

***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 4, 2020  
7:00 P.M.

**C-1.**

**Call to Order & Roll Call**

Chair Mohammed 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 Culver City City  
Hall.

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

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**Pledge of Allegiance**

Vice Chair Amezola led the Pledge of Allegiance.

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

Chair Mohammed invited public comment.

The following members of the audience addressed the  
Commission:

Michael Chang, Play Share, reported creating a smart locker  
for parks, accessible with your cellphone, enabling users to  
borrow whatever is placed in the locker; he discussed  
accountability; other cities he has worked with; community  
feedback; and he indicated that he would like to work with  
Culver City.

Jacob Ingram, The Skate Lobby, discussed their efforts to advocate for skateboarders; making the Skate Park more user friendly; he noted that he had been in contact with Corey Lakin, Parks, Recreation and Community Services Director; and he indicated that he was available to answer questions.

Vice Chair Amezola encouraged to Mr. Ingram to send recommendations to staff.

Corey Lakin, Parks, Recreation and Community Services Director, indicated that meetings were scheduled with both speakers for next week.

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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 December 3, 2019**

Commissioner Rickards received clarification that the reference to an "ongoing component" on page 7 of the minutes referred to an ongoing, open ended subcommittee and discussion regarding the feasibility of that type of subcommittee.

MOVED BY COMMISSIONER HEINEMAN, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF DECEMBER 3, 2019.

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Item C-2

#### **PRCSC - Approval of the Minutes for the Regular Parks, Recreation and Community Services Commission Meeting of January 7, 2020**

Commissioner Rickards expressed appreciation for the detail in the minutes.

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY COMMISSIONER HEINEMAN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JANUARY 7, 2020.

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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 the Report Regarding the 2020 Dr. Martin Luther King, Jr. Celebration**

Corey Lakin, Parks, Recreation and Community Services Director, provided a summary of the material of record and he thanked the Dr. Martin Luther King Jr. Celebration Committee for their work noting that positions were open for anyone interested in serving.

Patricia Mooney, Senior Management Analyst, provided a report on the Women in the Movement event.

Discussion ensued between Commissioners regarding the entertainment; appreciation for the quality of the events; and the City of Angels Church Choir.

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

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Item A-2

**PRCSC - Discussion Regarding the Parks, Recreation and  
Community Services (PRCS) Commission's Recommendations to  
the City Council for the Fiscal Year 2020/2021 PRCS  
Department Budget**

Chair Mohammed discussed the latest draft; incorporated changes; corrections; information filled in by staff; and he indicated that the document was more complete.

Discussion ensued between staff and Commissioners regarding presentation of the Turf Report to the City Council; including the Turf Report with the letter; access to the report online; adding an endnote with a link as well as including a physical copy with the report; the Holiday Tree Lighting; low income funding; grammatical changes; ensuring that attachments are included; and minor changes to make the document more clear.

MOVED BY COMMISSIONER RICKARDS, SECONDED BY COMMISSIONER ZEIDMAN AND UNANIMOUSLY CARRIED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE, AS AMENDED, THE PRCS COMMISSION'S RECOMMENDATIONS TO THE CITY COUNCIL FOR THE FISCAL YEAR 2020-2021 PRCS DEPARTMENT BUDGET.

Chair Zeidman discussed other attachments; the turf refurbishment for all other sports fields; the multi-year project; and the list of open projects.

Additional discussion ensued between staff and Commissioners regarding projects currently in process; residual funds; the bidding process for the marquee; projects managed by PRCS vs. those managed by Public Works; whether funds can be repurposed; reallocation; upgrading park irrigation systems; the need for a Project Manager to help close out projects; and clarification that the Skate Park is within the budget.

Item A-3

**PRCSC - Discussion of Potential Action Items to Address  
the Findings of the Culver City Age-Friendly Survey**

Corey Lakin, Parks, Recreation and Community Services Director, provided a summary of the material of record noting the need to formulate three action items for the City Council.

Chair Mohammed invited public comment.

The following member of the audience addressed the Commission:

Göran Eriksson, Vice Mayor, discussed the request for three actionable items and prioritization.

Discussion ensued between staff and Commissioners regarding ranking items in order of importance; providing more than three suggestions; additional items; communication; cleaning of the bathrooms; shade; 8 components of a livable community as defined by the American Association of Retired Persons (AARP); helping people understand how to take advantage of opportunities and available services; bathroom safety for the aging community; adding handrails and support bars in restrooms; the importance of the public input portion of communication; formulating a plan to achieve the requests; conducting a communications assessment; Tripepi Smith; social media; survey response; the new marquee; diversification of communication methods; identifying the most efficient methods to reach the target audience; the aging community; effectively reaching the senior population; a suggestion to propose a diverse working group to identify different modalities to communicate with the various segments of the senior community; the importance of developing a plan to reach those people who are not being reached and are currently not accessing available resources; and Commission consensus to support a recommendation to develop a plan to broaden the reach to seniors who are not engaging in the communications.

