

***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

December 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 7:02 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

Chair Mohammed led the Pledge of Allegiance.

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Items from Members/Staff

Staff and Members indicated wanting to share their items at the end of the meeting.

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Public Comment - Items Not on the Agenda

Chair Mohammed invited public comment.

The following member of the public addressed the Commission:

Terez Attias indicated being a member of the Senior Center; thanked the City for services provided; discussed twice monthly dances at the Senior Center; her limited finances; and she asked to be allowed to attend the dances in exchange for assisting at the dances.

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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 October 3, 2023

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 OCTOBER 3, 2023.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

PRCSC - Administration of the Oath of Office to Maggie Peters, Newly Appointed Parks, Recreation and Community Services (PRCS) Commission Member

Adam Ferguson, Senior Management Analyst, administered the Oath of Office to Maggie Peters.

Commissioner Alexander welcomed Commissioner Peters.

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Item A-2

PRCSC - Receive and Provide Comments as Desired on a Report from Johnson Favaro Regarding the Future of Veterans Memorial Park and Bill Botts Fields at Culver City Park

Jim Favaro, Johnson Favaro, provided a presentation on the future of Veterans Memorial and Bill Botts Fields at Culver City Park; discussed redevelopment of the sites; the process; options for the community to consider on December 9, 2023; best practices; review of peer cities; analyzing current park usage; community observations, desires and concerns; meetings with City leadership; stakeholders and interest groups; differences in the sites; the need to deliver indoor and outdoor activities; parking issues; the need for separate facilities for AYSO (American Youth Soccer Organization) and Little League; enhancing the nature preserve and creating an amphitheater at Culver City Park; multi-pool configurations at Veterans Park; accommodating the Arts; the Cultural Corridor; different kinds of parks; different purposes of parks; creating places for the future of the City; botanical and community gardens; sporting activities for all ages; evolving purposes for aquatic facilities; offering a variety of programming in gymnasiums; enrichment programs for all generations; performance spaces; historical archives; maker spaces; percentage of Veterans Park consumed by buildings; park layout; need vs. what is provided; appropriate capacity for performance venues; demand; accommodating a variety of activities; outdoor facilities; setbacks; the amount of usable park space; landscaping; properties surrounding Veterans Park; amount of usable park space at Bill Botts; the Park to Playa Trail; the needs of AYSO and Little League; mitigating the landfill; parking and roads in the park; undeveloped hillside; development of options; outreach; and next steps.

Discussion ensued between staff and Commissioners regarding appreciation the community meeting and incorporation of feedback; including surrounding area in the planning; the five year lease for the county property; funding; adding a more

inclusive playground; coordination with the Disability Advisory Committee; challenges with Bill Botts; accommodating Fiesta La Ballona; appreciation for efforts to deconflict AYSO and Little League; providing pastoral spaces; the Parks Master Plan; neighborhood serving parks; availability of the presentation on the website after the meeting; development opportunities examined by the Wende Museum; community appreciation for the engagement; ensuring all community voices are heard; the performance space being developed by the Wende Museum; partner properties; creating a map for the future; programming at the Senior Center; investing in collaborative activities; opportunity for community gardens at Culver City Park; the relationship between the biome and activities in the parks; feedback from the Cultural Affairs Commission and the Culver Arts Foundation regarding the need for City control of venues; clarification that the Wende sits on City property; engagement of stakeholders; use of space by private soccer clubs; the meeting where all field users were invited; the importance of providing an opportunity for stakeholders to be heard; support for multi-use ideas; the importance of planning flexible spaces; and the upcoming community meeting on December 9 at Veterans Auditorium.

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

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Item A-3

PRCSC - Receipt and Filing of the Report Regarding the Parks, Recreation and Community Services Department's Programming for Disability Awareness Month

Mike Odunze, Recreation and Community Services Coordinator, discussed commemoration of October as Disability Awareness Month; the 20th Annual Abilities Carnival and Resource Fair; the City Council proclamation and commendations; tabling organizations; live entertainment, games, arts and crafts; the photo booth; appreciation to the Exchange Club for their donations; the Culver City Library Display for the month of October; Dances for the Developmentally Disabled; the

Halloween Party; Boo on Your Doorstep; Wheelchair Basketball at the High School; and appreciation to the Disability Advisory Committee Members for their efforts.

Discussion ensued between staff and Commissioners regarding the importance of City efforts to support disabled seniors and other disabled individuals; those hit harder during the pandemic; clarification that programming at the Senior Center has returned to pre-pandemic levels; decreased participants in regular Disability Services programming; continued doorstep events; efforts to increase numbers; collaboration with equal access committees through the schools; partnerships with the Regional Center; efforts to collaborate with Culver City Unified School District (CCUSD); appreciation to staff for their efforts; providing education and enlightenment; the importance of spending time and sharing experiences; offering support to the people who provide direct services; and expanding services to disabled seniors or those engaged in rehabilitation.

