

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

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

January 9, 2024  
7:00 P.M.

**Call to Order & Roll Call**

Chair Mohammed called the special meeting of the Parks, Recreation and Community Services Commission to order at 7:02 P.M. in the Rotunda Room at Veterans Memorial Building and via Webex.

Present: Palvi Mohammed, Chair  
Jane Leonard, Vice Chair  
Crystal Alexander, Commissioner  
Maggie Peters, Commissioner  
William Rickards, Commissioner\*

Commissioner Rickards arrived at 7:04 P.M.

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**Pledge of Allegiance**

Adam Ferguson, Senior Management Analyst, led the Pledge of Allegiance.

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**Items from Members/Staff**

Adam Ferguson, Senior Management Analyst, indicated noting to report.

Commissioner Alexander reported that the Dog Park would be closed on January 11 until 2:00 P.M.

Chair Rickards joined the meeting.

Vice Chair Leonard announced an Open House at the Teen Center on January 11 for ages 12 and over.

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**Public Comment - Items Not on the Agenda**

Chair Mohammed invited public comment.

Adam Ferguson, Senior Management Analyst, indicated that no requests to make Public Comment - Items Not on the Agenda had been received.

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**Receipt of Correspondence**

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

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**Consent Calendar**

Item C-1

**Approval of the Minutes for the Regular Parks, Recreation and Community Services Commission Meeting of December 5, 2023**

MOVED BY VICE CHAIR LEONARD, SECONDED BY COMMISSIONER ALEXANDER AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF DECEMBER 5, 2023.

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**Order of the Agenda**

No changes were made.

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## Action Items

### Item A-1

#### **Receipt and Discussion a Report from Johnson Favaro Regarding the Future of Veterans Memorial Park and Bill Botts Fields at Culver City Park**

Adam Ferguson, Senior Management Analyst, introduced the item.

Jim Favaro, Johnson Favaro, provided a presentation on the future of Veterans Memorial and Culver City Park; discussed the process; the feasibility study; visualizations and proposed components for both parks; fiscal responsibility; the cost of inaction; enhancements; history and types of parks; accommodating a wide range of activities; demand; parking; a proposed amphitheater at Culver City Park; public transit; the proposed elevator; maximizing equitable accessibility; potential usage of facilities; adjunct projects; construction of a new accessible hike/bike trail; classrooms; the current relationship between the buildings and Veterans Park; meeting needs; reorganization of buildings and facilities; project implementation; elevated pool technology; retention of Vets Tower; the Wende Museum; county-owned property; the Historical Society; use of park space; activities that do not require fences; the goal to reconstitute a city park at Veterans Park; stacking uses; expanding and improving the quality of the park; plans for the recreation components; options for the Veterans Auditorium Building; performing arts facilities; theater prototypes; relocated sports courts; accommodating meeting rooms; adjacent sites; potential relocation of the Culver City Library; clarification that the presentation was to help visualize the plans; and multi-use facilities.

Chair Mohammed invited public comment.

The following member of the public addressed the Commission:

Alicia Ide, Culver Arts Foundation, reported making similar comments at the Cultural Affairs Commission meeting; provided background on herself; acknowledged that the presentation was a concept; thanked the consultants for incorporating constituent requests; discussed the focus on the arts; performance spaces; back-of-house; meeting rooms; the

Historical Society; visual arts; the need for maker spaces; the Parks Plan; incorporating more intimate outdoor meeting and performance spaces; concern with accessibility of the performance space to the park; architecture and landscaping; ensuring that the architecture creates locations worthy of visiting; architecture as art; creating art installations throughout the parks; willingness of the Foundation to partner with the City to make the plans happen; ensuring that plans are made to manage the facilities; the importance of words; and she felt the plans could be a reality even if it takes some time.

