

***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

October 1, 2024
7:00 P.M.

Call to Order & Roll Call

Chair Leonard called the regular meeting of the Parks, Recreation and Community Services Commission to order at 7:00 P.M. in the Mike Balkman Chambers at City Hall.

Present: Jane Leonard, Chair
 Crystal Alexander, Vice Chair
 Marci Baun, Commissioner
 Palvi Mohammed, Commissioner
 Maggie Peters, Commissioner

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Pledge of Allegiance

Commissioner Peters led the Pledge of Allegiance.

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Public Comment - Items NOT on the Agenda

Chair Leonard invited public comment.

Adam Ferguson, Senior Management Analyst, indicated that no requests to speak had been received for Items Not on the Agenda.

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Receipt of Correspondence

Adam Ferguson, Senior Management Analyst, indicated that four e-comments had been received.

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

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Community Announcements from Commissioners/Information Items from Staff

Commissioner Peters expressed excitement for the upcoming Abilities Carnival; discussed the work of the Girl Scouts on the event; AYSO (American Youth Soccer Organization) and Little League; issues with fields; difficulty getting field time; and she hoped that the Parks Plan would help address issues.

Commissioner Baun discussed feedback from a fellow swimmer on parks aftercare and the summer camps noting the importance of the programs to the community.

Vice Chair Alexander discussed the annual Halloween Party at the Senior Center and she encouraged any interested parties to run for the Board in the upcoming Senior Center Board elections.

Francisca Castillo, Recreation and Community Services Manager, introduced Recreation and Community Services Supervisor Daniela Gutierrez who would be communicating with Commissioners via email.

Daniela Gutierrez, Recreation and Community Services Supervisor, introduced herself and discussed her duties noting that she would be working with Commissioners in the future.

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Information Items

Item I-1

Update on Development of the Parks Plan

Ted Stevens, Parks, Recreation and Community Services Director, indicated that they were beginning to get feedback on the Draft Plan that is posted on the City website; discussed the recent community meeting at Culver West; the

upcoming community meeting to be held at Lindberg Park;
comments on the draft accepted through November 5, 2024;
Planning Commission consideration of the item; and
finalization of the draft plan for Commission consideration
in January 2025.

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Consent Calendar

Item C-1

Approval of the Minutes for the Regular Parks, Recreation and Community Services Meeting of September 3, 2024

MOVED BY VICE CHAIR ALEXANDER AND SECONDED BY COMMISSIONER
BAUN THAT THE PARKS, RECREATION AND COMMUNITY SERVICES
COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF
SEPTEMBER 3, 2024 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALEXANDER, BAUN, LEONARD, MOHAMMED
NOES: NONE
ABSTAIN: PETERS

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Receipt and Filing of the Report Regarding the Culver City Summer Camp Programming and Registration

Chair Leonard introduced the item.

Dani Cullens, Recreation and Community Services Manager,
provided the report on Culver City Summer Camp programming and
registration; discussed excursions; registration; families;

reasons for first come, first served registrations; looking at issues from a parent perspective; staffing; location challenges; consideration of using Blanco Park; challenges; refund procedures; providing ActiveNet training for parents; CCARP (Culver City Afterschool Recreation Program) registrations; equity; competing camps; the new fee study; potential fee increases; charging for excursions; potential low-income options; subsidies; and concern with adding another site without identifying staffing levels.

Discussion ensued between staff and Commissioners regarding a suggestion to change registration time; having a lottery for a spot in line to sign up; the generous refund policy; providing tiered refunds; people who sign up for the camp full time when they know they have plans to be out of town; addressing the issue of people dropping out; payment plans; creating a deposit system; excursion fees; increasing the total fee to include excursion fees; scholarships for excursions; the problem of being too popular; finding ways to add more space and address staffing issues; system capabilities for signups; the ineffectiveness of in-person registration; the global refund policy; difficulty with getting people to pay when using payment plans; the staff-intensive nature of payment plans; people who were not paying but were still staying; keeping fees low by making excursions optional; and the ability to pay the excursion fee when it comes rather than at the beginning.