Jill Thomsen, Recreation and Community Services Supervisor, thanked Mike Odunze for his efforts and she introduced a video for Disabilities Awareness month created by new Public Information Officer Dustin Klemann.

MOVED BY COMMISSIONER RICKARDS, SECONDED BY COMMISSIONER PETERS 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 PROGRAMMING FOR DISABILITY AWARENESS MONTH.

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Item A-4

PRCSC - (1) Discussion of the Options that the Parks, Recreation and Community Services Commission (PRCSC) has to Communicate Recommendations to City Council; (2) If Desired, Selection of a Commissioner to Draft a Letter to the City Council for review at a future PRCSC meeting; and, (3) If Desired, Selection of Commissioner to Attend a City Council Meeting and Speak on the behalf of the PRCSC

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

Discussion ensued between staff and Committee Members regarding placement of the Updates from Staff and Commissioners on each City Council agenda; crafting a statement about the Retting property; designating the Chair or Vice Chair as representatives for the Commission; written bi-annual reports provided to the City Council; consideration of the Parks Master Plan by the City Council; communication regarding park needs; unmet needs in terms of park space; the Feasibility Study; commercial properties in Santa Monica that have been turned into pickleball spaces; support for previous efforts to ensure Commission engagement with the City Council; previous review of the Municipal Code that indicates required annual joint meetings between the Commission and the City Council; the desire for additional interaction with the City Council; the need to alert the City Clerk if a lengthy presentation is planned; communicating to the City that the Commission does not want the City to get rid of the Retting property; the inability to include the property in the Feasibility Study; inclusion of the property in the Parks Master Plan; county-owned land; agreement for a Commissioner representative to attend the City Council meeting to make a statement in support of retaining City-ownership of the Retting property with consideration of adding the property to the Parks Master Plan for Parks, Recreation and Community Services usage; the need for City Clerk clarification whether comment should be made during the Parks Master Plan item on the agenda or during Updates from Staff and Commissioners; a previous instance where the Commission representative had to wait very late into the evening to provide comment on an agenda item; agreement that Vice Chair Leonard represent the Commission in making comment to the City Council; agreement that the reference to the Parks Master Plan be eliminated so comments can be made during the update; and Commission agreement to adjust wording to indicate that the Commission would like the property considered for any future planning in the department.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY VICE CHAIR LEONARD AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: SELECT VICE CHAIR LEONARD TO ATTEND A CITY COUNCIL MEETING AND SPEAK ON BEHALF OF THE PRSC CONCERNING THE BUILDING ON WASHINGTON BOULEVARD.

Item A-5

PRCSC - (1) Approval of the Parks, Recreation and Community Services Commission 2024 Meeting Calendar; and (2) Receipt and Filing of the Upcoming Agenda Items List, With Adjustments, If Any

Adam Ferguson, Senior Management Analyst, discussed the proposed meeting calendar for 2024.

Discussion ensued between staff and Commissioners regarding proposed meeting dates; a suggestion to change the November 5, 2023 date due to it being Election Day; Primary Day on March 5; consideration of a joint meeting with the City Council; focusing on a specific subject to consider; concern with diminished attendance of the January 2, 2024 meeting; other meeting locations if Council Chambers are not available when dates are changed; Commission consensus; to agendize making alterations to subcommittee assignments; the importance of providing specific agenda items for the benefit of the public; regular meetings vs. special meetings; meeting at City Hall vs. at an alternate location; Commission preference to meet in Veterans Park if possible; agreement to decide upon a date change for the March and November meetings at a future meeting; agenda items proposed in the staff report; a suggestion to create a subcommittee for Fiesta La Ballona; recent City Council discussion of the Fiesta La Ballona Committee; public concern voiced about Fiesta La Ballona; the need to form a subcommittee for a specific purpose; providing support during the transitional period; appointing a liaison; Brown Act issues with having a full discussion; updates from staff vs. updates from a Commissioner; the substantial amount of work; ensuring public representation and a comfort level for the community; a request for a staff report with recommendation on how to address feedback with Fiesta La Ballona and options to interact with Fiesta activities; allowing an opportunity for public comment; and Commission consensus from Vice Chair Leonard, Commissioner Alexander and Commissioner Peters to agendize staff reports regarding Fiesta La Ballona beginning in February.

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

1. APPROVE THE RECOMMENDED PRCS COMMISSION 2024 MEETING CALENDAR WITH THE FOLLOWING CHANGE: JANUARY 2, 2024, MOVED TO JANUARY 9, 2024.
2. RECEIVE AND FILE THE UPCOMING AGENDA ITEMS LIST, WITH ADJUSTMENTS, AS DISCUSSED.

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Item A-6

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 Parks and Recreation Commissioners and Board Members noting that he would be rotating off the Commission in June and wanted to ensure that the next representative had sufficient information to move forward.

