

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

September 3, 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 7:02 P.M. in the Recreation Building at Culver West Alexander Park.

Present: Jane Leonard, Chair  
Crystal Alexander, Vice Chair  
Marci Baun, Commissioner  
Palvi Mohammed, Commissioner\*

Absent: Maggie Peters, Commissioner

\*Commissioner Mohammed arrived at 7:15 P.M.

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**Pledge of Allegiance**

Chair Leonard led the Pledge of Allegiance.

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**Information Items from Commissioners/Staff**

Adam Ferguson, Senior Management Analyst, reminded Commissioners that Items from staff were not discussion items and needed to be agendaized for discussion if there were questions.

Commissioner Baun expressed appreciation for the interactive boards provided for public engagement at Fiesta La Ballona and thanked staff for their work on the event.

Chair Leonard thanked staff and the City for a great Fiesta La Ballona; reported that the September Senior Center

Newsletter was out; discussed the upcoming Abilities Carnival on October 6; and she announced The Golden Future 50+ Senior Expo at Veterans Memorial on September 14.

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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 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 Meeting of August 6, 2024**

MOVED BY VICE CHAIR ALEXANDER AND SECONDED BY COMMISSIONER BAUN AND THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF AUGUST 6, 2024, AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALEXANDER, BAUN, LEONARD  
NOES: NONE  
ABSENT: MOHAMMED, 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 From Olin Regarding the Parks Plan**

Chair Leonard introduced the item and reminded Commissioners that questions should be held until the end of the presentation.

Jessica Henson, Olin, provided a report on the Parks Plan; discussed the project timeline; engagement updates; information gathering; preliminary information from the survey; and the planning process.

Commissioner Mohammed joined the meeting.

Jessica Henson, Olin, continued the report on the Parks Plan; discussed the draft vision and mission; draft goals; strategies; site-specific park ideas; and important upcoming dates.

Discussion ensued between staff and Commissioners regarding trees; native plantings; parkway areas; appreciation for the engagement; identification of the most effective engagement methods; appreciation for the recommendation to move the storage areas out of the parks; maps of individual parks; challenges with confusion between the feasibility study and the Parks Plan; wayfinding; challenges with ADA (Americans with Disabilities Act) accessibility; digital wayfinding; clarification that goals would be added online when the Draft Parks Plan goes live; clarification that the general survey is closed but feedback is still welcome; saturation level; and presentation of the final findings in January.

MOVED BY VICE CHAIR ALEXANDER AND SECONDED BY COMMISSIONER MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT FROM OLIN REGARDING THE THE PARKS PLAN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-2

**Receipt and Filing of the Report Regarding the Culver City  
Recreational Classes**

Stephanie DaVall, Recreation and Community Services Coordinator, provided a presentation on contract classes; discussed the onboarding process; current classes; challenges and limitations; and plans for the future.

Discussion ensued between staff and Commissioners regarding insurance requirements; items added on since COVID; review of contracts; education; liability coverage; standard contracts; higher risks with aquatics; Culver City requirements as compared to other cities; cost efficiency; doing the best possible for the popular classes; physical mailings; cost involved; a suggestion to mail out postcards with a QR code; signups for quarterly mailings; and the practice at the Senior Center of having people pay if they want to receive a physical mailing.

Chair Leonard invited public comment.

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

Additional discussion ensued between staff and Commissioners regarding appreciation for the informative presentation; seasonal offerings; impacts to public space; operating hours of different facilities; school facilities; reciprocity; raising awareness of class offerings; expanding classes further; providing signage with QR codes at the parks; streamlining processes; consistency across platforms; contractor longevity; the revenue split; splits in other cities; contracted classes vs. permitted classes; providing information to the Racket Sports Ad Hoc Subcommittee on how much time the courts are used for classes; tennis courts that are used for lessons vs. paddle/pickleball courts that are never used for lessons; drop in play; gaging community interest; surveys; demand; wait lists; email requests;

examination of proposals; opportunity for usage of other private spaces nearby for contract classes; in-house sports programs; evaluation of proposals; priority for classes already in the system; scheduling; expected class offerings; required certification and training for contract instructors; insurance coverage; availability of public space; and engagement with the Wende Museum for use of space for classes.