Additional discussion ensued between staff and Commissioners regarding factors that go into the limited number of people that can be served; lack of other available facilities; contract pre-schools located in other facilities year round; use of school facilities; summer school; renters; penalties for refunds; use of other registration systems; benefits of ActiveNet; providing training for parents; the large undertaking required to switch systems; the ActiveNet app; efforts of ActiveNet to improve service; parents who game the system; people without a computer; the time when registration opens; concerns voiced by CCARP that programming does not continue into the summer; different programs being offered; CCARP priority registration; contract programs vs. in-house programs; fee studies; group rates for excursions; and payment plans.

Further discussion ensued between staff and Commissioners regarding weekly registration for summer programs; creating

training videos for those who might not be able to attend training sessions; potential use of Blanco Park; climate change and the inability of keeping children outside all the time; physical constraints; support for separate charges for excursions; supervision for those who do not go on excursions; staffing; registration time; the fundamental space problem; making use of the former gun store; leveraging the importance of the need for space by PRCS; e-comments received regarding parks; concern with programs that fill up within six minutes; staffing ratios; industry standards; utilization of student assistants; safety concerns; providing a counselor in training program; expanding the ratios; contract classes; contract camp summer programs at Vets; lack of residency requirements for contract classes; using City facilities for City programs; revenue sharing with contract programs; clarification that contract programs are City programs; creating a niche specialty; contract classes as filling in gaps of what is offered; additional cost for contract classes; addressing the refund situation; percentage of the wait list that gets into camp; use of churches or other locations in Culver City; liability and insurance; cost to use space; use of auto-pay for the payment plan program; encouragement for Culver City to consider local service clubs to subsidize excursion fees for those who cannot afford them; the new space at the Wende Museum; the library; feedback and input being sought by Culver City on usage of the gun store; and reminding the City Council about the previous PRCS request for use of the gun store.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT REGARDING CULVER CITY SUMMER CAMP PROGRAMMING AND REGISTRATION.

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Item A-2

Receipt and Filing of the Report Regarding the Parks, Recreation and Community Services Department's Fiesta La Ballona

Ted Stevens, Parks, Recreation, and Community Services Director, provided the report regarding Fiesta La Ballona; discussed new features; carnival rides and games; the sensory area; the Aquacade; entertainment; security; vendors; the bike

valet; volunteers; Waste Management Partners; participation by Culver City departments; revenue; pricing; efforts to keep costs down; survey feedback; and appreciation to staff for their efforts to put together the report.

Discussion ensued between staff and Commissioners regarding the reduced number of vendors participating; changes to the layout; reduced crafts and artisan participants; increased numbers of non-profits wanting to participate; encouraging additional participation by artisans; the importance of the arts in Culver City; the limited number of spots available; priority given for previous participants; the number of booths ten years ago vs. now; support for additional seating; issues with people saving seating; Lost and Found; a suggestion to provide a bag check; and appreciation for the work of staff.

Additional discussion ensued between staff and Commissioners regarding appreciation for the fencing and that there was never a line for the metal detectors; an observation that the security presence did not feel heavy; the ability for an immediate lockdown of all exits if there is a lost child; making better use of the picnic shelters and picnic area; increasing signage to alert people to different areas; adding another quiet area; the Aquacade; the snow cone machine; and the need to ensure there is sufficient syrup.

Further discussion ensued between staff and Commissioners regarding the need for additional seating; ability challenged individuals; costs vs. revenue; impacts to the department budget; additional costs for security; net loss for the event; five year contracts that expired for lighting, tents, restrooms, etc., resulting in increased costs as the contracts were renewed; cost of putting on the event; appreciation for the layout improvements; improving the flow of the event; helping the community understand that the wristbands are less expensive; the community event; participation levels; age demographics; growing numbers of teens and small children participating; and staff efforts to accommodate dissatisfaction expressed by the Arts Foundation with their placement by relocating their booth.

Discussion ensued between staff and Commissioners regarding non-food, non-profit vendors; a suggestion to provide a printed map of the event when people come through security; the City information booth; posted maps; access to a map through an app;

concern that fencing was green and blocked the view into the event; and aesthetics.

MOVED BY VICE CHAIR ALEXANDER, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT REGARDING THE CULVER CITY PARKS, RECREATION AND COMMUNITY SERVICES FIESTA LA BALLONA.

