

***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 3, 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**

Francisca Castillo, Recreation and Community Services Manager, 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.

Vice Chair Leonard invited everyone to attend the Abilities Resource Fair on October 8 at the Senior Center.

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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 no correspondence had been received.

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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 September 5, 2023**

Chair Mohammed pointed out a typographical error.

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 SEPTEMBER 5, 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  
(Out of Sequence)

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

Dani Cullens, Recreation and Community and Services Manager, provided an overview of the Parks, Recreation and Community Services Department's Fiesta La Ballona; discussed expansion of the event; the new layout; carnival rides and games; entertainment; the Artist Laureate; vendors; the Beer and Wine Garden; and transportation.

Discussion ensued between staff and Commissioners regarding unauthorized placement of art at Fiesta to promote the Screenland 5K; people who had trouble finding a place to buy tickets; providing additional signage specifically for tickets; appreciation for staff responsiveness; ensuring that an abundance of reusable bottles or cups is available for hydration stations with adjacent trashcans; significance of the event for the community; use of volunteers; providing a map of the event layout; the fence running along the back of the Carnival; support for putting the community booths in pods; providing QR codes to access a map of the event; appreciation for staff efforts to improve the event year after year; appreciation for Commission feedback; input received and incorporated from the community survey last year; continued fine-tuning of the event; the 8 months of planning that goes into the annual event; entertainment selection; the City Council ad hoc subcommittee; new standards for vendors; and determining the correct number of community booths to have.

MOVED BY COMMISSIONER RICKARDS, 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 DEPARTMENT'S FIESTA LA BALLONA.

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Item A-1

**PRCSC - Receipt and Filing of the Report Regarding the Parks, Recreation and Community Services Department's Teen Programming**

Francisca Castillo, Recreation and Community Services Manager, provided a summary of the material of record; discussed number of teens served; programming; volunteerism; obesity; health and wellness; life skills; mental health; potential collaboration with Didi Hirsch Mental Health Center; available resources; suicide prevention; teen assistance with marketing; staff recruitment and training; Senior Recreation Leaders who have moved on to other jobs; the importance of communication and dialogue; educational enrichment; engagement; guiding principles of the Teen Center; pre-teens vs. teens; partnerships and collaborations; opportunities with different organizations; providing a safe haven for kids; the Teen Center as a rentable facility; creating a specific space for teens; summer programming; and examination of creating an outdoor leadership camp.

Discussion ensued between staff and Commissioners regarding registration; fees; resident status; cross-generational activities; the volunteer coordinator; community engagement; increased registrations after the pandemic; the mailing list; building relationships; events; staffing; work to be done developing the principles; stimulating the program; engagement; participant demographics; providing peer to peer experiences and providing speaking opportunities for teens; the Didi Hirsch Academy; program funding; linking clientele to services; programming that leverages space and participants; exploration of civic and government components; the challenging demographic; continued innovation; support for incorporation of mental health services; providing additional resources; appreciation for the work put into rebuilding and engaging teens after COVID; high staff turnover; the commitment required; rebranding and recreating; revamping facilities; building trust; the importance of making connections; teens that will end up being recreation leaders and life guards; encouragement

for Commissioners to stop by; challenges for all recreation departments; collaboration with other districts and agencies with similar concerns; challenges with the multi-use facility; the Parks Master Plan process; having a dedicated Teen Center; pride in ownership; linking teens from all schools; having an Activity Center; opportunities with the right resources in place; making the most of limited resources; providing influence and opportunity to move forward; youth programming; and the need for stronger advocacy.

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 TEEN PROGRAMMING.

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Item A-3

**PRCSC - (1) Consideration of Forming a Parks, Recreation and Community Services (PRCS) Commission "Culver City Unified School District (CCUSD) Joint Use Agreement Ad Hoc Subcommittee;" and (2) If Desired, Appoint Two PRCS Commission Members to the Newly Formed Ad Hoc Subcommittee**

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

Discussion ensued between staff and Commissioners regarding origin of the item; the joint CCUSD/City Council Committee; lapse of the agreement during the pandemic; School Board work to find a Superintendent; school bonds; examination of the Joint Use Agreement; community input; potential evolution of the document; two agencies with differing interests that need to meet to find common ground; bridging the gap; finding ways to help each other; those currently serving on the existing body; and Commissioner willingness to serve on the new body.

MOVED BY VICE CHAIR LEONARD, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: FORM A JOINT USE AGREEMENT AD HOC SUBCOMMITTEE AND APPOINT COMMISSIONER ALEXANDER AND CHAIR MOHAMMED THERETO.

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Item A-4

**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 provided highlights of the last Senior Citizens Association Board of Directors meeting; discussed recent and upcoming events; and current membership numbers.

Commissioner Rickards announced the upcoming Culver Arts Foundation event on October 4.