Discussion ensued between Mr. Favaro, staff, and Commissioners regarding having the dog park and a smaller playground at Bill Botts Fields at field level; support for incorporating art everywhere and for creating locations worthy of visiting by themselves; support for using roof space for active events; adding court space on the other buildings at Vets; the joint use agreement with the High School; girls' softball fields; ensuring inclusivity; aquatics; outreach; the Little League fields; the focus on Bill Botts Fields; tennis courts on rooftops; successful placement of tennis courts over the parking structures in Beverly Hills; increased costs; creating an 8 court facility at Bill Botts; concerns with the hill supporting the structure; instability in upper Bill Botts Field but stability with the rest of the area; the geo-technical report; ensuring that trees are retained; removal of trees by the parking lots and the playground area; open space; providing a diagram vs. a design; allowing for community events; community outreach; public participation; the engagement process calibrated for Culver City; socio-economic diversity; cultural diversity; civic and social infrastructure; implications for investment in leadership; preparing for the changes; the need for the City to put up money first to attract private money; and the relationship of nature to the facility.

Additional discussion ensued between staff and Commissioners regarding support for the vision; the relationship between the park space and the facilities around it; access; communication regarding transportation; the environmental process; the hike/bike trail; the intent for a gradual incline and an accessible trail; parks in high density areas; the Parks Master Plan; other neighborhood parks; the library space; maker spaces; the importance of bringing parks into the 21<sup>st</sup> century; birthday parties; the picnic areas; the Park to Playa connection; and excitement about the vision being presented.

MOVED BY COMMISSIONER RICKARDS, SECONDED BY COMMISSIONER ALEXANDER, AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT FROM JOHNSON FAVARO REGARDING: THE FUTURE OF VETERANS MEMORIAL PARK AND BILL BOTTS FIELDS AT CULVER CITY PARK.

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Item A-2

**(1) Drafting of a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including Accomplishments During the Period July through December 2023, and Set Goals and Plans for the Scheduled Activities Plan; 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 subcommittee appointments when the Commission was not fully seated; reallocation of human resources; the period covered in the report; adding a note of appreciation for the appointment of Commissioner Peters; and creation of the liaison to the Cultural Arts Foundation.

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

1. DRAFT A PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION BIENNIAL REPORT TO THE CITY COUNCIL AS AMENDED, INCLUDING ACCOMPLISHMENTS DURING THE PERIOD JULY THROUGH DECEMBER 2023, AND SET GOALS AND PLANS FOR THE SCHEDULED ACTIVITIES PLAN; AND,
2. AUTHORIZE TRANSMITTAL OF THE REPORT TO THE CITY COUNCIL.

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Item A-3

**(1) Review the Parks, Recreation and Community Services Commission's Fiscal Year 2023-2024 Budget Recommendations to the City Council; and, (2) Discuss Potential Topics for the Fiscal Year 2024-2025 PRCS Department Budget Recommendations**

Adam Ferguson, Senior Management Analyst, provided a summary of the material of record and indicated being available to answer any questions at any time.

Discussion ensued between staff and Commissioners regarding the purpose of the item; the process; requests made in last year's budget; inclusiveness of Commissions, Boards, and Committees in the budget process; the Feasibility Study; the Parks Master Plan; making aspirational programs a reality; creating a financial plan; grant monies; the previous joint meeting with the Finance Advisory Committee (FAC) and the request to provide a plan; City Council discussions regarding funding; community involvement; ensuring an understanding of what is involved in funding projects; adding funding for community engagement; funding opportunities; a suggestion to hire a permanent staff member for grant writing; providing relief for current staff; complex funding for the projects; getting the consultant involved early; cross-over with other departments; jurisdiction; economic feasibility; finding the right vehicle to move things forward; allocation of money for a consultant vs. for a staff person; the ability to work Commission-to-Commission; adherence to the Brown Act; articulating the idea; the need for ongoing maintenance budgets for facilities; work done by the previous Parks Manager; money spent to maintain playgrounds; difficulty of finding parts; a suggestion to request an ongoing maintenance budget to provide safe and acceptable playgrounds; playground upgrades; Capital Improvement Projects (CIPs); needed repairs and upgrades; repeated budget requests; changing staffing needs; the level of work being done by a very few people; integration of requests; including playground replacement in the Asset Replacement Fund; the Reserve Fund established for parks; the Recreation Facility Reserve; the process; connecting the CIP; ongoing maintenance; limiting factors for summer camps; staff salaries; competition with other jurisdictions and opportunities; and support for having an irrigation technician.

