

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

March 18, 2025
7:00 P.M.

Call to Order & Roll Call

Chair Leonard called the special meeting of the Parks, Recreation and Community Services Commission to order at 7:05 P.M. in Mike Balkman Council Chambers at City Hall.

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

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Pledge of Allegiance

Vice Chair Alexander led the Pledge of Allegiance.

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Items from Commissioners/Staff

Commissioner Peters discussed registering for Just For Kids Camp; payment for excursions; cancellations; the bathrooms at Upper Bill Botts Fields; and the infield of the softball fields at Veterans Park.

Chair Leonard expressed appreciation for the forum and opportunity to bring public feedback forward.

Commissioner Baun discussed signage at the pool indicating a staff shortage due to managers attending training and she encouraged people to call before going to ensure that the pool is open.

Chair Leonard discussed City sponsored events; the Empty Bowls event on April 6 co-sponsored with the Rotary Club; responding to inquiry she clarified that participants would be able to keep the artisan bowl at the end; she noted that proceeds would be going to Grace Diner; she announced the Culver City Car Show on May 10 co-sponsored by the Exchange Club; the Get the Funk Out fundraiser on April 5 sponsored by the Exchange Club; she discussed a budget study session for the community in Council Chambers on March 19; lifeguard certification; the Eggstravaganza; the Teen Mental Health Expo; Fiesta La Ballona applications; and she encouraged everyone to sign up at GovDelivery for notifications to be informed of upcoming events and activities.

Dani Cullens, Recreation and Community Services Manager, discussed the rollout of signups and evaluation of the process; excursions; cancellations; waiting lists; donation of excursion funds for those who cannot afford to go; the ability for third party payers to pay for excursions through the system directly; encouragement for anyone to text her if restrooms are not open; and she noted that part time staff are out at The Plunge at the same time senior staff are at the Annual California Parks and Recreation Society (CPRS) Conference.

Adam Ferguson, Senior Management Analyst, announced that staff members were absent due to attending the Annual CPRS Conference, and he asked Commissioners to sign and return the signature page of the new email policy.

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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:

Denise Neal asked about the feasibility of incorporating Culver City Police Department (CCPD) substations in the parks to provide various services on site; she discussed being responsive; use of Measure A funds; and collaboration with Los Angeles to create an Urban Nomad Program.

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Receipt of Correspondence

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

Chair Leonard received clarification that email received from Shelly Wolfberg, the Assistant from the City Manager's Office was internal communication as opposed to communication from the public.

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Order of the Agenda

Item A-3 was considered after Item A-2 and again between Items from Commissioners/Staff.

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Consent Calendar

Item C-1

Approval of the Minutes for the Regular Parks, Recreation and Community Services Commission Meeting on January 7, 2025

Chair Leonard noted that the header had the incorrect date, and that the meeting had adjourned to a special meeting rather than to a regular meeting.

MOVED BY COMMISSIONER BAUN, SECONDED BY VICE CHAIR ALEXANDER AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE THE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING ON JANUARY 7, 2025 AS AMENDED.

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Item C-2

Approval of the Minutes for the Regular Parks, Recreation and Community Services Commission Meeting on February 7, 2025

Chair Alexander noted that on page 6, Item A-5 should be corrected to read Item A-4.

MOVED BY VICE CHAIR ALEXANDER, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE THE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING ON FEBRUARY 4, 2025 AS AMENDED.

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Action Items

Item A-1

(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 review of the first draft at the previous meeting; changes; consolidating the amount of staffing to incorporate one Senior Management position; duties; grant writing and identification of funding opportunities to implement the Parks Plan; the Management Analyst position assisting the two Senior Management Analysts; maintenance workers; salary and benefits for part time staff; corrections to typos; copyedits; and the addition of dollar amounts to proposed upgrades at Tellefson Park.

Chair Leonard invited public comment.

The following member of the public addressed the Commission:

Denise Neal asked about the possibility of support from non-profits; discussed her outreach to a hedge fund; finding an entity to facilitate communication; discretionary funding; she reported that she had been tasked to help find infrastructure, construction, entertainment, and technology projects; discussed budgets; partnership with the Baldwin Hills Conservancy; creation of a biofuel program; creating energy for City infrastructure; and interest from the Conservancy.

Discussion ensued between staff and Commissioners regarding support for the letter; acknowledgement of past success with their requests; being strategic about the Senior Management Analyst position; a suggestion to consider a reclassification

of the current Senior Management position to an Assistant or Deputy Director position; the cost differential; duties assigned to the second Senior Management Analyst position that could be done by a Management Analyst; workload concerns; over-stretched staff; implementation of the Parks Plan; allowing the Deputy to work on rolling out the Parks Plan; other departments with Assistant or Deputy positions; budget issues in Culver City; the potential for more success with a reclassification; the need to identify new funding sources; and outreach.

