

*These meeting minutes are not official until approved by
the Parks, Recreation and Community Services
Commission*

C-1

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

July 1, 2025
7:00 P.M.

Call to Order & Roll Call

Chair Alexander called the regular meeting of the Parks, Recreation and Community Services Commission to order at 7:02 P.M. in Mike Balkman Council Chambers at City Hall.

Present: Crystal Alexander, Chair
 Maggie Peters, Vice Chair
 Marci Baun, Commissioner
 Jennifer Chen, Commissioner
 Thomas Whitaker, Commissioner

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Pledge of Allegiance

The Parks, Recreation, and Community Services Commission recited the Pledge of Allegiance.

Discussion ensued between staff and Commissioners regarding order of the agenda.

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Items from Commissioners/Staff

Ted Stevens, Parks, Recreation and Community Services Director, introduced and provided background on Culver City resident and new PRCS Landscape Architect, Ryan Drnek.

Ryan Drnek, PRCS Landscape Architect, expressed excitement at working for Culver City.

Ted Stevens, Parks, Recreation and Community Services Director, discussed the hot button issue considered at the City Council meeting on June 30, 2025; assured everyone that camp

staff were trained to take the kids inside and call CCPD (Culver City Police Department) if anyone shows up at the park who looks scary or suspicious; discussed recent reiteration of standard procedures; Know Your Rights information provided to staff; and he noted that the item was not on the agenda so they could not discuss it, but anyone was welcome to reach out to him.

Discussion ensued between staff and Commissioners regarding appropriate items to discuss under the Items from Commissioners/Staff section; an update on lifeguard hiring during Item A-5; and welcome was extended to Ryan Drnek.

Commissioner Whitaker discussed the Juneteenth event and Pride Ride noting that he was happy to be a part of the Commission and eager to move forward.

Commissioner Baun discussed the lifeguard hiring event; reminded everyone that dogs off leash should not be in the park and to pick up after their dogs; and she encouraged everyone to check out the free drone show on July 5.

Vice Chair Peters discussed the successful start of summer camp and noted the many fun events scheduled for Parks Make Life Better! Month.

Chair Alexander echoed comments about Parks Make Life Better! Month; discussed the lifeguard hiring event; and the award to PRCS for the fees and charges schedule from the Finance Advisory Committee (FAC).

Ted Stevens, Parks, Recreation and Community Services Director, discussed the proclamation to be presented for Parks Make Life Better! Month at the July 14, 2025 City Council meeting; he reported that the FAC had presented an Innovation Award to Adam Ferguson for the Fees and Charges Study; and he reported on the Excellence in Planning Award presented by the American Planning Association for the for the Parks Plan.

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Public Comment - Items NOT on the Agenda

Chair Alexander invited public comment.

The following member of the public addressed the Commission:

Lauren Frendreis questioned continued usage of pandemic-era protocols that take away from swimmers' time; discussed people who no longer swim at The Plunge because of the policies; the need to update outdated policy; the lifeguard situation; and support for the lifeguards and the facility.

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Receipt of Correspondence

Adam Ferguson, Senior Management Analyst, indicated that no correspondence had been received.

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Consent Calendar

Item C-1

Approval of the Minutes for the Regular Parks, Recreation and Community Services Commission Meeting of June 3, 2025

MOVED BY VICE CHAIR PETERS AND SECONDED BY COMMISSIONER BAUN THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF JUNE 3, 2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALEXANDER, BAUN, PETERS, WHITAKER
NOES: NONE
ABSTAIN: CHEN

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Order of the Agenda

Item A-5 was heard after Item A-2 and again after Item A-4.

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Action Items

Item A-1

Administration of the Oath of Office to Jennifer Chen, Maggie Peters, and Thomas Whitaker, Newly Appointed Parks, Recreation and Community Services (PRCS) Commission Members

Adam Ferguson, Senior Management Analyst, administered the Oath of Office to Jennifer Chen, Maggie Peters, and Thomas Whitaker so that it would be on the record even though some of them had received it during training.

