

***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

September 5, 2023
7:00 P.M.

Call to Order & Roll Call

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

Present: Palvi Mohammed, Chair
Jane Leonard, Vice Chair
Crystal Alexander, Commissioner
William Rickards, Commissioner

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Pledge of Allegiance

Armando Abrego, Parks, Recreation and Community Services Director, led the Pledge of Allegiance.

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Items from Members/Staff

Armando Abrego, Parks, Recreation and Community Services Director, indicated that staff would hold their comments to the end of the meeting.

Commissioner Alexander requested that the Commission email address be included in City communications, on the agenda, and Senior Center communications noting that she had been asked for information by a member of the public.

Adam Ferguson, Senior Management Analyst, agreed to check with the City Clerk about including such information on the agenda, noting the strict template required to be followed for agendas.

Commissioner Alexander thanked everyone for the hard work that went into Fiesta La Ballona; indicated that the survey for the event could be found at fiestalaballona.org; discussed encouraging robust civic life; community booths; the Feasibility Plan and the upcoming Parks Master Plan; the importance of ensuring public participation; timing; discussion of the Joint Use Agreement at the Culver City City Council/School District Liaison meeting; she requested a copy of the existing agreement; wanted to see consistency with public participation related to use of all public facilities; noted the importance of public participation before the Joint Use Agreement goes before the City Council or the School Board; and she acknowledged the scarcity of facilities in the City.

Vice Chair Leonard thanked everyone for their efforts with Fiesta La Ballona; expressed appreciation to staff for addressing certain issues immediately; she was looking forward to the full debriefing in the future; reported that Los Angeles County Department of Public Health was seeking public input into the Inglewood Oil Field Health Study from households within a 1.5 mile radius of the Oil Field; she noted that participation was voluntary and confidential; discussed the importance of participation; questioned whether notices could be posted at the parks; asked about the timeline for completion of the Parks Survey; and she announced the Abilities Carnival and Resource Fair on October 8 from noon to 3:00 P.M. at the Senior Center.

Adam Ferguson, Senior Management Analyst, agreed to research and return with information about the Parks Survey.

Commissioner Rickards discussed surveys and the importance of public participation.

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Public Comment - Items Not on the Agenda

Chair Mohammed invited public comment.

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

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Receipt of Correspondence

Adam Ferguson, Senior Management Analyst, reported that two pieces of correspondence had been received and distributed to Commissioners.

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

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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 July 6, 2023

Discussion ensued between staff and Commissioners regarding a correction to Vice Chair Alexander's name, and a correction to the spelling of Howard Zagar's name.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY VICE CHAIR LEONARD AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF JULY 6, 2023 AS CORRECTED.

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Order of the Agenda

Item A-2 was considered before Item A-1.

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Action Items

Item A-2

PRCSC - Receipt and Filing of the Report Regarding the Parks, Recreation and Community Services Department's Summer Camps and the Culver City Afterschool Recreation Program (CCARP)

Jacob Bodhi, Recreation and Community and Services Coordinator, provided an overview of the Parks, Recreation and Community Services Department's Summer Camps and the Culver City Afterschool Recreation Program (CCARP).

Discussion ensued between staff and Commissioners regarding appreciation for being able to resume field trips; a suggestion to explore programs at Stoneview Nature Center and Hahn Park; the opening of the new Lucas Museum in 2025; transportation to offsite venues; a suggestion to promote children's programming in the City; ensuring that information is shared on social media; recognition from a contract instructor for the summer programming; acknowledgement of the work of Jake Bodhi; late cancellations that resulted in vacancies; and awareness of camps in the City.

MOVED BY VICE CHAIR LEONARD, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE REPORT REGARDING THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT'S SUMMER CAMPS AND THE CULVER CITY AFTERSCHOOL RECREATION PROGRAM (CCARP).

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Item A-1

PRCSC - (1) Review of Suggested Revisions to the Culver City Municipal Code (CCMC) Section 9.10 Regulation of Parks and Planting; and (2) If Desired, Provide Comments and Recommendations to City Council Related to Incorporation of these Revisions into the CCMC

Armando Abrego, Parks, Recreation and Community Services Director, introduced the item.

