

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

October 7, 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 7:00 P.M. in Mike Balkman Council Chambers at City Hall.

**Present:** Crystal Alexander, Chair  
Maggie Peters, Vice Chair  
Marci Baun, Commissioner  
Jennifer Chen, Commissioner  
Thomas Whitaker, Commissioner

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**Pledge of Allegiance**

Meg Sullivan led the Pledge of Allegiance.

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**Items from Commissioners/Staff**

Commissioner Whitaker discussed City Council approval of New Zealand being the host city for the 2028 Olympics and Art Walk and Roll on October 18.

Commissioner Baun discussed the Senior Center Party on October 31; issues with the new shower curtains in the women's locker room; positive feedback with being able to drop in to The Plunge; and she reminded everyone to keep their dogs on a leash when bringing them to the park.

Vice Chair Peters discussed attending the successful Abilities Carnival and was looking forward to October and Halloween.

Chair Alexander discussed the special opportunity to work with the New Zealand Olympic Committee to put on a hospitality house

in Culver City; she hoped the subcommittee would be able to work with the other subcommittees; and she expressed regret at not being able to attend the meeting at Vets taking place at the same time as the Commission meeting.

Ted Stevens, Parks, Recreation and Community Services Director, indicated that staff would make their comment at the end of the meeting.

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#### **Public Comment - Items NOT on the Agenda**

Chair Alexander 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, indicated that no correspondence had been received.

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#### **Consent Calendar**

#### Item C-1

#### **Approval of the Minutes for the Regular Parks, Recreation and Community Services Commission Meeting of September 2, 2025**

Chair Alexander pointed out a typographical error that staff agreed to correct.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER CHEN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE THE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF SEPTEMBER 2, 2025 AS AMENDED.

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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 Update of the Report Regarding the Culver City Summer Camp Programming for Seniors and Youth

Chair Alexander introduced the item.

Nancy Rubalcalva, Recreation and Community Services Coordinator at the Senior Center, provided a presentation on the pilot Senior Center Summer Camp program held from July 15-25, 2025; discussed activities; and improvements for next year.

Ryan Bezart, Recreation and Community Services Coordinator for Youth and Teen Programming, provided a presentation on the Just4Kids Summer Camp 2025; expressed appreciation for the team effort to put the camp together noting the planning that goes into the camps; discussed registration; excursions; summer camp sites; staffing; the waitlist; successes; challenges; staff callouts; and the vision for 2026.

Discussion ensued between staff and Commissioners regarding appreciation for the presentation; the request from the previous Commission to allow the opportunity for participants to pick and choose excursions; staffing; providing a fun experience for the campers and staff; use of Culver West and Syd Kronenthal Park by a preschool; providing a building and private restrooms for campers; expansion of the camps; and spreading programming throughout Culver City.

Additional discussion ensued between staff and Commissioners regarding appreciation to Recreation and Community Services Supervisor Meggan Stubbings for her efforts; a suggestion for a corn hole or trivia tournament; interaction between the Teen Camp and the Senior Camp; the movie screen; intergenerational activities already done during the school year; holding a puzzle competition; crocheting and bracelets; a suggestion to bring excursions back into the fees; making registration cancellation available through Activenet; the fee process;

providing data to the City Council regarding the number of people served by the camps vs. number of children in the age group in Culver City; the growing wait list; a suggestion to video the onboarding for those who cannot attend; the full-day training provided; the handbook; differences between the sites and populations served; ensuring everyone gets onboarding; a suggestion to provide an excursion to Stoneview Nature Center; and adjusting to the 2028 Olympics.

Further discussion ensued between staff and Commissioners regarding the pilot Senior Center Summer Camp; cost to participate; plans to expand the program for 2025; marketing; the exercise classes; and appreciation for new and expanded activities to attract new people to the Senior Center.

Chair Alexander invited public comment.

Adam Ferguson, Senior Management Analyst, indicated that no requests to speak had been received.

Additional discussion ensued between staff and Commissioners regarding percentage of residents participating in the Summer Camp program.

MOVED BY COMMISSIONER BAUN, SECONDED BY VICE CHAIR PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT REGARDING THE CULVER CITY SUMMER CAMP PROGRAMMING FOR SENIORS AND YOUTH.

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Item A-2

**(1) Receipt and Filing of the Report on the Updated Site Locations, Designs, and Cost Estimates for the Culver City Community Gardens at Veterans Memorial Park and Syd Kronenthal Park**

Ted Stevens, Parks, Recreation and Community Services Director, provided a summary of the material of record; discussed plans submitted by a resident for a potential community garden along the Expo Line Path; jurisdictional issues; looking for a location in Fox Hills; and requirements to participate.

