

PRCSC – (1) Review the Parks, Recreation and Community Services Department Fiscal Year 2020-2021 Budget, including Grants and Capital Improvement Projects; and, (2) [If Desired] Discuss Potential Topics for the PRCSC Commission's Fiscal Year 2021-2022 Budget Recommendations to the City Council

Patricia Mooney, Senior Management Analyst, discussed budget review; topics for the letter; updated expenditure and revenue information; grants for Capital Improvement Projects (CIPs); different types of grants; Prop 68; Measure A; the Community Based Park Investment Program; annual allocations; maintenance and services money to offset costs; costs for janitorial services at the Senior Center; lower Janitorial Services costs to the buildings being closed to the public; Maintenance and Servicing Excess Funds; offsets; and grants.

Patrick Reynolds, Parks Manager, discussed grant applications; CIPs; the safety audit list of playground replacement projects; the El Merino project; the Lindberg Park Stone House; the Parks Conference; pickle ball; the regional parks tour; the CIP tracking report; the basketball court renovation; the Fox Hills power equipment; installation of filling stations; Community Development Block Grant (CDBG) monies; Master Plan and Work Plan goals; ongoing upgrades to amenities; completed projects; rubberized tile; improving technology with playground design and construction; the Park to Playa project; increased cycling in the City; relandscaping projects; Media Park revitalization; extension of the West Washington medians; and work on projects with other departments in the City.

Discussion ensued between staff and Commissioners regarding CIP costs for the proposed projects; current pickle ball play in the City; the new nature trail; appreciation to staff for the many projects they are involved in; the General Plan Update; funding sources; parcel fees to balance the impacts of

new development in the City; upgrades to overall infrastructure and community buildings; energizing the parks with new community centers; maintenance of greenspace; budget consequences; public input into the process; use of green space in open space; funding to upgrade existing parks; finding creative ways to create open space within new development; inclusion of the Parks Master Plan and the Turf Report in the General Plan; new facilities to represent the evolution of the community; conducting a Needs Assessment; funding; entitlement grants; the El Merino Park Playground Project; Prop 68; matching funds; Measure A; approval of fund use by the City Council; and the Lindberg Park Stonehouse Air Conditioning Retrofit Project.

Commissioner Mohammed indicated that he had not yet had a chance to update the budget letter from last year.

Discussion ensued between staff and Commissioners regarding budget recommendations; Commission support of staffing requests; ensuring a high level of maintenance and services; the departmental request for continued support for the landscape contractor and custodial services; the potential for additional staff to address new protocol when things re-open; support for special events; concern with asking for too much; a suggestion to focus on a few crucial items; and challenges in the field.

The Commission agreed to support requests for:

- Additional field maintenance positions
- Custodial positions
- Turf maintenance equipment
- Irrigation study
- Syd Kronenthal Rehabilitation
- Retaining landscaping and maintenance contractors
- Money for the holiday tree lighting

Additional discussion ensued between staff and Commissioners regarding making the City Council aware of what items are needed; the responsibility to keep advocating for what the department needs; proper maintenance of City resources; key items to focus on; items to hold for next year; lighting; pickle ball; outside funding; concern with accumulating funding; executing projects before money is taken back; and projects that have been placed on hold.

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Item A-3

PRCSC - [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)

Commissioner Mohammed indicated that he was still waiting to hear from the City Attorney's Office regarding updates from the Ad Hoc Subcommittee on the Municipal Code Review.

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Item A-4

PRCSC - [Standing Item] (1) Review the Parks, Recreation and Community Services (PRCS) Commission Fiscal Year 2020/2021 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 applications for the vacant Commission position; she noted that a new Commissioner could be brought in as soon as the April meeting; and she reminded Commissioners that the March meeting would be held on the regular date: March 2, 2021.

Armando Abrego, Parks Recreation and Community Services Interim Director, indicated that staff would reach out to the City Attorney to finish the municipal code discussion.

MOVED BY COMMISSIONER 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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Public Comment - Items Not on the Agenda

Chair Heineman invited public comment.

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

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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 (Continued)

Darren Uhl, Parks Recreation and Community Services Manager, provided an overview of the Martin Luther King Jr., virtual event; discussed The Plunge; availability of the pool for high school students; the Rec Extension Learning Program; and he commended Jeannine Houchin, Aquatics Special Events Supervisor for her work at The Plunge.

Chair Heineman expressed appreciation to staff for making the pool available to high school students.

Patricia Mooney, Senior Management Analyst, received agreement from the Commission that staff members be permitted to provide updates at the beginning of Commission meetings.

Vice Chair Rickards reported that the Recreation Department had taken responsibility for the Martin Luther King Jr. Day event, and had done an excellent job.

Chair Heineman reported attending the City Council meeting to accept the Proclamation on behalf of the Martin Luther King Jr. Day Celebration Committee, noting that they deserved credit for their work on the event.

Darren Uhl, Parks Recreation and Community Services Manager, thanked Chair Heineman for accepting the proclamation on behalf of the Committee noting that staff were new to working on the event, and were looking forward to working on it again next year.

Armando Abrego, Parks Recreation and Community Services Interim Director, thanked staff at all levels for their continued hard work

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Items from Commissioners

Vice Chair Rickards received clarification that there was nothing to bring forward to report to the City Council at the current time.

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Adjournment

There being no further business, at 9:02 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, March 2, 2021.

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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