

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

November 10, 2020
7:00 P.M.

Call to Order & Roll Call

Chair Amezola called the special meeting of the Parks, Recreation and Community Services Commission to order at 7:02 P.M. via teleconference and discussed meeting procedures.

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

Absent: Scott Zeidman, Commissioner

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Chair Amezola explained meeting procedures.

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Pledge of Allegiance

Vice Chair Heineman led the Pledge of Allegiance.

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Public Comment - Items Not on the Agenda

Chair Amezola 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

PRCS - Approval of the Minutes for the Regular Parks, Recreation and Community Services Commission Meeting of October 6, 2020

MOVED BY VICE CHAIR HEINEMAN AND SECONDED BY COMMISSIONER RICKARDS THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF OCTOBER 6, 2020 AS SUBMITTED.

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 - Receipt and Filing of a Report Regarding the Parks, Recreation and Community Services Department's ActiveNet Facility and Program Management Software and the Registration Process

Darren Uhl, Parks Recreation and Community Services Manager, provided a summary of the material of record; discussed fees for classes and program events; the three-year ActiveNet agreement that began in July 2020; the Technical Account Manager; priority escalation of issues with 24-hour response times; annual in-depth staff trainings; the impact of and value of the changes; program optimization; administrative processing fees; issues with the previous online registration process in 2019; registration fees; benefits including less in-person contact and convenience; staff-led and contractor programs allowing for a wide diversity of classes offered; reformatting of the contract instructor agreements in 2019;

extension of the agreement period from annually to every 3-5 years as needed; live-scan fingerprinting; revenue share for instructors; the four seasons schedule; additional fees for non-residents; and refunds.

Dani Cullens provided a presentation on the ActiveNet system; discussed creating an ActiveNet account for the first time; searching for available activities and programs in the ActiveNet system by date, time, location, or activity; registration based on seasons; paying for programs via ActiveNet; and she detailed procedures for transactions.

Darren Uhl, Parks Recreation and Community Services Manager, discussed the new facility management module; the streamlined process and available resources for facility rentals with ActiveNet; beneficial features of other registration systems since PRCS began using ActiveNet; plans to research and implement a program that better fits the needs of the PRCS Department prior to the end of the agreement with ActiveNet; and the extent of planning needed for a smooth transition.

Discussion ensued between staff and Commissioners regarding appreciation to staff for the presentation; the importance of ease in renting park space and facilities; issues with registrations and payment for outside vendors using park space; assistance for first-time users; staff availability for ActiveNet customer service; needs of the Parks Department conflicting with the logistic abilities of ActiveNet; issues with the functionality and effectiveness of ActiveNet; advocating for additional funding for software to meet the needs of the City; previous confusion regarding changes in price structure on ActiveNet; the importance of consistency; interpretation of paying rental fees during the pandemic; fee structures; effectiveness; clarification that there are no PRCS rentals other than those allowed under Public Order as a result of the pandemic; the request that every person operating their business in the parks secure a rental through the City; use of ActiveNet by the Senior Center; confusion with one on one vs. group fees; private vs. semi private lessons; unclear information from the instructor; resolution of the situation; access to tennis classes; and park rentals by outside groups.

MOVED BY MEMBER MOHAMMED AND SECONDED BY VICE CHAIR HEINEMAN 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

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Item A-2

**PRCSC - Discussion of the Use of Field Space for Adult Sports
Based on the Findings of the Turf Consultant's Report on Park
Fields in Culver City**

Chair Amezola invited public comment.

Patricia Mooney, Senior Management Analyst, reported that no public comment had been received.

Patrick Reynolds, Parks Manager, provided a summary of the material of record; discussed shared properties with the Culver City Unified School District (CCUSD); the ban of adult soccer on CCUSD fields; field dimensions for different uses; the Turf Report; staffing; field maintenance; investment in park infrastructure; mandatory downtime; relocating sports when fields are shut down; peak growing season vs. peak usage season; damage to the turf with different types of sports usage; turf options; synthetic turf; balancing the ability to host different types of sports; initial investment to install a drainage system; different scenarios to make use of fields at Syd Kronenthal Park; frequency of field replacement; user fees; building a reserve to offset replacement costs; and long term maintenance costs.