Chair Alexander invited public comment.

The following member of the public of the public addressed the Commission:

Meg Sullivan thanked staff for looking at the site she had proposed and Commissioners who had come out to look at the area; noted that her proposition was in lieu of taking out space from Syd Kronenthal Park; discussed dozens of community gardens in Santa Monica; funding; and she hoped that the location she proposed would be kept in mind for the future if possible.

Discussion ensued between staff and Commissioners regarding appreciation for the work of staff; costs and requirements to rent a plot; number of residents vs. number of plots available; splitting plots to serve more people; field research to determine the amount and location of demand; ADA (Americans with Disabilities) requirements; the proposed location at Syd Kronenthal Park; funding available for creation of the community gardens; maintenance costs; overall fee structure; difference in fencing height for Vets Park and Syd Kronenthal Park; and support for removal of palm trees.

Additional discussion ensued between staff and Commissioners regarding design of the previous community garden; determining eligibility and the process for acquiring a plot; use of a lottery to provide plots; first selection for previous gardeners who had their plots taken away; cost; length of time a person gets to hold a plot; details and logistics; irrigation; points for prioritization; and the rental renewals process.

Further discussion ensued between staff and Commissioners regarding the fact that the Parks Master Plan identifies a kiddie pool to go at the proposed location for Vets Park; a suggestion that the gardening community raise money to help the process; and corporate sponsorship.

Discussion ensued between staff and Commissioners regarding potential additional locations; funding for the Syd Kronenthal location; the storm water project; agreement that the Commission consider the process for acquiring a plot and length of time to use a plot; and clarification that cost estimates were current.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER WHITAKER AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE REPORT ON THE UPDATED SITE LOCATIONS, DESIGNS, AND COST ESTIMATES FOR THE CULVER CITY COMMUNITY GARDENS AT VETERANS MEMORIAL PARK AND SYD KRONENTHAL PARK.

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Item A-3

**Receipt and Filing of a Report on the Joint Use Agreement Between Culver City and the Culver City Unified School District**

Chair Alexander discussed looking at operational benefits to the City when considering the new joint use agreement between Culver City and the Culver City Unified School District (CCUSD).

Ted Stevens, Parks, Recreation and Community Services Director, provided a summary of the material of record; discussed operational changes; and making the track and tennis courts more available to the public.

Chair Alexander invited public comment.

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

Discussion ensued between staff and Commissioners regarding adding structure that promotes ongoing dialogue between CCUSD and the City; building the relationship; turnover; ongoing communication between PRCS staff and the Athletic Director; less communication at the higher levels; shared space at Blanco Park; the afterschool program at Linn Howe; the basketball gym and the pool; proposed City use of the cycling room and the ceramics room at the high school during off hours; and additional transparency with the use agreement.

Additional discussion ensued between staff and Commissioners regarding use of school facilities for classes provided by Culver City; contract classes; other spaces available; growing the program; procedures to request use of the Plunge; summer usage; working to be good partners with CCUSD; giving priority to the schools; other groups with Memorandums of Understanding (MOUs); previous use of school facilities for City classes;

allowing general access to the playground without programming; providing access to fields for Little League and AYSO (American Youth Soccer Organization); ensuring access to other fields when others are taken out for renovation; popular ceramics classes; and allowing the City access to specialized school spaces.

Further discussion ensued between staff and Commissioners regarding additional tools; the Parks Master Plan; tennis courts and fields; the current agreement; the draft submitted for discussion; increased access to certain amenities; creating more park space in areas that are park-poor; schools that want to be closed to the public; elementary school reliance on the parks; a suggestion to use the area around the tennis courts at the High School for pickleball courts; funding; communication with CCUSD; the role of the Athletic Director; prioritization; the joint City Council/CCUSD meeting; and the date for the next meeting.

MOVED BY VICE CHAIR PETERS, SECONDED BY COMMISSIONER CHEN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE THE REPORT ON THE JOINT USE AGREEMENT BETWEEN CULVER CITY AND THE CULVER CITY UNIFIED SCHOOL DISTRICT.

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Item A-4

**(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**

Chair Alexander invited public comment.

Adam Ferguson, Senior Management Analyst, stated that no requests to speak had been received.

Commissioner Baun reported on the meeting of the Culver City Senior Citizen's Association Board; noted discussion about the Ping Pong Tournament and the Pool Tournament; discussed a request for donations of large print books; a reminder to display permits on cars in the parking lot; the Halloween Party on October 31; the Abilities Fair; orientation classes in the pool room; the pool competition between the Fire Department

and the Senior Center; efforts to get monitors for the fitness room; membership levels; trips; Board elections from November 3-7; available positions; and the need for more furniture in the Board room.

