

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

March 7, 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 7:07 P.M. in the Culver City Senior Center Activity Room A4 and via Webex.

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

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**Pledge of Allegiance**

Vice Chair Leonard led the Pledge of Allegiance.

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**Items from Members/Staff**

Ted Stevens, Parks, Recreation and Community Services Director, reported that revised language had been received from the Equity and Human Relations Advisory Committee that would be considered by the City Council on March 11, 2024, and he indicated that the Feasibility Study would not be presented at that time.

Discussion ensued between staff and Commissioners regarding availability of the information to Commissioners.

Commissioner Peters reported that summer camp had filled up within six minutes; she discussed demand; popularity of the program; bringing forward the need for additional capacity during budget discussions; and she suggested that a lottery system could be more fair.

Commissioner Alexander discussed resident feedback on a grant to be considered by the City Council that would include installation of a sidewalk on the south side of Lindberg Park; general resident support for providing greater access; feedback questioning why a sidewalk would be prioritized over playground improvement; the Parks Master Plan; and efforts to engage the public.

Vice Chair Leonard discussed integration of the sidewalk improvement with the Parks Master Plan; the timeline; appreciation to staff for the healthy eating activity at the Senior Center; distribution of the information; use of the QR Code to encourage those not going to the Senior Center to get the newsletter; she reported attending a memorial service for Virgie Eskridge; and she received Commission consensus that the meeting be adjourned in her memory.

Discussion ensued between staff and Commissioners regarding clarification that the potential grant that includes the sidewalk improvement is not part of Parks, Recreation and Community Services.

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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:

David. Hobske indicated that he had seen a Facebook post alerting him of the option to attend meetings online; he provided background on himself; discussed summer camp signups; off-leash dogs; lack of clear signage; safety; and he asked that the City work to update signage at Fox Hills Park to alert people to the rules.

Samia Bano, Equity and Human Relations Advisory Committee, discussed the Equity and Human Relations Awards; availability of information and applications; extension of the deadline for nominations to March 31, 2024; and she invited everyone to attend the Courageous Conversations Workshop planned for March 19 at the Veterans Memorial Rotunda Room.

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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 February 6, 2024**

Commissioner Alexander requested that clarification be added to the minutes indicating that the Senior Center Board is meeting regularly.

MOVED BY COMMISSIONER RICKARDS, 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 FEBRUARY 6, 2024 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 the Report Regarding the Parks,  
Recreation and Community Services Department's Kickoff Meeting  
for the Parks Master Plan**

Chair Mohammed invited public comment.

The following members of the public addressed the Commission:

Alicia Ide, Culver Arts Foundation, indicated that the Foundation wanted to be part of the planning process to ensure that arts facilities are included in all parks, and she discussed meeting the diverse needs of the community.

Ted Stevens, Parks, Recreation and Community Services Director, provided a presentation on the Parks Master Plan; discussed overall goals; community input to determine needs and priorities; meeting with staff, contractors, and subcontractors; project scope; timeline for completion of the final plan; partnerships; finding overlap between needs and opportunities; equity; community feedback; the RFP (Request For Proposals) process; the Executive Summary of research conducted by the consultants; creation of a project logo; the parks tour; proposed site visits; schedule; and next steps.

Discussion ensued between staff and Commissioners regarding online community meetings; plans to hold meetings out in the community; the online survey; ensuring there is a meeting in Culver West Park; public transit access for all meetings; Commission consensus was achieved from Chair Mohammed, Vice Chair Leonard and Commissioners Alexander and Peters that a standing agenda item be added to provide regular updates to the Commission; references to the feasibility study on Bill Botts and Veterans Park in the Master Plan; public outreach; efforts to get people from all over Culver City to come to any and all meetings to talk about all parks regardless of meeting location; funding allocated for outreach; the need to improve public engagement to receive feedback on projects as they go along; meetings with stakeholders with an interest in the parks to receive their specific feedback for the Master Plan; ensuring softball people are included; pickleball; the arts; creation of a page on the City website; having the consultant create the webpage so they can keep it updated; a suggestion to have special meetings with school PTAs (Parent Teacher

Associations); difficulty sending staff and consultants to community meetings; holding pop-up events in the community; having a booth at Fiesta La Ballona; and working to engage people who are unsuccessful at signing up for summer camp and then are less inclined to participate.

Member Alexander moved to receive and file the report and Vice Chair Leonard seconded the motion.

Gary Silbiger asked about additional ideas to engage the public; discussed people who use Culver City parks but do not live in Culver City; students; engagement with groups and their supporters; and the importance of publicity.

Chair Mohammed explained the meeting process and inability of the Commission to respond to public comment.

Alicia Ide, Culver Arts Foundation, clarified that the Foundation is interested in helping raise money to ensure that some things that might be deemed infeasible are considered.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY VICE CHAIR LEONARD 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 KICKOFF MEETING FOR THE PARKS MASTER PLAN.

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Item A-2

- (1) Review and Finalization of the Updated Draft of the Parks, Recreation and Community Services Commission's Draft Fiscal Year 2024-2025 Budget Recommendations to the City Council; and
- (2) Authorization of Transmittal of the Correspondence to the City Manager

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

Ted Stevens, Parks, Recreation and Community Services Director, discussed mid-year items; a personnel service change; money returned; purchase of the Tower lights; marketing for the Parks Master Plan; changes to the security contract that is shared with other departments; costs for issues with kitchen appliances as part of the nutrition program; water polo goals

for pool programming; funding for special event promotional items; changes in the administration offices; furniture replacement at Veterans Memorial; mulch and sand for playgrounds; mulch for the Expo; the community garden fund; the Marina Landscape project; additional crossing guards; the AARP Age Friendly City project; correction to an error in the Senior Center budget; repair of broken playground equipment; landscaping projects; and funding for community events.