Additional discussion ensued between staff and Commissioners regarding event funding; enhancements; in-house youth sports; providing opportunities for middle schoolers and high schoolers who do not play on travel teams; under-represented sports; inter-community tournaments; carryover funding; maintenance of the Expo Bike Path; water requirements; easements; compliance with the Model Water Efficient Landscape Ordinance; replacement of decorative landscaping with drought tolerant landscaping; integration into the Parks Master Plan; use of consultants; phased implementation; ensuring specificity with requests; requests that are separate from department requests; strategic goals; and making sure the process is not confused.

Chair Mohammed invited public comment.

The following member of the public addressed the Commission:

Alicia Ide reported that the Sustainability Subcommittee would meet on January 11 to address concerns about City-wide sustainability policies; she noted Council Member support; and suggested proposing a budget enhancement with enough time for Council Members to consider it.

Further discussion ensued between staff and Commissioners regarding a reminder that anyone attending the Sustainability Subcommittee meeting should be sure to speak as an individual rather than on behalf of the Commission; addressing community comments requesting mulch for the Expo line path; deleting requests that are met; working through drafts of the budget letter; and Chair Mohammed agreed to work on a draft with Commissioner Rickards serving as editor, to be brought back to the full Commission for consideration at the next meeting.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: DIRECT CHAIR MOHAMMED TO DRAFT A FISCAL YEAR 2023-2024 BUDGET RECOMMENDATION LETTER TO THE CITY COUNCIL AND ALLOW COMMISSIONER RICKARDS TO REVIEW IT AND SUBMIT FOR CONSIDERATION AT THE FEBRUARY MEETING BY THE FULL COMMISSION.

Item A-4

**(1) Appoint/Reappoint Parks, Recreation and Community Services (PRCS) Commission Members as Liaisons to Various Outside Associations and City Committees; (2) Appoint/Reappoint PRCS Commission Members to Serve on PRCS Commission Ad Hoc Subcommittees; (3) Dissolution of any Existing Ad Hoc Subcommittee(s) whose purpose has been fulfilled; and, (4) Provide Updates, if any**

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

Discussion ensued between staff and Commissioners regarding Commissioner term lengths; integration of the Commission; updates from subcommittees; the discussion of monitoring parking at the Senior Center; new people coming into the Senior Center; increased usage as things continue to open up; parking fees; providing gentle reminders before parking enforcement is implemented; review of MOUs (Memorandums of Understanding) with the City; the Senior Prom; the Membership Drive; creation of a committee to liaise with the department; addressing the elimination of COVID funding; fees to use the pool room; evaluation of equipment; the Senior Center Association; the need to provide the ability to sign up for events and classes with a credit card; the Culver Arts Foundation Holiday Party; the Tito's Tacos community event; determining how PRCS relates to Cultural Arts Foundation activities; involvement with civic activities; creating relationships; the renovated gun store; mural painting in Long Beach parks; efforts of the Artist Laureate to bring projects into the parks; participation; and agreement to dissolve the Community Development Block Grant Advisory Committee due to inactivity.

MOVED BY VICE CHAIR LEONARD, SECONDED BY COMMISSIONER ALEXANDER AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION DISSOLVE THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY COMMITTEE.

Additional discussion ensued between staff and Commissioners regarding agreement to update the staff liaison phone number, and the special Disability Advisory Committee meeting in January.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY VICE CHAIR LEONARD AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MAKE THE FOLLOWING APPOINTMENTS:

1A. CALIFORNIA ASSOCIATION OF PARKS AND RECREATION COMMISSIONERS AND BOARD MEMBERS (CAPRCBM) - DELEGATE: COMMISSIONER RICKARDS, ALTERNATE: COMMISSIONER PETERS; AND,

1B. CULVER CITY SENIOR CITIZENS ASSOCIATION BOARD OF DIRECTORS - DELEGATE: COMMISSIONER ALEXANDER, ALTERNATE: VICE CHAIR LEONARD; AND,

1C. CULVER CITY ARTS FOUNDATION - DELEGATE: COMMISSIONER RICKARDS, ALTERNATE: VICE CHAIR LEONARD; AND,

2A. DISABILITY ADVISORY COMMITTEE - DELEGATE: COMMISSIONER RICKARDS, ALTERNATE: COMMISSIONER PETERS.