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Item A-3

Receipt and Filing of Report Regarding the Comparative Analysis of Various Cities' Approach to Enrichment Class Instructional Services

Francisca Castillo, Recreation and Community Services Manager, provided a report on the comparative analysis on the contract instructor recruitment process for other cities in response to the Commission request; discussed main differences between other cities in comparison to Culver City; and stringent requirements of Culver City in relation to other cities.

Discussion ensued between staff and Commissioners regarding support for procedures in place; the feeling that if other cities can have items stop at the PRCS Director level, it might not be necessary that items go to the City Manager and City Attorney in Culver City; level of insurance and coverage; type of offerings; providing consistency; city and leadership preference; ensuring the value is added; and the ability of larger cities to have larger staffing levels and absorb potential costs.

Additional discussion ensued between staff and Commissioners regarding contracted classes that have been in Culver City for years; proven track record; staff workload; the feeling that processes are excessive for some things; high standards of Culver City; appreciation for the process of examining what other cities are doing with their recruitment mechanisms; appreciation to staff for their efforts in compiling information and assembling reports; smooth processes in place; instructor certifications; business license requirements; and determination of additional certifications necessary on a case by case basis.

MOVED BY VICE CHAIR ALEXANDER, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT REGARDING THE COMPARATIVE ANALYSIS OF VARIOUS CITIES' APPROACH TO ENRICHMENT CLASS INSTRUCTIONAL SERVICES.

Chair Leonard received assurance from staff the no public comment for items had been received, and that they would alert the Commission if any is received.

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Item A-4

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

Commissioner Peters indicated nothing to report from the California Association of Parks and Recreation Commissioners and Board Members as the website no longer exists.

Commissioner Mohammed indicated that he still receives email from the organization and he offered to forward information to Commissioner Peters.

Adam Ferguson, Senior Management Analyst, agreed to investigate and forward information to Commissioner Peters.

Vice Chair Alexander indicated that she had been unable to attend the last meeting of the Culver City Senior Citizens Association Board of Directors.

Commissioner Baun provided a report on the recent meeting of the Culver City Senior Citizens Association Board of Directors; discussed finalizing the 2024 Senior Prom budget; changes to staffing; upcoming programming and activities; the Board election; ping pong; membership levels; and plans for regular Board meeting raffles to increase attendance.

Commissioner Mohammed indicated nothing to report on the Summer Olympics Ad Hoc Preparation Subcommittee.

Discussion ensued between staff and Commissioners regarding the Needs Matrix; consideration of the item by the City

Council; the request from the City Manager's Office for input from PRCS on specific opportunities for the parks during the Olympics; the need for the ad hoc subcommittee to agendaize an item for an upcoming meeting; and clarification that the ad hoc subcommittee is ready to move forward.

Member Peters reported that the Dual Striped Tennis Courts Ad Hoc Subcommittee had met and would need to agendaize a discussion of recommendations.

Adam Ferguson, Senior Management Analyst, discussed the name of the ad hoc subcommittee and clarified the goal.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE UPDATES FROM THE MEMBERS OF THE AD HOC SUBCOMMITTEES AND REPRESENTATIVE APPOINTEES TO OUTSIDE ASSOCIATIONS AND CITY COMMITTEES.

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Item A-5

Approval of the Parks, Recreation and Community Services Commission 2025 Meeting Calendar; and (2) Receipt and Filing of the Upcoming Agenda Items List, With Adjustments, If Any

Adam Ferguson, Senior Management Analyst, discussed upcoming meeting dates, locations, and agenda items; upcoming City Council PRCS related items; and alternate Commission meeting locations for November and December.

Discussion ensued between staff and Commissioners regarding consensus received to agendaize an item from the Dual Striped Tennis Court Ad Hoc Subcommittee at the January meeting; support for considering the item on the same night as the Parks Plan; feedback from the public; and understanding the proposed changes at the parks.

