

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

February 4, 2025  
7:00 P.M.

**Call to Order & Roll Call**

Chair Leonard called the regular meeting of the Parks, Recreation and Community Services Commission to order at 7:00 P.M. in Rooms B45 and B47 at the Culver City Senior Center.

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

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**Pledge of Allegiance**

Commissioner Baun led the Pledge of Allegiance.

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**Community Announcements from Commissioners/Information Items  
from Staff**

Chair Leonard discussed the Baldwin Hills work day sponsored by the Y to clear the hillside of brush and debris to guard against fires.

Vice Chair Alexander expressed gratitude for the quick response debris removal; discussed wind conditions; fire risk; power poles; and keeping trees trimmed.

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

Chair Leonard invited public comment.

The following member of the public addressed the Commission:

Samia Bano, Equity and Human Relations Advisory Committee (EHRAC) Chair, provided updates from the Committee; discussed the nomination period for the Equity and Human Relations Award; award categories; announced a Community Conversation on February 25 at the Senior Center entitled Healing Through Conversation: How the Middle East Crisis Affects Me; she invited everyone to come; she displayed a brochure available at the front desk noting that additional information is available at [culvercity.org/ehrac](http://culvercity.org/ehrac); and, responding to inquiry, she stated that the event would be held from 6:00 P.M. to 9:00 P.M.

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**Receipt of Correspondence**

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

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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 Culver City Age-Friendly Needs Assessment**

Francisca Castillo, Recreation and Community Services Manager, thanked Nancy Frank, the Age Friendly consultant, Assistant City Manager, Shelly Wolfberg, Recreation and Community Services Supervisor Jill Thomsen, and Ted Stevens, Parks, Recreation and Community Services Director for their

assistance on the project, and she provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding appreciation for the report; working to resolve any issues; Commission purview; the City initiative led by PRCS; the broader effort at the City level; staffing; the Parks Plan; appreciation that the work is already on track; funding; services in Santa Monica vs. those offered in Culver City; support in emergency preparation; concern expressed by the elderly and disabled communities during the fires; different evacuation levels; appreciation for the responsiveness of staff to increase messaging to the elderly and disabled community; levels of evacuation orders; and interaction with First Responders.

Additional discussion ensued between staff and Commissioners regarding appreciation for the presentation and the work done; survey information from 2019 that formed a foundation; the higher than average percentage of the population in Culver City who are over 65; the fact that by 2035 there will be more of the population over 65 than under 18; peer support programs in other counties; funding; community service clubs who are looking to spend money on programming to support the community; and the timeline for implementation created by the AARP (American Association of Retired Persons) Age-Friendly Network.

MOVED BY VICE CHAIR ALEXANDER, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT REGARDING THE CULVER CITY AGE-FRIENDLY NEEDS ASSESSMENT.

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Item A-2

(1) Review of the Draft of the Parks, Recreation and Community Services Commission's Fiscal Year 2025-2026 Budget Recommendations to the City Council; and (2) If Desired, Authorization of Transmittal of the Correspondence to the City Manager

Commissioner Peters discussed items to include in the budget letter for next year's budget; implementation of the Parks Master Plan; organization of the letter by staffing to assist

operations; the need for pickleball courts; parks renovation; items that were not addressed last year; support for ongoing programming; MWEL0 (Model Water Efficient Landscape Ordinance); youth sports; and assistance by staff on specific position titles and costs.

Discussion ensued between staff and Commissioners regarding appreciation for the work done; corrections to typographical errors; adjustments to wording to decrease repetition; emphasizing how pickleball courts could potentially generate income; maintaining open space at Tellefson Park; creating a pickleball center at Culver City Park rather than at Tellefson Park; items to put on for the next year; support for asking for what is needed in the hopes of getting some of it; format; additional salary and benefits for part time staff; the fact that the pool has had to be closed due to lack of lifeguards; concern with having the only public pool facility in Culver City closed due to staffing issues; the need for a grant writer; racket sports courts with spectator seating proposed for Tellefson Park; community meetings; agreement to provide corrections to typographic errors to staff; appreciation for the inclusion of dollar values for each item; making the MWEL0 item consistent with the others; cost for Tellefson Park without a restroom; including costs for restroom renovations; budgeting for sound dampening material; and nearby residents.

Ted Stevens, Parks, Recreation and Community Services Director, discussed the current financial situation; overlapping items; a suggestion to propose a Management Analyst position rather than three other positions; and additional review of the letter next month.