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Item A-2

Election of the Chair and Vice Chair of the PRCS Commission

Adam Ferguson, Senior Management Analyst, explained procedures for the item noting that the current Chair and Vice Chair had served partial terms since March when a special election was held after the previous Chair departed the Commission.

MOVED BY COMMISSIONER BAUN, SECONDED BY VICE CHAIR PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: APPOINT CRYSTAL ALEXANDER TO SERVE AS THE CHAIR OF THE PRCS COMMISSION.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER CHEN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: APPOINT MAGGIE PETERS TO SERVE AS THE VICE CHAIR OF THE PRCS COMMISSION.

Chair Alexander indicated wanting to move the portion of Item A-5 regarding The Plunge forward on the agenda.

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Item A-5
(Out of Sequence)

Adoption of Motions to (1) Appoint/Reappoint Parks, Recreation and Community Services (PRCS) Commission Members as Liaisons to Various Outside Associations and City Committees; (2)

Appoint/Reappoint Members to Serve on PRCS Commission Ad Hoc Subcommittees; and, (3) Provide Updates, if any

Chair Alexander discussed a special meeting in November 2024 focused on The Plunge; staffing concerns; creation of an ad hoc subcommittee composed of two members to work with staff and report back to the full Commission; the recent hiring fair; assistance by other City departments; and providing a good experience for pool patrons.

Commissioner Baun discussed the meeting on June 19; number of lifeguard applications vs. open positions; people who passed the test; weekend closures; pool managers; certifications and instructor trainings; providing in-house training; the temporary closure of the El Segundo facility; bonuses for exceeding a minimum number of work hours; 55-minute swim sessions; accommodating people who want to train; collaboration between PRCS staff and Human Resources to provide a quicker turnaround for people applying for jobs; the Junior Lifeguard Program; and locker room signage.

Discussion ensued between staff and Commissioners regarding county swim programs being cut short; signing and other tiered bonuses; referral bonuses; the work of PRCS staff to bring options to the City Council for consideration; additional ad hoc subcommittee meetings; holding another one-day hiring fair to capitalize on the availability of lifeguards from other jurisdictions; outreach; concern with hours that The Plunge is closed when it could be opened; the focus on hiring pool managers; additional requirements for pool managers; clarification that if two sessions are paid for, people or teams do not have to get out in between the two sessions; updates from subcommittees vs. having an actual discussion about an item; retention of the subcommittee until issues are resolved; and a possible Commission meeting dedicated to The Plunge.

MOVED BY VICE CHAIR PETERS, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT FROM THE PLUNGE PROCEDURES AD HOC SUBCOMMITTEE.

Item A-3

Receipt and Filing of a Presentation on City Council Policy Statement No. 3002, the Brown Act, and Rules of Order

Adam Ferguson, Senior Management Analyst, discussed his own training and he provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the ability of the Chair or the Vice Chair to provide a factual report to the City Council on items discussed at a Commission meeting; the special meeting on racket sports; staff time; prioritization; a reminder not to chime in on each other's social media posts; and community meetings.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER CHEN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE A PRESENTATION ON THE CITY COUNCIL POLICY STATEMENT NO. 3002, THE BROWN ACT, AND THE RULES OF ORDER.

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Item A-4

Recommendation to City Council to Adopt a Resolution Authorizing Staff to Submit an Application for a Funding Initiative through GameTime and Establish Culver West Alexander Park as a National Demonstration Site that Prioritizes Inclusion, Nature Integration, and Physical Activity

Ted Stevens, Parks, Recreation and Community Services Director, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding length of time the playground at Culver West Alexander Park would be down; scheduling; the need for renovations; impact to the community; other areas that would be available for use while the playground is renovated; impacts to pre-K programs; equipment included in the renovations; Commissioner participation in the community meeting; the zipline included in the initial design; appreciation for the agenda item; confidence in the track record of GameTime; eagerness to move forward; next projects; expanding playability for a larger part

of the population; the ability for people to provide feedback; wear and tear on surfacing; use of safer and more durable materials; accessibility; retaining a sand area; burying fossils under the sand; potential elongation of the project due to supply chain issues; ensuring the project does not begin until equipment is ready to be installed; refurbishing and repurposing the existing climbing structure; and whether to send a member of the Commission to speak on the item when it goes before the City Council.

