

***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 5, 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 7:03  
P.M. in the Mike Balkman Council Chambers at City Hall.

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

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Pat Fountain.

Chair Rickards welcomed new Parks, Recreation and Community  
Services Director, Corey Lakin.

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

Chair Rickards invited public comment.

The following member of the audience addressed the  
Commission:

Barbara Silverstein, Culver City Senior Citizens Association  
Board of Directors, provided an overview of the Vial of Life  
Program which was recently reestablished in Culver City; she  
discussed diversity in the City; and she thanked the Lions  
Club for sponsoring the 40th Annual Thanksgiving Luncheon  
which served over 240 people this year.

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## **Consent Calendar**

Item C-1

### **Meeting Minutes - October 3, 2017**

MOVED BY COMMISSIONER HEINEMAN AND SECONDED BY CHAIR RICKARDS THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF OCTOBER 3, 2017.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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## **Order of the Agenda**

No changes were made.

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## **Action Items**

Item A-1

**PRCSC - Receive and File an Informational Item from the Recreation Division of the Parks, Recreation and Community Services Department Regarding a Preview of the Annual Culver City Dr. Martin Luther King, Jr. Celebration to be Held on Saturday, January 13, 2018**

Arames White Shearin, Recreation Coordinator, provided a summary of the material of record noting that information had been distributed during the Parks Tour.

Chair Rickards invited public comment.

No cards were received and no speakers came forward.

Discussion ensued between staff and Commissioners regarding appreciation for the event and for the banners; public outreach; increasing attendance; distribution of email fliers; concurrent youth and adult programming; a suggestion for a teen oriented flier; and the installation of Kindness Benches at the elementary schools during the week of Martin Luther King Jr.'s birthday.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY CHAIR RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE AN INFORMATIONAL ITEM FROM THE RECREATION DIVISION OF THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT REGARDING A PREVIEW OF THE ANNUAL CULVER CITY DR. MARTIN LUTHER KING, JR. CELEBRATION TO BE HELD ON SATURDAY, JANUARY 13, 2018.

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Item A-2

**PRCSC - Receive and File an Informational Item from the Senior & Social Services and Facilities Division of the Parks, Recreation and Community Services Department Regarding the Veterans Memorial Complex**

Chair Rickards introduced the item.

Susan Obrow, Special Events Coordinator, provided a presentation on the Veterans Memorial Complex.

Chair Rickards invited public comment.

No cards were received and no speakers came forward.

Discussion ensued between staff and Commissioners regarding appreciation to Susan Obrow and the staff of Veterans Auditorium; security requirements; planned renovations; efforts to address sound issues in the Auditorium; lighting issues; funding; the Cultural Trust Fund; different services provided; layers of staffing; the process for renting a room; priority for rentals; first come first served; utilization of the Senior Center; a suggestion to use digital room selection rather than a paper form; ensuring that excellent customer service is

provided; the large number of rentals; reducing the number of steps in the process; improvements to food and beverage areas; the timeline to receive the report from the consultant; and Commissioners were invited to attend the December 11 City Council meeting where Sony is to be recognized for their support of the refurbishment of Veterans Auditorium.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER HEINEMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE AN INFORMATIONAL ITEM FROM THE SENIOR & SOCIAL SERVICES AND FACILITIES DIVISION OF THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT REGARDING THE VETERANS MEMORIAL COMPLEX.

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Item A-3

**PRCSC - [Any or All of the Following Actions, if Desired] (1) Discussion and Selection of a Topic for "Community Conversations - Topic #8;" and/or, (2) Formation of Additional Ad Hoc Subcommittee(s); and, (3) Appointment of Two Commissioners to the Newly-Formed Ad Hoc Subcommittee(s)**

Chair Rickards invited public participation.

The following member of the audience addressed the Commission:

Daniel Lee provided background on himself; discussed the Community Conversation held earlier in 2017 on Growing Up Interracial in Culver City; suggested a community conversation on training and education about sexual harassment; he noted the need to have conversations early before patterns of harassment become permanent; and responding to inquiry, he suggested starting with a conversation due to the volatile nature of the topic, as a precursor to an actual program at the Teen Center or other location.

Discussion ensued between staff and Commissioners regarding topical ideas; additional discussion on the subcommittee level; sexual harassment for employees;

taking input from the community; and agreement that the subcommittee discuss the suggestion from Daniel Lee.

Commissioner Heineman received clarification regarding review of long term plans for the Commission.

Chair Rickards received clarification that there would be an agenda item during the next few months with information on the Parks and Recreation Master Plan.

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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**

Commissioner Palvi reported on attending the Community Development Block Grant Advisory Board meeting in November.

Chair Heineman reported attending the California Association of Park and Recreation Commissioners and Board Members (CAPRCBM) meeting; discussed the upcoming conference in March; the awards banquet; reported distributing the most recent Senior Center Association guidelines to Commissioners; discussed support of the Senior Center by the City; and she announced the holiday party on December 8 and the Christmas luncheon at the Senior Center.

Commissioner Amezola reported attending the October Disability Advisory Committee (DAC) meeting; discussed the new park remodel; reported a suggestion that a member of the DAC attend PRCS Commission meetings; discussed the Kids Carnival for Disability Awareness month; and she congratulated staff and the DAC for their work on the event.

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

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Item A-5

**PRCSC - [Standing Item] Receive and File the Parks,  
Recreation and Community Services Commission Upcoming Agenda  
Items List**

Corey Lakin, Parks, Recreation and Community Services Director, provided a summary of the material of record; discussed standing items; upcoming agenda items; he recommended doing a parks tour during a Commission meeting in the summer; and he encouraged Commissioners to contact him with any requests for items.

After discussion between staff and Commissioners, Commission consensus was achieved to place items on the agenda on field maintenance plans, updates from the Teen Center, and quarterly updates on progress made on recent construction projects including parks.

Discussion ensued between staff and Commissioners regarding resident applications for beautification projects; the Culver West Park tile project; and grants for community groups.

MOVED BY VICE CHAIR ZEIDMAN, SECONDED BY COMMISSIONER HEINEMAN 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 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 two items of correspondence had been distributed to Commissioners.

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

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**Items from Staff**

Corey Lakin, Parks, Recreation and Community Services Director, discussed Disability Awareness month in October; the grand re-opening of the courtyard at the Senior Center; the calendar of events; he encouraged Commissioners to attend as many events as possible; he discussed the Senior Center newsletter; delays to work on the playground at Veterans Park; he expressed appreciation for Commissioner attendance of the Tower Lighting; he provided background on himself; and he indicated that Commissioners are no longer allowed to communicate through personal email but must communicate through their City email, which should be checked daily, and he noted that assistance is available if necessary for anyone having any issues.

Discussion ensued between staff and Commissioners regarding the availability of program information; the Teen Center; social media; the quarterly Culver City Living recreational brochure available online; information provided to Commissioners; and clarification on the membership status of Culver City in the CAPRCBM.

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**Items from Commissioners**

Vice Chair Zeidman welcomed new Parks, Recreation and Community Services Director Lakin; reported that the Culver City High School Booster Club Annual Casino Night at Veterans Memorial Complex would be held on April 21; and he wished everyone Happy Holidays.

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**Adjournment**

There being no further business, at 8:49 P.M., the Parks, Recreation and Community Services Commission adjourned to a meeting to be held on Tuesday, January 17, 2018 at 7:00 P.M.

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

APPROVED \_\_\_\_\_

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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.

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Jeremy Green  
CITY CLERK

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Date