Chair Alexander asked about involvement of the Culver City Arts Foundation and the Olympic games.

Vice Chair Peters reported attending the recent Culver City Arts Foundation meeting noting that they received a presentation from LA Goal; discussed the New Zealand Hospitality House; approval of the new MOU (Memorandum of Understanding) with the City; approval of a fund to rehabilitate the tree surrounds in the Arts District; approval of grants; Tito's Fiesta Mexicana; Art Walk and Roll; regular Artist Meetups; holiday party planning; City surveys; noted her busy work schedule; and asked if anyone was interested in taking over being the delegate.

Discussion ensued between staff and Commissioners regarding making changes to subcommittee structure.

Chair Alexander discussed the 2028 Summer Olympics Preparation Ad Hoc Subcommittee; the New Zealand Olympic Committee Hospitality House; involvement of smaller Oceanic countries; and she noted that they were awaiting further direction from the City Council.

Adam Ferguson, Senior Management Analyst, discussed the Recreation Programming and Rentals Fees Study Ad Hoc Subcommittee; reported meeting with the Budget Manager and the consultant; discussed attending a certification course for financial sustainability; comparisons of different fee structures and studies; examples from other cities in California; and he indicated that he would be providing an update soon.

Discussion ensued between staff and Commissioners regarding potential dissolution of the Plunge Procedures Ad Hoc Subcommittee and support for retaining the Subcommittee until the changes to drop-in swimming at the pool were examined.

Commissioner Chen provided a report on the Plunge Procedures Ad Hoc Subcommittee noting that they had a discussion of how things have been going with the trial of drop-in lanes; discussed demand; marketing; survey responses; other barriers

to a drop-in lane culture in terms of lane choice; rules and etiquette; people swimming at different speeds; staff enforcement of rules; support for drafting a FAQ (Frequently Asked Questions) document; and posting more signage to push for a shared mental model for the culture, etiquette, and rules for the pool.

Discussion ensued between staff and Commissioners regarding challenges; lack of a center line for drop-in lanes; ladders and lights that block flip turns; people walking in the lanes; the need to provide a functional drop-in lane appropriate for training swimming; Aquafit classes; the temporary stairs put into the drop-in lanes; lane splitting and circle swimming; misunderstanding of how drop-in lanes work; drop-in vs. standby lanes; commitment to try to move forward and work things out; and other pools with drop-in swimming that have different circumstances.

MOVED BY VICE CHAIR PETERS, SECONDED BY COMMISSIONER BAUN 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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Item A-5

**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 remaining meetings for the year and upcoming agenda items.

MOVED BY COMMISSIOENR CHEN, SECONDED BY COMMISSIONER WHITAKER 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.

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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 Supervisor, discussed staffing; upcoming events for Halloween; improvements to the Teen Center; and the process to put in new bleachers throughout the parks system.

Ted Stevens, Parks, Recreation and Community Services Director, discussed the Abilities Carnival; the Ping Pong Tournament; the team up with the Fire Department for the Pool Tournament; the meeting for the patio project on October 16 at the Senior Center; the follow up community meeting at Culver West Alexander to go over the plans for the playground on October 23; and updates on recruitment efforts.

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**Items from Commissioners/Staff (Continued)**

Commissioner Whitaker thanked PRCS staff for their efforts.

Vice Chair Peters expressed appreciation for the new TV at the Teen Center.

Chair Alexander discussed an upcoming community meeting to discuss kiosk locations.

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**Adjournment**

There being no further business, at 9:42 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, November 4, 2025.

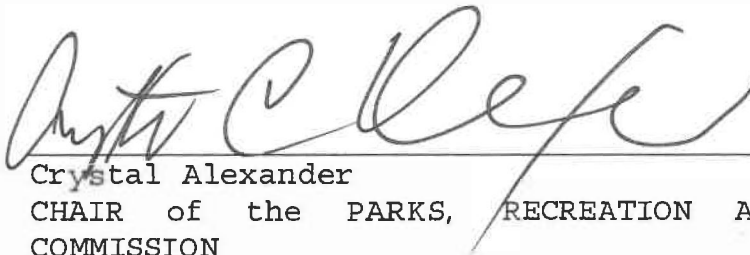
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Adam Ferguson

SECRETARY of the Parks, Recreation and  
Community Services Commission

APPROVED 11/4/2025



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

10 NOV 2025  
Date