MOVED BY VICE CHAIR PETERS, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECOMMEND THE CITY COUNCIL ADOPT A RESOLUTION AUTHORIZING STAFF TO SUBMIT AN APPLICATION FOR A FUNDING INITIATIVE THROUGH GAMETIME AND ESTABLISH CULVER WEST ALEXANDER PARK AS A NATIONAL DEMONSTRATION SITE THAT PRIORITIZES INCLUSION, NATURE INTEGRATION, AND PHYSICAL ACTIVITY.

Discussion ensued between staff and Commissioners regarding support for sending the Chair to the July 14, 2025 City Council meeting to support the item that will likely be on the Consent Calendar.

MOVED BY VICE CHAIR PETERS, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: DIRECT THE CHAIR, OR THE VICE CHAIR IF THE CHAIR IS UNAVAILABLE, TO SPEAK AT THE JULY 14, 2025 CITY COUNCIL MEETING ON BEHALF OF THE PRCS COMMISSION IN SUPPORT OF THE RESOLUTION.

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Item A-5

Adoption of Motions to (1) Appoint/Reappoint Parks, Recreation and Community Services (PRCS) Commission Members as Liaisons to Various Outside Associations and City Committees; (2) Appoint/Reappoint Members to Serve on PRCS Commission Ad Hoc Subcommittees; and, (3) Provide Updates, if any

Adam Ferguson, Senior Management Analyst, introduced the Item and discussed procedures for ad hoc subcommittees.

Chair Alexander encouraged new Commissioners to check meeting schedules before agreeing to serve and she indicated being the delegate for the Culver City Senior Center Association Board of Directors, but being unable to attend the most recent meeting.

Commissioner Baun read from the minutes of the most recent meeting of the Culver City Senior Center Association Board of Directors as she had missed it.

Discussion ensued between staff and Commissioners regarding the positive reputation of the Senior Center and the active community.

Commissioner Baun indicated being a new delegate to the Culver City Arts Foundation; discussed the most recent meeting; the upcoming Summer Concert series; Projecting Possibilities; the Artist Meet Up on June 23; the newly appointed Executive Committee for the next fiscal year; changes to the Board and Advisory Committee; open positions; and she provided contact information: admin@culverarts.org or culverarts@gmail.com for those interested in serving.

Chair Alexander discussed a recent presentation from the Foundation regarding a grant application for arts in parks and strengthening the application by having a voice from the parks involved.

Discussion ensued between staff and Commissioners regarding the 2028 Summer Olympics Ad Hoc Subcommittee; one large meeting with community members and members from all the Commissions; eventual activities that PRCS would be involved in; two Commissioners allowed to attend meetings called by the City Council Olympic Subcommittee; and having the ad hoc committee on standby to attend another large group meeting.

Discussion ensued between staff and Commissioners regarding continuity; maintaining the Recreation Programming and Rentals Fee Study Ad Hoc Subcommittee until the City Council considered the item; getting new Commissioners who want to participate up to speed; the importance of fiscal sustainability; the report provided earlier in the meeting for the Plunge Procedures Ad Hoc Subcommittee; upcoming meetings; the hiring process; and ensuring that the maximum number of hours are available for the public.

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

Chair Alexander invited public comment.

The following member of the public addressed the Commission:

Meg Sullivan indicated being a stakeholder in the Arts District; discussed knowledge about community gardens that was lost with the departure of Commissioners; the previous subcommittee; and she proposed restarting and repopulating an Ad Hoc Community Gardens Subcommittee.