Chair Mohammed indicated nothing to report on the Community Development Block Grant (CDBG) Committee and he received clarification regarding staff changes and information coming forward in the future.

Commissioner Rickards reported attending the Disability Advisory Committee (DAC) meeting noting much discussion of the upcoming Abilities Fair on October 8.

Armando Abrego, Parks, Recreation and Community Services Director, indicated that the next DAC meeting would be held on October 11.

Chair Mohammed indicated no updates available for the Municipal Code Ad Hoc Subcommittee and he received clarification that the item was scheduled to go before the City Council in January 2024.

Armando Abrego, Parks, Recreation and Community Services Director, felt it important that the new Director be involved in the process.

Vice Chair Leonard provided a report on the work of the Pickleball Court Implementation Feasibility Ad Hoc Subcommittee to address signage.

Armando Abrego, Parks, Recreation and Community Services Director, reported that the National Pickleball Organization had created soft equipment to address noise complaints noting that after evaluation, signage may be adjusted include a recommendation to use that type of equipment.

Discussion ensued between staff and Commissioners regarding providing a central place on the website to indicate information for all courts; logistics; and the incapability of providing live information.

Commissioner Rickards noted nothing to report from the Community Gardens Ad Hoc Subcommittee.

Chair Mohammed indicated nothing to report regarding the Summer Olympics Preparation Ad Hoc Subcommittee noting that brainstorming was taking place.

Armando Abrego, Parks, Recreation and Community Services Director, reported sharing minutes from the City Council Ad Hoc Subcommittee.

Commissioner Alexander provided report on the Parks Master Plan Ad Hoc Subcommittee and asked about receipt of input from the new Director.

Chair Mohammed discussed review of finalist submissions for the Director position; the comment period; assistance in candidate choice; continued support for whomever is chosen; and assistance facilitating conversations.

MOVED BY VICE CHAIR LEONARD, SECONDED BY COMMISSIONER ALEXANDER 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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**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; agenda items for the remainder of the year; and upcoming items for City Council consideration.

Discussion ensued between staff and Commissioners regarding scheduling; the Parks Master Plan; providing robust messaging to the community; completion of the Feasibility Study; filling the Commissioner vacancy; and full Commission consensus was achieved to agendaize a budget discussion in December.

MOVED BY COMMISSIONER ALEXANDER, 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 WITH ADJUSTMENTS.

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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**

Francisca Castillo, Recreation and Community Services Manager, discussed the number of registered participants for the 20<sup>th</sup> Annual Abilities and Resource Fair on October 8; walk-up participants; and she thanked the Culver City Senior Citizen's Association, The Exchange Club, and the Girl Scouts for their help in putting on the event.

Adam Ferguson, Senior Management Analyst, discussed the meeting schedule for the Feasibility Study; the first community meeting at Veterans Auditorium on October 19; the survey; importance of the study; and he hoped that everyone would be able to attend.

Discussion ensued between staff and Commissioners regarding potential Brown Act issues; other meeting plans focused on various stages of the process; the Webex component of the



meetings; and availability of a Spanish translator at the meeting.

Armando Abrego, Parks, Recreation and Community Services Director, reported that he, Jill Thomsen, and Dani Cullens would be out of town attending the National Recreation and Parks Association Conference so Francisca Castillo would be attending the Abilities Carnival and the City Council meeting; he discussed the recruitment process; new hires; lessons from the Feasibility Study; the Parks Master Plan; cross marketing; the separate opportunities; and slowing down the process.

Commissioner Alexander discussed the large pile of dirt at Bill Botts Park and the importance of keeping the community informed.

Chair Mohammed discussed City acquisition of property near La Ballona Elementary School; the need for more park space in the community; the Turf Report; implementation of recommendations; the pandemic; and appreciation to staff for their efforts.

Adam Ferguson, Senior Management Analyst, reported that the Turf Report had been shared with the consultant and would be shared with the vendor for the Parks Master Plan; discussed the regular agenda item for Commissions, Boards, and Committees (CBCs) to provide updates to the City Council at the beginning of each Council meeting; and the need to agendize a Commission discussion of providing an update to the City Council.

Discussion ensued between staff and Commissioners regarding the time frame for providing comment; upcoming City Council meetings; the holiday celebration; the Special Events Manager; non-competing complimentary events; event amenities; and unanimous Commission consensus was achieved to agendize a discussion of providing an update to the City Council.

Vice Chair Leonard discussed the life and legacy of Mary Ann Webster and requested that the meeting be adjourned in her memory.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION ADJOURN IN MEMORY OF MARY ANN WEBSTER.



**Adjournment**

There being no further business, at 9:15 P.M., the Parks, Recreation and Community Services Commission adjourned in memory of Mary Ann Webster to a regular meeting to be held on Tuesday, November 7, 2023.

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

APPROVED \_\_\_\_\_

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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.

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Jeremy Bocchino  
CITY CLERK

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Date