

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

C-1

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

May 6, 2025
7:00 P.M.

Call to Order & Roll Call

Chair Alexander 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.

Present: Crystal Alexander, Chair
 Maggie Peters, Vice Chair
 Marci Baun, Commissioner
 Palvi Mohammed, Commissioner

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Pledge of Allegiance

Dani Cullens led the Pledge of Allegiance.

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Items from Commissioners/Staff

Commissioner Baun reported receipt of a non-waterproof Band-Aid at The Plunge and proposed that water-proof Band-Aids be made available.

Vice Chair Peters reminded people that dogs are not allowed to be off-leash at parks; discussed witnessing off-leash dogs at the soccer and baseball fields at Botts; asked that the upper bathrooms at Bill Botts be cleaned more often during Little League; received clarification that food trucks were not allowed in the parking lots without a permit; and she received clarification that swim coaches could not act as life guards.

Chair Alexander announced Skateside Fest on May 17 at Bill Botts Park, and she discussed attending the recent Age-

Friendly Action Plan meeting as well as meetings regarding the proposed Fees and Charges Schedule.

Adam Ferguson, Senior Management Analyst, reminded everyone of the open recruitment for Commissioners and Committee Members; discussed open positions on the PRCS Commission and other bodies; and noted that the deadline to apply is May 12 with applications available online or in person to be submitted to the City Clerk.

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Public Comment - Items NOT on the Agenda

Chair Alexander invited public comment.

The following member of the public addressed the Commission:

Lucas Ehly discussed updating the mural at Tellefson Park as part of the Parks Plan; a recent meeting with the Culver City Arts Foundation to propose an art concept and request funding; freeing up funding for other elements of the Parks Plan; and he indicated having a presentation to share.

Ted Stevens, Parks, Recreation and Community Services Director, noted the inability to discuss the non-agendized item and he indicated that he would follow up with the speaker.

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Receipt of Correspondence

Adam Ferguson, Senior Management Analyst, indicated that no correspondence had been received.

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Consent Calendar

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE ITEMS C-1 AND C-2.

**Approval of the Minutes for the Special Parks, Recreation and
Community Services Commission Meeting of March 18, 2025**

THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
APPROVE THE MINUTES FOR THE SPECIAL PARKS, RECREATION AND
COMMUNITY SERVICES COMMISSION MEETING OF MARCH 18, 2025

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Item C-2

**Approval of the Minutes for the Special Parks, Recreation and
Community Services Commission Meeting of April 17, 2025**

THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
APPROVE THE MINUTES FOR THE SPECIAL PARKS, RECREATION AND
COMMUNITY SERVICES COMMISSION MEETING OF APRIL 17, 2025

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

**Receipt and Filing of the Report Regarding the Parks,
Recreation and Community Services Department's
Responsibilities Connected to the City's Emergency Operations
Plan**

Chair Alexander introduced the item.

Ted Stevens, Parks, Recreation and Community Services
Director, highlighted various sections of the Emergency
Operations Plan; discussed ways that the PRCS Department fits
in; core functions; activation levels for the Emergency
Operations Center (EOC); lines of succession per department;
all City employees as Disaster Service Workers in the event of
an emergency; incident-dependent duties; the primary role of

PRCS to provide care and shelter; large mobile pods to open up a shelter at different locations in Culver City; activation last year due to potential mud slides; and assistance provided to Public Works and other departments on an as-needed basis.

Dani Cullens, Recreation and Community Services Manager, reported creating Emergency Action Plans for the Culver City Afterschool Recreation Program and summer camp sites, as well as for The Plunge noting the importance of being prepared and clarifying roles.

Discussion ensued between staff and Commissioners regarding informing parents about emergency plans; the internal document; the ability of parents to inquire; information provided to the public in the event of a large emergency; collaboration with Transportation and other divisions; availability of Narcan, Automatic Emergency Defibrillators (AEDs), and first aid kits at parks; first aid training required for all employees; the mobile pods; care and shelter locations; transporting people to the pods; activation levels; and appreciation for the presentation.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY VICE CHAIR PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE A REPORT REGARDING THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT'S RESPONSIBILITIES CONNECTED TO THE CITY'S EMERGENCY OPERATIONS PLAN.

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Item A-2

Receipt and Filing of the Parks, Recreation and Community Services Commission's Fiscal Year 2025-2026 Budget Recommendations Letter to the City Council

Discussion ensued between staff and Commissioners regarding appreciation to the Vice Chair for her efforts; acknowledgement that the changes were incorporated; a draft version of the letter that was seen by members of the public during a budget meeting; and clarification that the letter had already been submitted to the City Council.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND

COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE PRCS
COMMISSION'S FISCAL YEAR 2025-2026 BUDGET RECOMMENDATIONS
LETTER TO THE CITY COUNCIL.

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Item A-3

**(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**

Adam Ferguson, Senior Management Analyst, reported that staff research had confirmed that the California Association of Parks & Recreation Commissioners and Board Members (CAPRCBM) had been folded into a separate chapter and he noted the staff recommendation to dissolve the appointees.

Chair Alexander provided an update on the April Culver City Senior Citizens Association Board of Directors meeting; discussed programming for Older Americans Month in May; Board Members that attended the Age-Friendly Action Plan presentation; new Dance Fit classes; and she reported that Commissioner Baun would be attending the June meeting in her absence.