Discussion ensued between staff and Commissioners regarding City Council consideration of changes to the Parks and Facilities Sections of the Culver City Municipal Code; deletion of ad hoc subcommittees that have completed their task; concern with community response to dissolving the Pickleball Court Implementation Feasibility Ad Hoc Subcommittee; the ability to create new ad hoc subcommittees with a specific task; clarification that users are not being forgotten; allocation of space for pickleball in the Johnson Favaro proposal; appreciation for the work done by the subcommittees and by staff; and agreement to retain Chair Mohammed and Commissioner Alexander on the 2028 Summer Olympics Preparation Ad Hoc Subcommittee.

MOVED BY COMMISSIONER PETERS, SECONDED BY VICE CHAIR LEONARD AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION ELIMINATE THE FOLLOWING AD HOC SUBCOMMITTEES:

3A. PARKS AND FACILITIES SECTIONS OF THE CULVER CITY MUNICIPAL CODE REVIEW AD HOC SUBCOMMITTEE; AND,

3B. PICKLEBALL COURT IMPLEMENTATION COURT FEASIBILITY STUDY AD HOC SUBCOMMITTEE; AND,

3C. COMMUNITY GARDENS AD HOC SUBCOMMITTEE; AND,

3D. PARKS MASTER PLAN AD HOC SUBCOMMITTEE; AND,

3E. CULVER CITY UNIFIED SCHOOL DISTRICT (CCUSD) JOINT USE  
AGREEMENT AD HOC SUBCOMMITTEE.

Further discussion ensued between staff and Commissioners regarding adding new subcommittees, and a suggestion for a subcommittee to interface with staff with the Model Water Efficient Landscape Ordinance.

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Item A-5

**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 the proposed meeting calendar for 2024 and upcoming agenda items.

Chair Mohammed indicated his intent to attend the January 22, 2024 City Council meeting to speak on the Municipal Code.

Discussion ensued between staff and Commissioners regarding clarification that other Commissioners could attend if they choose to; City Council consideration of the Feasibility Plan in March; the community meeting on February 8; the February agenda; the ability to cancel the regular March meeting and call a special meeting due to the March 5, 2024 election; alternate locations; and finding an alternate date for the November meeting.

MOVED BY COMMISSIONER RICKARDS, SECONDED BY COMMISSIONER ALEXANDER AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE PRCS COMMISSION 2024 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST, WITH ADJUSTMENTS, IF ANY.

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**Public Comment - Items Not on the Agenda**

Chair Mohammed invited public comment.

Alicia Ide indicated that she would speak with Commissioners separately.

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**Items from Commissioners/Staff**

Dani Cullens, Recreation and Community Services Manager, introduced Associate Analyst Jesse Roth; reported on the Polar Bear Plunge in December; discussed resurfacing of the Vets basketball court; Blair Hills reconstruction; and community outreach.

Francisca Castillo, Recreation and Community Services Manager, discussed the City's Martin Luther King, Jr. celebration and the City Council proclamation; behind-the-scenes efforts of staff to organize the event; the Teen Open House on January 11; efforts to increase enrollment; the limited term Recreation and Community Services Coordinator; promotions of part-time staff members; efforts to meet demand; staffing levels; balancing assignments; and the new Senior Center Newsletter.

Ted Stevens, Parks, Recreation and Community Services Director, expressed excitement for the busy year and discussed upcoming items and collaboration with staff.

Commissioner Peters thanked staff for another great Winter Camp noting that she would be signing her children up for Summer Camp.

Commissioner Alexander expressed appreciation for the information that came out on Facebook on the closure of the Dog Park for cleaning.

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**Adjournment**

There being no further business, at 10:32 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, February 6, 2024.

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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