Additional discussion ensued between staff and Commissioners regarding the importance of ensuring that needs are heard, even if they are ignored; repeated requests for two additional maintenance workers; the importance of recommending what is needed; the need for more staff; difficulty with staff retention; support for focusing on revenue enhancement; accomplishment of the Parks Master Plan after many years; succession planning; a suggestion to rephrase the letter to include prioritization of items; the need for more management-level staff; being clear on what is needed; comparisons with other cities; consistent underfunding of parks for many years; things learned at National Recreation and Parks Association conferences; integrated programs for succession planning; appreciation for the work done on the budget letter; the City Council vote to look at the possibility of a future quarter cent sales tax in Culver City to cover a structural deficit; concern with reducing reserves; the delicate situation with City finances; potential commitment of millions of dollars to an affordable housing project; and the importance of supporting the Parks Master Plan.

Further discussion ensued between staff and Commissioners regarding support for reclassification of the Senior Management Analyst and the addition of a Management Analyst; letter structure; making reference to the Parks Plan; a suggestion to group duties together in the second paragraph; listing items necessary in order to accomplish what is needed; including the need for succession planning; fees and charges; staff support for the reclassification; the ability to approve the letter as amended and allow Commissioner Peters to finalize the remarks; timing; and the April meeting.

Discussion ensued between staff and Commissioners regarding agreed upon changes; moving language under funding a Senior Management position to staffing as a preliminary statement;

reclassification of the current Senior Management position to a Deputy Director; justification; duties of the Senior Management position; the Management Analyst position; annual review of fees; the need for a Strategic Plan; being clear on staffing necessary to accomplish what is needed; finalizing the letter; creation of a subcommittee with a specific, limited scope; ensuring that revisions are done before the resignation of the Chair; and agreement that the Vice Chair coordinate with Commissioner Peters.

MOVED BY COMMISSIONER PETERS, SECONDED BY VICE CHAIR ALEXANDER AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE THE CREATION OF AN AD HOC SUBCOMMITTEE TO REVIEW THE APPROVED CHANGES TO THE FISCAL YEAR 2025-2026 BUDGET RECOMMENDATIONS TO THE CITY COUNCIL AND APPOINT VICE CHAIR ALEXANDER AND COMMISSIONER PETERS THERETO.

Discussion ensued between staff and Commissioners regarding research on additional salary and benefits for part time staff; lifeguards; process; creation of ad hoc subcommittees; and corrections to typos.

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

1. APPROVE, AS AMENDED, THE DRAFT OF THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION'S FISCAL YEAR 2025-2026 BUDGET RECOMMENDATIONS TO THE CITY COUNCIL; AND,
2. AUTHORIZE TRANSMITTAL OF THE CORRESPONDENCE TO THE CITY MANAGER.

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Item A-2

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 Leonard invited public comment.

The following member of the public addressed the Commission:

Denise Neal questioned what qualified as an outside organization; discussed her efforts to bring information about Manchester Bidwell to Cultural Affairs; the importance of connecting with the non-profit; proven and effective strategies to execute the Parks Plan; and she encouraged Commissioners and staff to visit manchesterbidwell.org.

Discussion ensued between staff and Commissioners regarding the process and staff agreement to research the organization.

Commissioner Peters indicated nothing to report from the California Association of Parks and Recreation Commissioners and Board Members as the website is down and her emails had not been answered.

Discussion ensued between staff and Commissioners regarding staff agreement to research the organization that is for Commissioners and Board Members as opposed to the CPRS which is a professional organization for staff.

Vice Chair Alexander discussed membership levels for the Culver City Senior Citizens Association; identification of an instructor for Saturday morning dance classes to provide activities for the younger part of the population; a proposed generic investment class for seniors; and efforts toward the Senior Prom.

Chair Leonard noted that the program was called Fifty and Better or FAB.

Commissioner Mohammed indicated nothing to report on the Summer Olympics Ad Hoc Preparation Subcommittee due to reorganization of the City Council Subcommittee.

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

Vice Chair Leonard reported that there was talk of an upcoming presentation to the City Council by New Zealand which is considering headquartering in Culver City.

Commissioner Mohammed discussed the recent meeting of the Recreation Programming and Rentals Fee Study Ad Hoc Subcommittee; the follow up meeting with staff to get deeper into the process; determining the process and what PRCS values; consensus achieved; and next steps in the process.

Discussion ensued between staff and Commissioners regarding meetings with the City Manager and the Chief Financial Officer; the presentation to the Finance Advisory Committee; consideration by the PRCS Commission in April; City Council consideration on April 28; the work of staff to create the presentations; a proposed community meeting in April; the aggressive timeline; and support for the work being done.