Additional discussion ensued between staff and Commissioners regarding making a recommendation to provide funding to increase natural and artificial shade

structures at all parks; shading locations; the multi-year nature of the request; the action to implement more benches and shaded areas at all parks on an as needed basis; affordable public parking; Culver City amenities; survey feedback; opportunities for natural shade; other parts of the City needing shade; public transportation; Commission purview; the General Plan Update Committee; the "8 80 Cities" concept; areas with shade that just need benches; and Commission consensus to allocate more benches and shade at City parks.

Commissioner Heineman reported that she had visited all the bathrooms in the City and all were clean though sometimes there were no paper towels available.

Further discussion ensued between staff and Commissioners regarding the AARP survey; public perception; the service maintenance plan for the bathrooms; the contractor; parks staff; scheduled cleanings; staffing; unscheduled activities vs. reserved activities; Bill Botts Field; bathroom availability; increasing the budget to provide available restrooms to areas that seniors use for walking; assessing whether parks and outdoor environments have restrooms accessible for seniors; the need to improve cleanliness, make more restrooms available and add safety equipment as needed; support bars; Americans with Disabilities Act (ADA) requirements; the transition plan; compliance; and Commission consensus to recommend providing funding for increased restroom maintenance, increased restroom availability, and upgrading of park restroom facilities to comply with ADA requirements.

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY VICE CHAIR AMEZOLA AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE THREE RECOMMENDATIONS TO SEND TO THE CITY COUNCIL PER THEIR EARLIER REQUEST:

1. DEVELOP A COMMUNICATIONS PLAN TO REACH SENIORS WHO ARE NOT SELF-ENGAGING; AND
2. ALLOCATE FUNDS FOR MORE BENCHES AND SHADE AT CULVER CITY PARKS; AND

3. ALLOCATE FUNDS TO INCREASE RESTROOM MAINTENANCE, MAKE MORE PARK RESTROOMS AVAILABLE, AND UPGRADE RESTROOMS TO COMPLY WITH ADA REQUIREMENTS.

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**Recess/Reconvene**

Chair Mohammed called a brief recess from 8:49 P.M. to 8:59 P.M.

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Item A-4

**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)**

Commissioner Rickards reported much public support expressed for the creation of a Human Relations Committee at the January 27, 2020 City Council meeting.

Discussion ensued between staff and Commissioners regarding changes to the charter; changes to the mandate of the PRCS Commission; additional work to be done; changes to the municipal code; and the second reading.

Commissioner Heineman reported that the new Board for the Senior Center had been elected; she discussed changes at the Senior Center; and staff turnover.

Chair Mohammed reported providing an update to the City Council on PRCS activities along with a copy of the Turf Report; discussed the draft proposal for adding a student representative to the Commission; he suggested a joint meeting of the City Council and the PRCS Commission; and further reports to the City Council.

Additional discussion ensued between staff and Commissioners regarding having a Commission representative

attend the City Council meeting where the recommendations are presented; the joint meeting; official reporting procedures; feedback from the Committee on Homelessness; the Parks and Facilities section of the Culver City Municipal Code Review; the pilot program for the student representative; and Commission consensus to wait on the Human Relations Committee before discussing the student representative.

MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED, 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.

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Item A-5

**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 moving the March 3 meeting to the Patacchia Room; items to be discussed; the election; vote centers; the letter and email received regarding pickleball; recommendations; mitigating issues at a staff level; the meeting at the Elks Lodge regarding field usage; receiving materials in advance of the meeting; a request for a staff report regarding courts in Culver City; a suggestion to have a Community meeting to allow for player input; shared use; shared space; new amenities; Commission consensus to consider the matter at the May meeting; a suggestion to have the subcommittee work on the signage issue; rectifying the municipal code; a suggestion to cancel the March 3 Commission meeting given that is an election day; and Commission consensus to allow the Chair and the Director to reinstate the March meeting if a pressing need arises.



MOVED BY COMMISSIONER ZEIDMAN, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE FISCAL YEAR 2019/2020 PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING CALENDAR AND UPCOMING AGENDA ITEMS.

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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, reported on efforts to hire additional staff; announced the California Parks and Recreation Conference on March 10-13 noting that he could get passes to the Expo for interested Commissioners; he announced the Eggstravaganza on March 21 at Veterans Memorial Park; and he indicated that the City Council would be accepting funds for Proposition A and considering the Tellefson Playground project at the City Council meeting on February 11, 2020.

Patricia Mooney, Senior Management Analyst, encouraged Commissioners to check their City email as she had sent out a notice regarding Form 700; she discussed the annual requirement; and she encouraged Commissioners to return the form to her.

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**Items from Commissioners**

Commissioner Zeidman invited everyone to attend Casino Night to benefit Culver City High School at Veterans Memorial Complex on April 18.

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**Adjournment**

There being no further business, at 9:38 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, March 3, 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