Commissioner Baun reported attending a recent meeting of the Culver City Arts Foundation; discussed different groups asking for grant money; the request for a grant for art in Tellefson Park; local artists who saw a need and are being proactive; the need to go out to bid for the project if it goes through the City; the proposal from a Junior High School student who wanted to make a short movie interviewing high school students to illustrate connections of women across different ages; the budget discussion; the New Zealand Olympics Hospitality House; announcement of the new Artist Laureate on May 19; and fundraising and scholarships.

Commissioner Mohammed reported no updates from the Summer Olympics Ad Hoc Subcommittee; noted new leadership at the City Council level; and lack of communication.

Discussion ensued between staff and Commissioners regarding a potential partnership between New Zealand and smaller oceanic nations; providing a more inclusive effort for Culver City to

be involved in; utilization of the parks; and communication with School Board Members.

Commissioner Mohammed reported on the Recreation Programming and Rentals Fee Study Ad Hoc Subcommittee; indicated being out of town last week and unable to attend the public meeting; City Council consideration; and he observed that the work of the Subcommittee was winding down.

Discussion ensued between staff and Commissioners regarding the recent community meeting; the Audit, Financial Planning and Budget Subcommittee; maintaining the Recreation Programming and Rentals Fee Study Ad Hoc Subcommittee through June in case issues arise; review of department programs for potential reconfiguration; an AI program on loan to Los Angeles to reconfigure their building permit system to help those affected by the fires to rebuild; a suggestion to use AI tools to analyze Culver City programs; and consideration of AI tools by the Culver City Information Technology (IT) Director.

Commissioner Baun reported that the Plunge Procedures Ad Hoc Subcommittee had not met; discussed attending a swim meet in Huntington beach; touch pads; student swimmers; examination of the MOU (Memorandum of Understanding) with the High School; the inability to have potential Olympic swimmers train at The Plunge with the 55 minute limitation in place; people who no longer swim at The Plunge due to policies in place; and effects of Plunge policies to the swim community.

Ted Stevens, Parks, Recreation and Community Services Director, indicated that collaboration with the High School could be discussed at the next subcommittee meeting;

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

1. RECEIVE AND FILE UPDATES FROM THE MEMBERS OF THE AD HOC SUBCOMMITTEES AND REPRESENTATIVE APPOINTEES TO OUTSIDE ASSOCIATIONS AND CITY COMMITTEES; AND,
2. DISSOLVE THE ASSOCIATION WITH THE CALIFORNIA ASSOCIATION OF PARKS & RECREATION COMMISSIONERS AND BOARD MEMBERS (CAPRCBM).

Receipt and Filing of the Parks, Recreation and Community Services Commission 2025 Meeting Calendar and the Upcoming Agenda Items List, With Adjustments, If Any

Adam Ferguson, Senior Management Analyst, discussed upcoming agenda items and City Council consideration of PRCS-related items.

Discussion ensued between staff and Commissioners regarding a staff presentation of results of the budget adoption in August or September; orientation for new Commissioners; the turnaround between City Council selection of Commissioners and the July Commission meeting; and agreement to agendize a presentation for new Commissioners.

MOVED BY COMMISSIONER BAUN, SECONDED BY VICE CHAIR PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE PRCS COMMISSION 2025 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST, WITH ADJUSTMENTS, IF ANY.

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Public Comment - Items NOT on the Agenda (Continued)

Chair Alexander invited public comment.

Adam Ferguson, Senior Management Analyst, indicated that no additional public comment had been received.

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Items from Commissioners/Staff

Dani Cullens, Recreation and Community Services Manager, provided an update on Park Maintenance II recruitment; discussed the Arbor Day event; and the upcoming Teen Mental Health Expo Week.

Discussion ensued between staff and Commissioners regarding positive feedback from parents; open registration on ActiveNet for the Teen Center event for anyone who wants to participate; and Commissioner Baun volunteered to alert the PTSAs at the High School and Middle School.

Ted Stevens, Parks, Recreation and Community Services Director, provided updates from Francisca Castillo who was not able to be present at the meeting; discussed the Mother's Day Tea Party on May 10; the Senior Prom on June 7 at Veterans Memorial Building; the Age-Friendly Action Planning and Networking event on April 24; next steps to create the Age-Friendly Action Plan; presentation of proclamations for May as Older Americans Month and Senior of the Year at the May 12 City Council meeting; the fees meeting with the City Council Ad Hoc Subcommittee; the planned hearing and other items on the May 27 City Council agenda; City Council budget presentations on May 19-20; and posting of the City Manager's budget online.

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Items from Commissioners/Staff (Continued)

Commissioner Baun indicated meeting with Meg Sullivan to look at using space available underneath the Metro for pickleball; discussed support for the idea by pickleball players and business neighbors; and beautification efforts along the bike path.

Commissioner Mohammed discussed the Second Annual Heroes Fair at Veterans Park; heavy usage of Veterans Park by multiple groups as well as by individuals; email received from Santha Rajiv from the Culver City Unified School District (CCUSD) about adding timing devices to The Plunge; the cost breakdown included; he noted no mention of partnership; and he agreed to forward the information to staff.

Discussion ensued between staff and Commissioners regarding funding, and budget issues faced by CCUSD and the City.

Vice Chair Peters expressed appreciation for the Culver City Youth Sports programming; reported positive feedback on the dodgeball program; discussed upcoming summer programming; and she hoped that the program would continue to grow.

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Adjournment

There being no further business, at 8:17 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, June 3, 2025.

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

APPROVED _____

Crystal Alexander
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