MOVED BY VICE CHAIR ALEXANDER, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE UPDATES FROM 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-3

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, recommended April 17 for the date of the next PRCS Commission meeting; discussed proposed agenda items; the fee presentation; and a request from the City Council that the PRCS Commission consider changing the name of a room in the Veterans Memorial Building that is currently named for a former Sister City.

Chair Leonard invited public comment.

The following member of the public addressed the Commission:

Denise Neal asked about agendizing some of the items that she had proposed earlier in the meeting and she discussed facilitating a Zoom meeting between Manchester Bidwell, the Commission, and staff once staff research has been done.

Discussion ensued between staff and Commissioners regarding items that were previously discussed for The Plunge but have not happened; allowing for drop-in lanes; people who have quit coming to the Plunge because of City policy; ensuring additional flexibility; full Commission consensus was achieved for consideration of creating an ad hoc subcommittee dedicated

to a task for The Plunge; clarification regarding allowable agenda items for special meetings; meeting notices; request to speak forms; parks as emergency meeting points; publicizing emergency services at parks; unanimous Commission agreement to agendaize an item in May to update the Commission on emergency protocols in the City; and staff agreement to provide an update on the Elenda courts.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER MOHAMMED 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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Item A-4

Election of the Chair and Vice Chair of the PRCS Commission

Chair Leonard announced that she was resigning from the Commission as she was moving out of the City and she discussed options available to Commissioners.

Discussion ensued between staff and Commissioners regarding support for electing a Chair and Vice Chair for the limited term; filling of the empty seat through the June recruitment; the ability of those appointed now to continue their terms for a full year if voted back in; and the Commendation presented at the City Council meeting illustrating the breadth of work done by Chair Leonard.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPOINT CRYSTAL ALEXANDER TO SERVE AS CHAIR AND MAGGIE PETERS TO SERVE AS VICE CHAIR OF THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION THROUGH JUNE 2025.

Commissioner Leonard congratulated the new Chair and Vice Chair; expressed pride in the work of the Commission; and she thanked staff and Commissioners for their efforts.

Chair Alexander thanked Commissioners for putting their faith in her.

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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

Commissioner Baun discussed off-leash dogs in the parks; enforcement; and liability.

Discussion ensued between staff and Commissioners regarding uncertainty as to how to react in situations where dogs are off-leash in the parks; City code prohibiting dogs in the parks; lack of enforcement; education rather than enforcement; negative interactions; Animal Control; parks that are hot spots; department awareness of ongoing issues at all parks at all times of the day; people walking around on the sidewalks with leashed dogs; and a reminder to the public that it is illegal to have dogs off leash at any location in Culver City.

Dani Cullens, Recreation and Community Services Manager, discussed PAF staffing; the new Landscape Architect; the new Irrigation Tech; Fiesta La Ballona applications; pre-registration for the Eggstravaganza on April 12; registration for the Lifeguard Certification Course on March 29-30 and April 4 and 6; the Teen Mental Health Expo; conclusion of the successful Youth Basketball League; community over competition; the successful pilot program; implementation of the full scale youth sports program if the budget is adopted; and Sensory Saturdays.

Commissioner Leonard discussed the importance of being responsible for oneself; basic training on how to handle emergency situations; and she announced CERT (Community Emergency Response Team) training through the Culver City Fire Department (CCFD) in the spring and the fall.

Discussion ensued between staff and Commissioners regarding the date for the next meeting.

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Item A-3
(Continued)

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

Discussion ensued between staff and Commissioners resulting in agreement to hold the April PRCS Commission meeting in Council Chambers at City Hall on Thursday, April 17, 2025.

MOVED BY VICE CHAIR PETERS, SECONDED BY COMMISSIONER MOHAMMED 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 INCLUDING THE APRIL 2025 SPECIAL MEETING TO BE HELD IN COUNCIL CHAMBERS.

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Items from Commissioners/Staff (Continued)

Chair Alexander echoed previous comments about the value of CERT training; acknowledged that it was a lot to absorb; discussed the hands-on training provided; and availability of refresher training.

On behalf of the PRCS Department, Dani Cullens, Recreation and Community Services Manager, thanked Commissioner Leonard for her service on the Commission and to the community.

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Adjournment

There being no further business, at 9:23 P.M., the Parks, Recreation and Community Services Commission adjourned to a special meeting to be held on Thursday, April 17, 2025.

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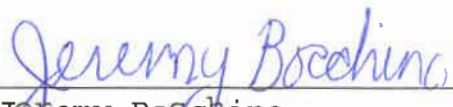
Adam Ferguson
SECRETARY of the Parks, Recreation and
Community Services Commission

APPROVED 5/16/2025



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