

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

October 3, 2017  
7:00 P.M.

**Call to Order & Roll Call**

Chair Rickards called the regular meeting of the Parks,  
Recreation and Community Services Commission to order at 7:06  
P.M. in the Mike Balkman Council Chambers at City Hall.

Present:           Chair William Rickards  
                  Commissioner Paula Amezola De Herrera  
                  Commissioner Kay Heineman  
                  Commissioner Palvi Mohammed

Absent:           Vice Chair Scott Zeidman

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Shelly Wolfberg from the  
City Manager's Office.

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

Chair Rickards invited public comment.

No cards were received and no speakers came forward.

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**Consent Calendar**

Item C-1

**Meeting Minutes - September 5, 2017**

Commissioner Amezola De Herrera requested that she be referred to as Commissioner Amezola in the meeting minutes, and that all future minutes correspond to the name plate in Council Chambers to eliminate potential confusion.

MOVED BY COMMISSIONER HEINEMAN 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 SEPTEMBER 5, 2017 AS AMENDED.

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.

Commissioner Heineman commended staff for the Parks Tour last month.

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**Action Items**

Item A-1

**PRCSC - Receive and File an Informational Item Regarding the Preliminary Cost Estimates and Conceptual Plans for the Addition of Playground Shade Structures at Culver City Parks**

Patrick Reynolds, Parks Manager, provided a summary of the material of record noting that information had been distributed during the Parks Tour.

Chair Rickards invited public comment.

The following member of the audience addressed the Commission:

Adi Rom expressed support for the installation of playground shade structures in Culver City parks noting that the slides get very hot.

Patricia Mooney, Senior Management Analyst, indicated that three emails had been received in support of shade structures and would be distributed to Commissioners after the meeting.

Discussion ensued between staff and Commissioners regarding the priority list; parks that have funding; funding sources; eligibility; requests to the City Council for those parks that are not eligible for funding; submitting budget requests during budget season; staffing; the rate of installation; the Blair Hills Park slide; solar studies; identifying the greatest need; protecting children; available grants; and the process for sharing budget recommendations with the City Council.

MOVED BY COMMISSIONER HEINEMAN AND SECONDED BY COMMISSIONER MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE AN INFORMATIONAL ITEM REGARDING THE PRELIMINARY COST ESTIMATES AND CONCEPTUAL PLANS FOR THE ADDITION OF PLAYGROUND SHADE STRUCTURES AT CULVER CITY PARKS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-2

PRCSC - (1) Discussion of the Powers and Duties of the Parks, Recreation and Community Services Commission as Provided for in Accordance with the Culver City Municipal Code; and, (2) Review of the Bylaws of Selected California Commissions

Chair Rickards introduced the item.

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

Chair Rickards invited public comment.

No cards were received and no speakers came forward.

Discussion ensued between staff and Commissioners regarding alignment of the duties of Committees, Boards and Commissions; the feeling that creating bylaws are redundant; written reports, preferred format and frequency of submission of quarterly reports to the City Council; reference resources; training; ambiguities; structuring bylaws with specific ideas; clarification on what community service is; guidance from the Department work plan, the mission statement and scope of work; the City Charter; Division presentations; review of the five year plan with the new Director; the feeling that Community Service is under-articulated; and appreciation for being able to see material from other cities to put things in context.

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Item A-3

PRCSC - [Standing Item] (1) Formation of Additional Parks, Recreation and Community Services Ad Hoc Subcommittee(s); and, (2) Appointment of Two Commissioners to the Newly-Formed Ad Hoc Subcommittee(s)

Patricia Mooney, Senior Management Analyst, introduced the item.

Staff and Commissioners agreed to postpone the discussion until December and to keep the item on the agenda each month.

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Item A-4

**PRCSC - (Standing Item) Receive and File Updates from the Members of the Parks, Recreation and Community Services Commission Ad Hoc Subcommittee and Representative Appointees to Outside Associations and City Committees**

Chair Heineman reported attending the Senior Center Board meeting noting that Commissioners were invited to attend the Halloween party on October 31; noted that she had acted as the City and Commission representative at the Fall Workshop for the California Association of Parks and Recreation at Veterans Auditorium; asserted that the Commission should be notified about such events; she announced the State Parks and Recreation Conference in Long Beach on March 13-16; and she acknowledged the value of attending such events, and encouraged all Commissioners to take part.

Discussion ensued between staff and Commissioners regarding agreement that meetings and conferences are worthwhile to attend; notification; emailed newsletters; quarterly publications; the upcoming Culver City Senior Center Board of Directors meeting; and upcoming meetings of the Community Development Block Grant Committee and the Disability Advisory Committee.

MOVED BY COMMISSIONER MOHAMMED AND SECONDED BY COMMISSIONER AMEZOLA THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE UPDATES FROM THE MEMBERS OF THE AD HOC SUBCOMMITTEE 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-5

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

Chair Rickards noted that the discussion on the Community Conversation ad hoc subcommittee item had been postponed and he questioned what other items would be on upcoming agendas.

Discussion ensued between staff and Commissioners regarding the recruitment process for the Director of Parks, Recreation and Community Services position; Department informational presentations; the October 22 Disability Carnival; standing items; review of the five-year plan; an update on the Recreational and Open Space element of the General Plan; budget items; the Parks Tour; the paddle tennis courts; the mural at Culver West; graffiti issues; scheduling another Parks Tour with the new Director; neighborhood parks meetings; nextdoor.com; neighborhood watch meetings; appreciation for the work of Lieutenant Dunlop; shade issues; visiting parks at different times of the day to make assessments and recommendations; creating an ad hoc subcommittee to do park assessments; community level assessments; and agreement to place park observational assessments on the agenda for December, providing that Commissioner Amezola submits a copy of the sample assessment to staff in time for the Agenda packet.

MOVED BY COMMISSIONER HEINEMAN AND SECONDED BY COMMISSIONER AMEZOLA, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE REPORT.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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

Chair Rickards 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**

Patricia Mooney, Senior Management Analyst, encouraged everyone to attend the Disability Awareness Carnival on October 22 noting that RSVPs were required; and she invited Commissioners to attend the October 9, 2017 City Council meeting where a proclamation for Disability Awareness Month would be presented along with a commendation given to an individual in the City for contributions to the disability community in Culver City.

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**Items from Commissioners**

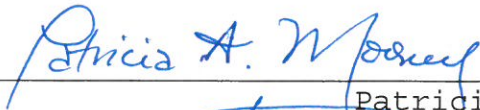
Commissioner Heineman discussed the Senior Center costume party at the end of the month.

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**Adjournment**

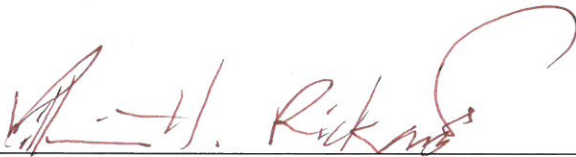
There being no further business, at 8:34 P.M., the Parks, Recreation and Community Services Commission adjourned to a meeting to be held on Tuesday, November 7, 2017 at 7:00 P.M.

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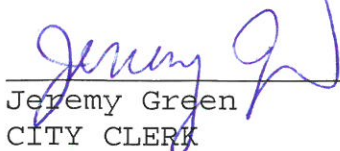
Patricia A. Mooney  
ATTENDING SECRETARY of the Parks, Recreation and  
Community Services Commission

APPROVED December 5, 2017



William Rickards  
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

06 DEC 2017  
Date