

***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

May 2, 2023
7:00 P.M.

Call to Order & Roll Call

Chair Richards called the regular meeting of the Parks, Recreation and Community Services Commission to order at 7:13 P.M. in Mike Balkman Council Chambers at City Hall and via Webex.

Present: William Rickards, Chair
Khary Cuffe, Commissioner
Palvi Mohammed, Commissioner

Absent: Jane Leonard, Commissioner
Scott Zeidman, Vice Chair

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Pledge of Allegiance

Melanie Morales led the Pledge of Allegiance.

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Items from Members/Staff

None.

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Public Comment - Items Not on the Agenda

Chair Rickards invited public comment.

The following member of the public addressed the Commission:

Darrell Robb, Culver City Rock and Mineral Club, discussed the 60th Fiesta of Gems Rock and Mineral Show on July 8-9 at Veterans Auditorium; history of the Club; new members; instructional demonstrations; volunteer time at elementary schools; he invited anyone interested to attend their regular meetings on the second Monday of every month; and he indicated that additional information was available at culvercityrocks.org.

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Receipt of Correspondence

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

Commissioner Mohammed read the correspondence received from Kay Deeney expressing concern regarding costs for required special event liability insurance.

MOVED BY COMMISSIONER MOHAMMED AND SECONDED BY CHAIR RICKARDS THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE CORRESPONDENCE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CUFFE, MOHAMMED, RICKARDS
NOES: NONE
ABSENT: LEONARD, ZEIDMAN

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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 March 9, 2023

Adam Ferguson, Senior Management Analyst, read corrections to typographical errors in the minutes noted in an email submitted by Commissioner Leonard.

MOVED BY COMMISSIONER MOHAMMED AND SECONDED BY COMMISSIONER CUFFE THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF MARCH 9, 2023 AS CORRECTED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CUFFE, MOHAMMED, RICKARDS
NOES: NONE
ABSENT: LEONARD, ZEIDMAN

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

PRCSC - Receipt and Filing of the Report Regarding the Parks, Recreation and Community Services Department's Spring Camps

Recreation and Community Services Coordinator Jacob Bakke provided a presentation on the PRCS Spring Camps.

Discussion ensued between staff and Commissioners regarding effective things to carry over to next year; items to be addressed for next year; and parental feedback.

MOVED BY COMMISSIONER MOHAMMED AND SECONDED BY COMMISSIONER CUFFE THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE REPORT REGARDING PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SPRING CAMPS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CUFFE, MOHAMMED, RICKARDS

NOES: NONE
ABSENT: LEONARD, ZEIDMAN

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Item A-2

PRCSC - (1) 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 reported on a recent meeting of the Ad Hoc Subcommittee on the Municipal Code; discussed updates being made by the City Attorney; corrections; modernization of the code; additional time necessary for work to be completed; and he hoped that the changes would be provided to Commissioners early to allow for proper review.

Discussion ensued between staff and Commissioners regarding larger than anticipated changes; the importance of individual review and input; use of more modern language; attempts to future-proof the code; adoption by the City Council; and appreciation to staff for their support and ideas.

Francisca Castillo, Recreation and Community Services Manager, provided an update on the Community Gardens; discussed City Council direction; staff research into identified locations; irrigation, electrical, and other necessary facets of the Community Garden; space allocation for programming; permits; community impact; and the timeline for execution.

Chair Rickards discussed community meetings with those who have reserved garden plots; interest and engagement; and the process.

Discussion ensued between staff and Commissioners regarding the renter's model; other opportunities in the City; relocating the current renters in Phase 1; expansion and examination of other community models in Phase 2; use of Tellefson Park; layers of engagement; capital improvements required; SB 1000; the focus on disadvantaged neighbors; equity; and consideration of Fox Hills.

Chair Rickards indicated nothing to report from the California Parks and Recreation Society.

MOVED BY COMMISSIONER MOHAMMED AND SECONDED BY COMMISSIONER CUFFE 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: CUFFE, MOHAMMED, RICKARDS
NOES: NONE
ABSENT: LEONARD, ZEIDMAN

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Item A-3

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 upcoming agenda items.

Discussion ensued between staff and Commissioners regarding the feasibility study for an RFP (Request for Proposals) to consider revisions to the layout of Culver City Park and Veterans Park; budget presentations to the City Council; the focus on budget enhancements; ensuring sufficient time to discuss the municipal code; availability of offsite locations; rescheduling meetings; allowing the full Commission to participate in decisions; and a reminder that the July meeting had been changed to July 6, 2023.

MOVED BY COMMISSIONER MOHAMMED AND SECONDED BY COMMISSIONER CUFFE THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE PRCS COMMISSION 2023 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST, WITH ADJUSTMENTS, IF ANY.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CUFFE, MOHAMMED, RICKARDS
NOES: NONE

ABSENT: LEONARD, ZEIDMAN

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Public Comment - Items Not on the Agenda

Chair Rickards invited public comment.

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

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Items from Commissioners/Staff

Recreation and Community Services Coordinator Jacob Bakke discussed programming at the Teen Center; *The Culver City Teen Times* newsletter; the teen summer camp; signup through registration software and QR codes; the teen committee that meets on Fridays to provide ideas; Teen Shoutouts; promoting mental health resources; and the Didi Hirsch Mental Health Center.

Discussion ensued between staff and Commissioners regarding collaboration with the Culver City Patch; getting teens involved in the process of making *The Culver City Teen Times* a community resource; collaboration with Culver City Unified School District (CCUSD); and the goal of enhancing communication and collaboration with CCUSD.

Dani Cullens, Recreation and Community Services Manager, provided an update on staffing and discussed upcoming events.

Melanie Morales, Recreation and Community Services Specialist, discussed upcoming events at the Senior Center for Older Americans Month noting that additional information was online at culvercity.org/seniorcenterprograms.

Discussion ensued between staff and Commissioners regarding appreciation to staff for their efforts at engagement; opportunities for inter-generational engagement; the proclamation and commendation at the May 8, 2023 City Council meeting; clarification that A Taste of Culver City is not a parks program; and support for the continuation of the Mother's Day Tea that originated during the pandemic.

Francisca Castillo, Recreation and Community Services Manager, provided an update on staff development; discussed gaining resources; participation at the California Park and Recreation Society (CPRS) Conference; identification of realistic issues and trends faced by the industry; the CPRS District 9 Professional Scholarship Award received by Recreational Specialist Alex Figueroa; and training on Resilience and Burnout scheduled for June 15, 2023

Armando Abrego, Parks, Recreation and Community Services Director, introduced new Associate Analyst Dorian Jackson; discussed budget justification for next year; efforts to find balance moving forward; transitions; he indicated that he would be retiring in December; noted the transition plan in place; the importance of training and development; building a foundation; support of the Commission; and the challenge to be better and deliver a higher level of service.

Commissioners expressed appreciation for the leadership of staff.

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Adjournment

There being no further business, at 8:12 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, June 6, 2023.

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

APPROVED _____

William Rickards
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