Discussion ensued between staff and Commissioners regarding pick-up games vs. adult league play; accommodation of organized play; damage related to casual play; frequency of use; clarification regarding informal usage; the continued ban of adult sports at Tellefson Park and on school property; consideration of staff input and maintenance challenges; the desire to accommodate all sports where possible; limited resources; budget cuts; organized play for adults; the AYSO Adult League; standard field layout; agreement that Syd Kronenthal is the best option for organized adult sports due to lighting; budget constraints with expansion of lighting to other fields; maintenance of lights at Vets; different challenges with each season; necessary equipment; Turf Report

recommendations; the construction process; finding a safe area for pick-up games; appreciation to staff for their efforts; consideration of organized play that does not require a full field; impacts of the pandemic on youth; differences in field conditions between the parks; the importance of continued field maintenance; parks that were left out of consideration; current conditions; the process to improve the fields; the Irrigation Consultant; the timeframe for presentation of a budget to the Commission; signage indicating that play is banned due to field damage; casual players wearing cleats; monitoring to ensure that fields are not over-used; concern with rotating club teams that come in from out of the area; unnecessary signage that may be perceived as racist; making recommendations to the City; community access to green space; the current public order; clarification that the Spanish language on the signage prohibiting adult play is covered up; restrictions in the current Municipal Code; shared space; efforts to improve perception; revisions once the Municipal Code is approved; a request that the budget to upgrade the irrigation system be shared with the Commission when it is received; scheduling; and consensus was achieved to ask the Parks Manager or the Interim Parks, Recreation and Community Services Director to report on the cost of implementing the Turf Consultant's recommendations regarding upgrading the irrigation system and other improvements to the fields as a subtopic of the budget discussion at the January 2021 Commission meeting.

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Item A-3

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) Receive and File the Report

Commissioner Mohammed indicated that no report was available regarding revisions to the Municipal Code; he provided an update on the Community Development Block Grant (CDBG) memo; he discussed the low income designation; and sidewalk ramps for wheelchairs.

Armando Abrego, Acting Parks, Recreation and Community Services Director, indicated that the department would write a letter to the CDBG Advisory Committee in support of the

recommendation from Public Works for the installation of as many ramps as possible, as well as fund the Disability Services Office to the maximum amount allowable.

Chair Amezola reported on attending the Disability Advisory Committee meeting.

Armando Abrego, Acting Parks, Recreation and Community Services Director, discussed the Drive-Through Abilities Carnival event with gift baskets for past participants, supported by the Exchange Club and the Girl Scouts; the virtual luau; virtual activities planned for December; and he thanked staff and the Committee for their work on events during Disability Awareness month in October.

Chair Amezola reported that the Disability Advisory Committee had Webex that provided captions, and she encouraged anyone who needed that service to contact staff.

MOVED BY MEMBER MOHAMMED AND SECONDED BY VICE CHAIR HEINEMAN 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

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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

Discussion ensued between staff and Commissioners regarding consensus to place a budget discussion on the agenda and to begin the Commission's letter to the City Council on PRCS budget recommendations at the January, February and March Commission meetings; highlighting the new play structure at Tellefson Park; placing the focus on field conditions rather than signage in order to make the fields playable for all;

proposing a commendation to staff for their hard work during the pandemic; including the schematics for field usage presented by the Parks Manager in the report to the City Council; ensuring the City Council knows what the Commission is discussing; adult play; availability of photos; continuing to put information in front of the City Council so they are aware when making budget decisions; presentation of photos vs. presentation of the schematics; limited time for the presentation; and available information.

MOVED BY MEMBER RICKARDS AND SECONDED BY COMMISSIONER MOHAMMED 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

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Public Comment - Items Not on the Agenda

Chair Amezola 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

Armando Abrego, Parks Recreation and Community Services Interim Director, discussed flags put up at Veterans Park in honor of Veterans Day; the Drive Through Free Clinic on November 13 in Veterans Park; equipment replacement in progress at Lindberg Park; replacement of equipment at Tellefson Park and the playground opening scheduled for November 30; and he

discussed the holiday schedule for parks noting that restrooms would remain open.

Darren Uhl, Parks Recreation and Community Services Manager, provided recap of social media activity; discussed the Rec Extension Program; the holiday schedule; the Winter Pocket Camp program; and the light gobos for lighting Vets Tower on holidays.

Responding to inquiry, Darren Uhl, Parks Recreation and Community Services Manager, indicated that the gobos were inexpensive and reusable, and he discussed recent discussions regarding offering teen and middle school programming for socialization.

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Items from Commissioners

Chair Amezola discussed youth who had recently passed away, and concern with suicide related to lack of socializing as a result of the pandemic.

Commissioner Rickards expressed concern with the level of programming for community youth; discussed the need to address infrequent mask usage in group activities in the parks; rental contracts; and he read a poem about El Dia de los Muertos 2019.

Commissioner Mohammed congratulated Chair Amezola on her successful run for the Culver City Unified School District Board.

Chair Amezola noted that the race had been competitive and she believed that she would need to resign from the Commission once she took the Oath of Office for the School Board, but indicated that she would remain active until that time.

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Adjournment

There being no further business, at 9:32 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, December 1, 2020.

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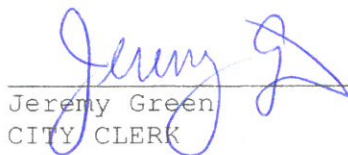
Patricia A. Mooney
SECRETARY of the Parks, Recreation and
Community Services Commission

APPROVED December 1, 2020



Paula Amezola
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

12/14/2020
Date