Commissioner Alexander provided a report on the Culver City Senior Citizens Association Board of Directors; discussed the Halloween party; free Thanksgiving dinners for seniors; and she noted that Vice Chair Leonard would attend the next meeting for her as she would be unavailable.

Commissioner Rickards discussed the Tito's Taco event and the Art Walk and Roll event to support the Culver City Arts Foundation and he noted their involvement in planning for Botts and Veterans Park.

Chair Mohammed indicated that he had heard nothing regarding the Community Development Block Grant (CDBG) Committee and therefore had nothing to report.

Responding to inquiry, Francisca Castillo, Recreation and Community Services Manager, clarified that some of the reduced funding received would be used for staffing the CDBG program and that use of the balance of the funds had not been specifically identified yet.

Vice Chair Leonard indicated that the alternate position for the Disability Advisory Committee Liaison was vacant.

Commissioner Rickards discussed the Abilities Carnival held in October.

Chair Mohammed reported on the Municipal Code Update Subcommittee noting that the Update would be going before the City Council next month and the Ad Hoc Subcommittee would be dissolved once the task was complete.

Vice Chair Leonard indicated nothing to report regarding the Pickleball Court Implementation Feasibility Study Ad Hoc Subcommittee noting much discussion with regard to development of Veterans Park and Bill Botts.

Discussion ensued between staff and Commissioners regarding consideration of converting courts to mixed use and meetings with vendors on-site regarding sound fabric to address sound complaints.

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

Chair Mohammed reported on the 2028 Summer Olympics Preparation Ad Hoc Subcommittee noting unsuccessful efforts to contact Council Member O'Brien.

Chair Mohammed reported on the Parks Master Plan Ad Hoc Subcommittee noting that the City Council would be picking a vendor.

Discussion ensued between staff and Commissioners regarding integrating the new Director into the process; continuing the Ad Hoc Subcommittee until the Parks Master Plan is in process; dissolution of the Ad Hoc Pickleball Subcommittee and the Ad Hoc Community Gardens Subcommittee as their tasks have been completed; Commission consensus to dissolve and reassign Subcommittees in January; and integrating other discussions about community gardens into the overall planning process.

Commissioner Alexander discussed work on the Joint Facilities Agreement with the CCUSD.

Additional discussion ensued between staff and Commissioners regarding major concerns regarding the amount of insurance

required in order for Parent Teacher Associations (PTAs) to use the parks; clarification that PTAs are not part of CCUSD; providing equity in the agreement for both parties; the importance of abiding by the agreement; and enforcement.

MOVED BY COMMISSIONER RICKARDS, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, 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.

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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

Ted Stevens, the Parks, Recreation and Community Services Director, provided background on himself and he expressed appreciation for staff and eagerness to work with the Commission.

Chair Mohammed acknowledged the excellent staff and expressed hope that the new Director would continue to provide opportunities for staff to develop as his predecessor had.

Francisca Castillo, Recreation and Community Services Manager, thanked all those who worked on the Thanksgiving food distribution at the Senior Center and the Culver City Tree Lighting Event at Town Plaza; discussed participation in the snow and sledding activities; she invited Commissioners to attend Breakfast with Santa; acknowledged the donation from Ting; discussed the upcoming Winter Day Camp; the hiring of Recreation and Community Services Supervisor Michelle Lee and a Recreation Specialist assigned to Senior Center Operations and Disability Services; staffing challenges; staff leaving the department or going on leave; the commitment to the community to provide services; and she wished everyone Happy Holidays and thanked them for their support.

Dani Cullens, Recreation and Community Services Manager, discussed staffing for the Parks team; resurfacing the Vets basketball court; the upcoming Polar Bear Plunge; and she reported that the Tower had been lit up.

Adam Ferguson, Senior Management Analyst, reported distributing the policy for parking placards which were previously distributed, and he encouraged anyone who had questions or concerns to email him.

Commissioner Peters provided background on herself; indicated being excited to serve on the Commission; was looking forward to the Feasibility Plan to address hard use of the fields; and expressed appreciation for the snow play and the addition of the games to the Tree Lighting Event.

Commissioner Alexander echoed comments regarding the Holiday Lighting Event; expressed her appreciation to staff for their efforts; and wished everyone Happy Holidays.

Commissioner Rickards acknowledged public comments made at the start of the meeting regarding the importance of flexibility with regard to fee waivers.

Discussion ensued between staff and Commissioners regarding staff communication with the Senior Center about the matter and ad hoc subcommittee consideration of the issue.

Vice Chair Leonard indicated that she would bring up the matter at the upcoming Senior Center meeting; reiterated appreciation expressed to staff for their work; discussed the merging of the two tree lightings into one; and she welcomed the new Director of Parks, Recreation and Community Services.

Chair Mohammed echoed the welcome to the new Director; discussed danger and costs to put up the tree; lighting on the Tower; and lack of projections to acknowledge Hanukkah.

Adjournment

There being no further business, at 9:53 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, January 9, 2024.

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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