Discussion ensued between staff and Commissioners regarding adding the word ongoing to ensure that there is money for mulch every year; SB1383; annual costs; work with EPO (Environmental Programs and Operations) to identify grants and funding for mulch; the amount of funding to be covered by the Parks, Recreation and Community Services Department; current reworking of specific procurement policies; merging City and state policy; the option to drop the reference to mulch for the Expo from the current letter and revisit it for the next budget cycle; making a general statement regarding the need to consider how to fund the item; merging City and state policy; encouraging EPO to fund mulch on an ongoing basis; timing regarding finalization of the budget letter; the role of PRCS to distribute the mulch; addressing City Council priorities; origin and specific requirements for mulch; compost; different types of mulch; a suggestion to remove the reference to the Expo and instead refer to the larger ongoing project and reference EPO to make the City Council aware of the funding need; staff agreement to bring back a draft for Commission approval at the next meeting; identification of community garden sites; integration with the Parks Master Plan; moving forward with the areas at Syd Kronenthal and Veterans Parks; the ability to relocate the community garden plots; clarification that the Parks Master Plan does not mean projects will be put on hold; and full Commission consensus was achieved to place review of the revised draft on the April agenda.

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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 Rickards indicated being unable to attend the California Association of Parks and Recreation Commissioners

and Board Members (CAPRCBM) Conference; encouraged Commissioners to look at the agenda he had shared; and he indicated that he would share information on the California Parks Commissioner and Trustee Directors Organization as it becomes available.

Commissioner Alexander reported that the Culver City Senior Citizens Association Board of Directors were soliciting nominations for outstanding Culver City Senior Citizens for Los Angeles County Powered by Connection due by March 15; she indicated that she would be participating in the nomination review process; noted that the Senior Citizen Board was looking for new members; discussed the goal of 3,000 members; the request for Board support of activities planned for the upcoming year; and funding for the replacement of equipment in the fitness center.

Commissioner Rickards reported that he had been unable to attend the last meeting of the Culver City Arts Foundation; noted the need to explore ways to work together in the future; and he indicated nothing to report from the Disability Advisory Committee.

Chair Mohammed reported on efforts to engage the Vice Mayor on behalf of the 2028 Summer Olympics Preparation Ad Hoc Subcommittee.

MOVED BY COMMISSIONER ALEXANDER, 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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Item A-4

**Receipt and Filing of the Parks, Recreation and Community Services Commission 2024 Meeting Calendar and the Upcoming Agenda Items List, With Adjustments, If Any**

Discussion ensued between staff and Commissioners regarding upcoming meeting dates and agenda items; adding the standing update on the Parks Master Plan; final approval of the budget letter; Parks Master Plan presentations; City Council approval of the Municipal Code on March 11, 2024; moving the date of

the November meeting so that it does not clash with the election; potential dates and locations; a suggestion to identify parks where dogs could be allowed on-leash; adding more dog-friendly areas to be considered under the Parks Master Plan; people violating the Culver City code and bringing their dogs to the parks; re-doing signage; people who are afraid of dogs; ill-behaved dogs; integration of dog-friendly areas; making changes to the Municipal Code; providing additional marked areas in the parks for pet owners; dog paths; enforcement; penalty provisions; and soliciting feedback from pet owners.

MOVED BY VICE CHAIR LEONARD, 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 AS AMENDED.

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

Chair Mohammed invited public comment.

Adam Ferguson, Senior Management Analyst, reported no requests to speak.

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#### **Items from Commissioners/Staff**

Ted Stevens, Parks, Recreation and Community Services Director, reported on the California Parks and Recreation Society; discussed the potential for future Commission engagement; the visit to Culver City by the President; use of Veterans Memorial as a command center; appreciation to staff for their work on the last minute event; and the recent tour of Vets for potential use by New Zealand for the Olympics.

Francisca Castillo, Recreation and Community Services Manager, invited everyone out to the Spring Eggstraganza on March 23 at Vets and she discussed planned activities.

Dani Cullens, Recreation and Community Services Manager, discussed redone basketball courts at Vets; Blair Hills



construction; plans to put mulch along the Expo path; and she reported that film permits were coming back.

Adam Ferguson, Senior Management Analyst, alerted Commissioners to look out for an email with a form regarding new and different parking permits.

Discussion ensued between staff and Commissioners regarding the email previously sent to Commissioners and staff agreed to follow-up with Transportation regarding distribution of the new permits.

Commissioner Alexander reminded everyone of the need to file Form 700 disclosures by April 1, 2024.

Vice Chair Leonard discussed upcoming Screenland 5K events.

Commissioner Rickards reported that he would be out of town for the April Commission meeting and he agreed to prepare any necessary information before that time.

Chair Mohammed expressed appreciation to the Equity and Human Relations Advisory Committee for their help on the updates to the Municipal Code.

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**Adjournment**

There being no further business, at 8:52 P.M., the Parks, Recreation and Community Services Commission adjourned in memory of Virgie Eskridge to a regular meeting to be held on Tuesday, April 2, 2024.

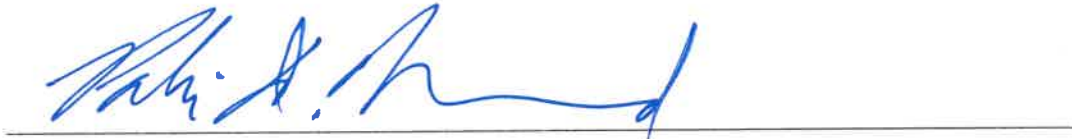
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Adam Ferguson

SECRETARY of the Parks, Recreation and  
Community Services Commission

APPROVED 4/2/2024



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

15 MAY 2024  
Date