Discussion ensued between staff and Commissioners regarding dissolution of the Ad Hoc Community Gardens Subcommittee after completion of the specific purpose to provide suggestions to the City Council regarding relocation of the community gardens; Commissioners discussed interest in serving on various subcommittees and functions of each ad hoc subcommittee; length of various subcommittees; and procedures to create new ad hoc subcommittees.

Commissioners agreed that Commissioner Baun would serve as delegate to the Culver City Senior Citizens Association Board of Directors with Chair Alexander to serve as alternate; Vice Chair Peters would serve as Delegate and Commissioner Baun as Alternate to The Culver City Arts Foundation; Chair Alexander and Vice Chair Peters would serve on the 2028 Summer Olympics Ad Hoc Subcommittee; Chair Alexander and Commissioner Whitaker would serve on the Recreation Programming and Rentals Fee Study Ad Hoc Subcommittee; and Commissioner Baun and Commissioner Chen would serve on the Plunge Procedures Ad Hoc Subcommittee.

MOVED BY COMMISSIONER WHITAKER, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION:

1. ADOPT RESPECTIVE MOTIONS RELATED TO THE APPOINTMENT OR REAPPOINTMENT OF COMMISSION MEMBERS TO SERVE AS LIAISONS TO OUTSIDE ASSOCIATIONS AND CITY COMMITTEES; AND,

2. ADOPT RESPECTIVE MOTIONS RELATED TO THE APPOINTMENT OR REAPPOINTMENT OF COMMISSION MEMBERS TO SERVE ON AD HOC SUBCOMMITTEES.

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Item A-6

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

Adam Ferguson, Senior Management Analyst, discussed upcoming meeting dates; procedures for changing a meeting; upcoming agenda items for the Commission; and items pertaining to PRCS to be considered at upcoming City Council meetings.

Discussion ensued between staff and Commissioners regarding making a request at the August meeting for an update on the GameTime project at the October meeting if the item is approved; a request for an update on community gardens in October; work being done by the Landscape Architect; the report on summer camps; length of the September agenda; potential impact of the election in August; the offer made to PRCS about sharing a contractor for grants; and items with discussion dates to be determined.

Chair Alexander invited public input.

Adam Ferguson, Senior Management Analyst, indicated that no requests to speak had been received.

MOVED BY COMMISSIONER BAUN, SECONDED BY VICE CHAIR 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 Alexander invited public comment.

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

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Items from Commissioners/Staff

Dani Cullens, Recreation and Community Services Manager, discussed results of the lifeguard hiring fair for The Plunge; the World's Largest Swim Lesson on June 26; the new Maintenance II worker; work to hire a new Maintenance I worker; the RFP (Request for Proposals) approved for the high mass lighting in the parks system; the large clean up at Cougar Park; summer camp; successful field trips; youth sports; and community over competition.

Adam Ferguson, Senior Management Analyst, gave a shout out to Community Services Supervisor Daniella Gutierrez who is overseeing special events; discussed Family Field Day on June 21; the Juneteenth event on June 21; upcoming events; asked Commissioners to reach out to him if they did not have an id badge indicating that they were a sitting Commissioner; asked that Commissioners provide their vehicle information so they do not need to worry about validation; and he asked anyone experiencing issues with their City email to contact him.

Ted Stevens, Parks, Recreation and Community Services Director, discussed the Senior Prom event; the break-in at the Senior Center; appreciation for the responsiveness of staff; membership levels at the Senior Center; the upcoming 4th of July BBQ at the Senior Center; the large mound of dirt on the fields; a recent meeting with representatives from Culver City Little League; priorities; focus for limited funding; and feedback received from constituents.

Commissioner Baun discussed lifeguards hired prior to the hiring fair.

Discussion ensued between staff and Commissioners regarding collaboration with Human Resources; total number of lifeguards hired; addressing issues with paperwork; and an upcoming report to the City Council planned for July 14, 2025.

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Adjournment

There being no further business, at 9:47 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, August 5, 2025.

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

APPROVED _____

Crystal Alexander
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