Additional discussion ensued between staff and Commissioners regarding a request to agendaize a discussion of new fee structures; the upcoming meeting of the City Council Committee on Finance and Fees; the City Council study session focused on the fee study; consideration by the Finance Advisory Committee (FAC) at their last meeting; the timeline; changes for PRCS; the process; agreement to agendaize the fee study in December;

concern that the Commission is not part of the process when many of the fees being discussed pertain to PRCS; separate consideration of the Park Development Fee; the Finance Department item that analyzed every fee from every department; staff agreement to announce when the item goes before the City Council; timing of the item; the inability to comment as a body, but the ability to comment as an individual; agendaizing an item to draft a letter; special meetings; the ability to discuss fees at the Plunge as part of that agenda item; length of the Fee Study; the fact that the PRCS Commission has never been part of the five year process; the ability to attend the upcoming meeting of the Audit and Financial Planning Subcommittee as an individual; the inability to have a discussion of the Fee Study and achieve Commission consensus to make statements since the item is not on the agenda; the need to acknowledge that one is speaking as an individual when addressing the City Council; clarification that the study is not a PRCS fee study; the advisory nature of the PRCS Commission; and purview of the FAC vs. purview of the PRCS Commission.

Further discussion ensued between staff and Commissioners regarding a request for a report on how fees are changing and affects to PRCS income; the budget; the public draft of the Fee Study; caution that the item is not on the current agenda; the non-PRCS-specific item; the recommendation to have a formula to change fees annually with a fee schedule to allow the department to keep to market rates; revenue; costs; cost recovery; the recommended direction for PRCS: staff research and training; the inability of staff to make a presentation in December; encouragement for Commissioners to review the draft; tools to determine what they want to do in the future; staff agreement to provide an update in December; the ability to receive public comment about the formula once it is approved; and information about the method for setting fees.

Vice Chair Leonard indicated that she would not be able to attend the meeting next month.

Additional discussion ensued between staff and Commissioners regarding holding meetings in parks; clarification that any meeting that is not held in Council Chambers cannot be viewed live on cable; the purview of the City Clerk's Office as to whether to record meetings held in other venues and post them later for public viewing; agreement to get clarification from the City Clerk regarding meetings available on Spectrum;

concern that the November meeting falls on Election Day each year and requires that a special meeting be held on a different day; the conflict with the primaries in March; and the importance of allowing public input.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION 2025 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST, WITH ADJUSTMENTS.

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Public Comment - Items NOT on the Agenda (Continued)

Chair Leonard invited public comment.

Adam Ferguson, Senior Management Analyst, reported that no public comment had been received.

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Items from Commissioners/Staff

Francisca Castillo, Recreation and Community Services Manager, discussed Disability Awareness Month; encouragement for Commissioners to attend the October 14 City Council meeting where proclamations and a commendation will be presented; Disability Advisory Committee (DAC) recognition of an individual for outstanding service to the community; the Abilities Carnival and Resource Fair at the Senior Center on October 6; she indicated that there would be a staff report on the Abilities Carnival and Resource Fair in December; discussed RSVPs for the event; she thanked everyone for their work on the event; and she invited everyone to attend.

Dani Cullens, Recreation and Community Services Manager, discussed upcoming work on the Dog Park that would result in it being closed from October 14-16, and she announced Spooky Splash and Trunk or Treat on October 26 at Vets Park.

Ted Stevens, Parks, Recreation and Community Services Director, indicated that the lights on Vets Tower had been fixed and were pink to raise awareness about breast cancer; discussed changing the colors for Halloween; he indicated that staff might be reaching out to Commissioners later in the month

for a small unveiling of upgrades made at the El Marino playground; noted that more pieces were being added; discussed the agenda item for approval of a shade structure at the October 14 City Council meeting; and he indicated that staff would be in Atlanta for the National Recreation and Parks Association Conference next week.

Vice Chair Alexander reported serving on the Parks Master Plan Subcommittee; expressed appreciation for the work being done by Olin; noted public interest in sports facilities; and she indicated asking that a matrix be provided so the public can get an overview of what is being proposed for the parks.

Chair Leonard expressed appreciation to staff for the work done on Fiesta La Ballona and the Abilities Carnival; referenced her previous comments that PRCS is the heartbeat of Culver City noting similar language used by Olin; and she expressed pride in the high standards set in Culver City that are acknowledged across the country.

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Adjournment

There being no further business, at 9:54 P.M., the Parks, Recreation and Community Services Commission adjourned to a special meeting to be held on Tuesday, November 21, 2024.

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Adam Ferguson
SECRETARY of the Parks, Recreation and
Community Services Commission

APPROVED _____

Jane Leonard
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 Bocchino
CITY CLERK

Date