Christina Burrows, Deputy City Attorney, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding appreciation to everyone for their efforts; the importance of the work; broad definitions given; classification of the Senior Center under Public Buildings and Property; identification of buildings traditionally found in a park; clarification that regulations regarding parks apply to the Senior Center; areas within Culver City owned or operated by another public agency; the Joint Use Agreement; School District properties; instances when the City is a primary user of School District property; public notification of and information about park closures; charcoal disposal; the prohibition on the use of any substance other than charcoal; the City-wide existing prohibition on fireworks, explosives or flammable materials; e-bikes; inclusion of new technology; changes to language regarding camping in parks; the definition of camping; the delay to enforcement of the prohibition of camping in parks; direction from state and federal courts with regard to enforcement of camping ordinances; being careful not to put staff in the position of enforcement based upon perception; licensing of concessionaires; vendors; booth participants; providing a community groups booth; the prohibition on selling memberships; the Fiesta La Ballona Committee; community organizations vs. vendors; City Council limitation on selling vendors vs. community group vendors; education and distribution of information by non-profits; fair application of rules to everyone; modification of language allowing the Director to make a determination; model rockets and drones; the intent for people who procure a permit to enjoy it without interference with enhanced protections provided; the City's Bullying Code; consideration of modifications to language or grammar to ensure that no one would be subject to malicious activities; preexisting language; provisions that apply those acting in a malicious manner; the intent of Section Y to prevent damage to facilities and to prevent unwanted language; the need for additional research to address use of lighted sources to throw messages on to the side of a building; language to address subletting permit activity; insurance coverage; groups within the School District; the booster club vs. the PTA (Parent Teacher Association); internal processes; educating users; and PRCS permits vs. School District permits.

Additional discussion ensued between staff and Commissioners regarding deleted sections; clarification that sale or transfer of park property is governed by state law; lost articles; a formatting suggestion to delineate separate items by creating

a new paragraph for clarity and ease of access; clarification regarding area designations; support for language prohibiting posting on trees; public buildings on property; use of the word custodian; inclusion of parkways; maintenance of public right of way areas vs. parks; parkettes; areas identified in the Culver Plan; the Culver Boulevard Bikeway; protections for park-like properties; removal of the reference to planting in the title to address absence of language dealing with plantings; zoning code requirements for planting with new development; the amount of work put into the process over many years; appreciation for comments provided; delays to the process during the pandemic; and bringing the code into the 21st century.

MOVED BY VICE CHAIR LEONARD, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: APPROVE UPDATES TO CULVER CITY MUNICIPAL CODE (CCMC) SECTION 9.10 REGULATION OF PARKS AND PLANTING WITH ADJUSTMENTS AS DISCUSSED FOR RECOMMENDATION TO THE CITY COUNCIL FOR ADOPTION.

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Item A-3

PRCSC - (1) Drafting of a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including Accomplishments During the Period January through June 2023, and an Update on the Upcoming 2023/2024 Plans; and (2) Authorization of Transmittal of the Report to the City Council

Adam Ferguson, Senior Management Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding adding Olympics planning to goals; collaboration with the City Council subcommittee; clarification that the Commission does not have a role in the Bill Botts and Veterans Feasibility Study; the ability of Commissioners to participate as members of the public and to encourage the community to participate; City Council selection of vendors; information coming forward to the Commission regarding the Feasibility Study; and a suggestion to add language under the second bullet point for Accomplishments: "...held open meetings with public attendance and recommended to the City Council...".

MOVED BY VICE CHAIR LEONARD, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION:

1. APPROVE AS AMENDED THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION BIENNIAL REPORT TO THE CITY COUNCIL, INCLUDING ACCOMPLISHMENTS DURING THE PERIOD JANUARY THROUGH JUNE 2023, AND AN UPDATE ON THE UPCOMING 2023-24 WORK PLANS; AND,

2. AUTHORIZE TRANSMITTAL OF THE REPORT TO THE CITY COUNCIL.

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Item A-4

PRCSC - Receipt and Filing of the Report Regarding the Parks, Recreation and Community Services Department Fiscal Year 2023/2024 Adopted Budget

Adam Ferguson, Senior Management Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding additional costs for Panther Security; different departments that requested service; usage on an as needed basis; non-approval for additional funding of the Irrigation Maintenance Technician I; the request for a third position; adjustments to operations to educate frontline staff about how to make minor repairs; adapting the approach; prioritizing mandatory regulations related to the water program; community gardens; identification of open space within the parks system; urgency to secure the location; the City Hall upgrade being worked on; the Conceptual Design; challenges with resting the fields; types of equipment being used; modification of operations to meet current realities; improving efficiencies for a better result; crossing guards; the Field Allocation Plan; plantings and painting the exterior of City Hall; reduced budget recommendation from the City Manager; cuts to the adjusted budget; unspent money in the budget from the previous year; the need to use money that has been allocated to benefit the community; effects of the pandemic to the budget; increases to budgets in other departments; contracts that had to stop during the pandemic; funds removed that had been rolled over from previous years which inflated the budget and appeared to be a cut; reduced staffing last year; responsible spending; funds

that disappeared that had been requested years before; appreciation for the speed of motion with the RFPs (Request for Proposals) for the Master Plan; and appreciation for receiving much of what had been requested.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY VICE CHAIR LEONARD AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE REPORT REGARDING THE PARKS, RECREATION AND COMMUNITY SERVICES FISCAL YEAR 2023-2024 ADOPTED BUDGET.