Additional discussion ensued between staff and Commissioners regarding integration of grant writing into the Senior Management Analyst position; lack of a classification for a grant writer; ensuring flexibility of the separate Management Analyst position to support department division activity; the request for two additional maintenance workers; grant writers; management analysts; the need for clarification on what the proposed positions would do and why they are necessary; maintenance needs in the parks; use of consultants vs. staff; including a Senior Management Analyst position and a Management Analyst position with grant writing elements integrated into their duties, two additional maintenance workers, and additional salary benefits for part time staff, especially lifeguards; moving forward with the next steps to implement

the Parks Plan by adding appropriate staff; providing an estimate for the approximate total budget; contingencies built into the process; money allocated for planning as part of the overall cost; finding out what others pay in order to be competitive in lifeguard hiring; staff agreement to provide information on what other municipalities are doing; consideration of the draft again at the next meeting; and appreciation to Commissioner Peters and staff for their efforts.

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Item A-3

**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 Peters indicated nothing to report from the California Association of Parks and Recreation Commissioners and Board Members.

Vice Chair Alexander discussed membership levels for the Culver City Senior Citizens Association Board of Directors and expectations for computer room staff.

Discussion ensued between staff and Commissioners regarding lifetime membership; pro-rated fees; providing cash infusion on the frontend; and conducting a cost benefit analysis.

Commissioner Mohammed indicated nothing to report on the Summer Olympics Ad Hoc Preparation Subcommittee.

Adam Ferguson, Senior Management Analyst, reported that the City Council had made their ad hoc subcommittee appointments.

Commissioner Mohammed discussed the recent meeting of the Recreation Programming and Rentals Fee Study Ad Hoc Subcommittee, and next steps in the process.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE UPDATES FROM THE MEMBERS OF THE PARKS, RECREATION AND COMMUNITY SERVICES

COMMISSION AD HOC SUBCOMMITTEES AND REPRESENTATIVE APPOINTEES  
TO OUTSIDE ASSOCIATIONS AND CITY COMMITTEES.

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Item A-4

**Approval 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, reported that Work Plan presentations to the City Council necessitated cancelling the regular March Commission meeting and moving it to March 18, 2025.

Discussion ensued between staff and Commissioners regarding the new AV system in Council Chambers; agenda items planned for March 18 including review of the draft budget letter; agenda items for the April 1 meeting; a suggestion to move the April 1 meeting as it falls during spring break; alternative dates; and the need to cancel the regular meeting and schedule a special one on a different date.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION CANCEL THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING ON APRIL 1, 2025.

Additional discussion ensued between staff and Commissioners regarding agreement to find a date for the special meeting in April during the March meeting; consideration of the Parks Plan at the upcoming City Council meeting on February 10; and City Council consideration of the Needs Assessment to be an Age-Friendly Community in March.

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

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**Public Comment - Items NOT on the Agenda (Continued)**

Chair Leonard invited public comment.

The following member of the public addressed the Commission:

Meg Sullivan indicated that she had no comments to share.

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**Items from Commissioners/Staff**

Francisca Castillo, Recreation and Community Services Manager, invited everyone to the annual Martin Luther King Jr. Celebration at Veterans Memorial Auditorium on February 15.

Dani Cullens, Recreation and Community Services Manager, reported that a new Recreation and Community Services Coordinator had been hired; discussed Irrigation Tech interviews at the end of the month and the Maintenance II position opened on February 4; Valentine's Day cards made by CCARP (Culver City After School Recreation Program) that were sent to the Senior Center; she noted that the spring camp was full; discussed youth sports; dodgeball; Sensory Saturday at Lindbergh Park on February 8; the Annual Buddy Swim at The Plunge on February 14; the return of Aquafit and Deep Water Exercise in April; registration for the Eggstravaganza on April 12; and she recognized Jill Thomsen's efforts on a sock drive to help people displaced by the fires.

Ted Stevens, Parks, Recreation and Community Services Director, discussed City Council consideration of the Parks Plan at their February 10 meeting; and recruitment for the Landscape Architect Budget Management position.

Chair Leonard invited anyone interested to volunteer to help a group of people getting together on Valentine's Day at the Senior Center to prepare and deliver valentines to seniors 90 and older.

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**Adjournment**

There being no further business, at 8:30 P.M., the Parks, Recreation and Community Services Commission adjourned to a special meeting to be held on Tuesday, March 18, 2025.

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

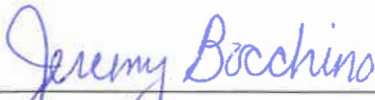
APPROVED

3/18/2025



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

16 JUNE 2025

Date