MOVED BY VICE CHAIR ALEXANDER AND SECONDED BY COMMISSIONER BAUN THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT REGARDING THE CULVER CITY RECREATIONAL CLASSES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-3

**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 Mohammed indicated nothing to report from the California Association of Parks and Recreation Commissioners and Board Members.

Vice Chair Alexander provided a report on the Culver City Senior Citizens Association Board of Directors; discussed membership levels; the Treasurer's report; upcoming programming and activities; and she indicated that Commissioner Baun would be attending the next meeting in her place.

Discussion ensued between staff and Commissioners regarding the upcoming Senior Center Board election.

Commissioner Mohammed reported on the Summer Olympics Ad Hoc Preparation Subcommittee; discussed the City Council Olympics Committee; and efforts to engage Council Members.

Discussion ensued between staff and Commissioners regarding instruction to wait; the ability to plan; inability to use the logo; the September 9, 2024, City Council agenda item for the 2028 Olympics Policy and Program Ideas Matrix; and the brainstorming exercise.

Member Baun reported that she had missed the scheduled Dual Striped Tennis Courts Ad Hoc Subcommittee meeting; indicated that she had done research on the matter; and noted that another meeting would be set up.

MOVED BY COMMISSIONER BAUN AND SECONDED BY VICE CHAIR ALEXANDER 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.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Chair Leonard received clarification that no public comment had been received.

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Item A-4

**Receipt and Filing of the Parks, Recreation and Community Services Commission 2024 Meeting Calendar and the Upcoming Agenda Items List, With Adjustments, If Any**

Adam Ferguson, Senior Management Analyst, discussed upcoming meeting dates, locations, and agenda items.

Discussion ensued between staff and Commissioners regarding the report on Fiesta La Ballona; financial information; public confusion about community involvement with the loss of the Fiesta La Ballona Committee; operational changes; amount of security provided; the Parks Impact Fee; future Commission discussion about developer negotiations; protecting money that comes in for parks; a suggestion to wait to agendize Park Impact Fees until they are considered by the City Council; concern with development in Fox Hills; staff agreement to alert the Commission when the item goes before the City Council; a

suggestion to put up signage at the Plunge to alert users to the agenda item to be considered at the November PRCS Commission meeting regarding Plunge policies and rules; community feedback; and status of the Senior Center solar panel and battery storage installation.

MOVED BY COMMISSIONER BAUN AND SECONDED BY COMMISSIONER MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION 2024 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST, WITH ADJUSTMENTS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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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**

Chair Leonard indicated that Commissioners were not permitted to ask questions about agenda items proposed by staff.

Francisca Castillo, Recreation and Community Services Manager, discussed the Abilities Carnival and Resource Fair at the Senior Center scheduled for October 6 for Disability Awareness Month; she provided contact information to RSVP for the event; and she asked Commissioners to spread the word about the event.

Ted Stevens, Parks, Recreation and Community Services Director, discussed Fiesta La Ballona; the survey; data included in the presentation that will return to the Commission; the lights on Vets Tower; staffing; promotions; and he expressed appreciation to Adam Ferguson for his work.

Vice Chair Alexander questioned whether people were allowed to do chalk art in the parks.

Discussion ensued between staff and Commissioners regarding whether the question required an agenda item; lack of an express prohibition; policies and procedures; and Director discretion.


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**Adjournment**

There being no further business, at 9:04 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, October 1, 2024.

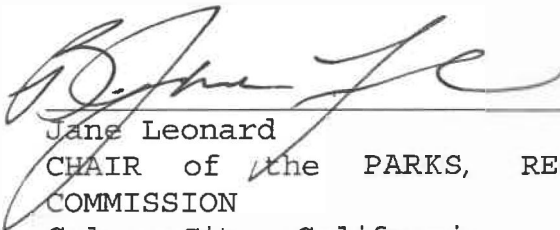
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Adam Ferguson  
SECRETARY of the Parks, Recreation and  
Community Services Commission


APPROVED 10 | 1 | 2024



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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.



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Jeremy Bocchino  
CITY CLERK

17 OCT 2024  
Date