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Item A-5

PRCSC - 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 Rickards indicated nothing to report from the California Association of Recreation and Park Commissioners.

Commissioner Alexander reported attending two meetings of the Senior Citizens Association Board of Directors; discussed efforts to build membership; positive interaction between staff, the Board, and Senior Center members; clarification provided for parameters of facilities use; the Nutrition Program; a Health Insurance Fair planned for October; flower arranging events; class participation; and upgrades to the computers in the computer room.

Commissioner Rickards reported attending Culver Arts Foundation meetings; discussed establishing a working relationship over time; mission of the organization; dependence on parks for space and facilities for projects as well as for outreach at Fiesta La Ballona; the future of the administrative planning structure for Fiesta La Ballona; he reported attending the *Dear Culver City* event; and he discussed attending the Disability Advisory Committee (DAC) meeting.

Adam Ferguson, Senior Management Analyst, discussed the main focus of the DAC as being on the Abilities Carnival right now; the bi-monthly meeting schedule for the DAC; and efforts to structure the Committee to accomplish outreach goals.

Discussion ensued between staff and Commissioners regarding expertise of DAC Members; benefits to being a liaison for the Committee; collaboration and connecting with resources; and Commissioner availability to attend the special meeting of the DAC on September 13, 2023.

Chair Mohammed asked staff to alert him if there were any participation opportunities with the Community Development Block Grant Committee; he expressed support for continuing the Ad Hoc Municipal Code Subcommittee; and he indicated that he did not have any updates for the Summer Olympic Preparation or the Parks Master Plan Ad Hoc Subcommittees.

Discussion ensued between staff and Commissioners regarding community gardens; pickleball; the template from the last ad hoc subcommittee meeting; integration of public input for signage language; revisions coming forward for the Parks Master Plan; potential adjustments with the Feasibility Study; and status of tree trimming on the north side of Veterans Memorial.

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

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Item A-6

PRCSC - Receipt and Filing of the Parks, Recreation and Community Services Commission 2023 Meeting Calendar and the Upcoming Agenda Items List, With Adjustments, If Any

Adam Ferguson, Senior Management Analyst, discussed the schedule of meetings and agenda items for the remainder of the year.

Discussion ensued between staff and Commissioners regarding concern with a potential conflict for the November meeting; the ability to cancel a regular meeting and call a special meeting; the ability to hold meetings in the parks; opportunities to interact with the community; and previous meetings held at a park location.

MOVED BY COMMISSIONER RICKARDS, SECONDED BY VICE CHAIR LEONARD AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE 2023 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST.

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Public Comment - Items Not on the Agenda

Adam Ferguson, Senior Management Analyst, reported no requests to speak.

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Items from Commissioners/Staff

Adam Ferguson, Senior Management Analyst, noted the importance of ensuring that it is clear that your own views are being shared, not the views of the Commission when speaking as a member of the public; discussed the need for an agendized item to agree upon language to be used and select a person in order for anyone to speak on behalf of the Commission; the role and status of the Fiesta La Ballona Committee (FLBC); and distinguishing between the FLBC and PRSC.

Vice Chair Leonard discussed her involvement in the Abilities Carnival related to other entities; she indicated that she did not attend DAC meetings as a PRSC representative; and she noted items to consider for the next Fiesta La Ballona.

Discussion ensued between staff and Commission Members regarding the Fiesta La Ballona presentation by staff scheduled for the next meeting; the ability to complete the Fiesta La Ballona survey and to provide feedback as a member of the public; and the presentation vs. an action item.

Dani Cullens, Recreation and Community Services Manager, discussed Fiesta La Ballona; email feedback received; attendance; layout; positive comments received; the in-depth presentation coming forward at the next meeting; she reported that Maintenance Worker II, Jezenia Aguirre had been promoted to Public Works Environmental Programs Operations Inspector; and she reported on new hires.

Armando Abrego, Parks, Recreation and Community Services Director, thanked all those who worked to make Fiesta La Ballona a success; expressed appreciation to Adam Ferguson for

his work on the Master Plan; and he reported on the recruitment process for the Director's position.

Commissioner Rickards referenced a piece in *The New York Times* about the parks system in Philadelphia and indicated that he would provide access to the article for staff to distribute; discussed an article in *The Los Angeles Times* about community gardens developing around Los Angeles; development of community gardens in the context of urban life; and the tour of community gardens with Isaac Bryan's office in December 2022.

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Adjournment

There being no further business, at 9:46 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, October 3, 2023.

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

APPROVED _____

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.

Jeremy Bocchino
CITY CLERK

Date