

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

April 17, 2025  
7:00 P.M.

**Call to Order & Roll Call**

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

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**Pledge of Allegiance**

Yael Wyte led the Pledge of Allegiance.

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**Items from Commissioners/Staff**

Commissioner Baun reported seeing an off-leash dog at Veterans Park; reminded everyone that dogs are required to be on a leash at all times and are not allowed in parks; she noted that Culver City has a dog park; discussed a double-booking at El Marino Park; issues between in-person and online bookings; and staff agreed to investigate the incident.

Chair Alexander discussed attending the Eggstravaganza; the upcoming Age Friendly Action Plan meeting with presentations from service providers; completion of the budget letter to be considered on the May agenda; she expressed appreciation to the Vice Chair for her efforts on the budget letter; encouraged anyone interested to apply to serve on the Commission and to contact her or other Commissioners with any questions; discussed public input submitted to the City

Council on the future use of the former gun store on Washington Boulevard; consideration of mixed-use proposals; and she indicated that she had reminded the City Council of the position previously taken by the PRCS Commission.

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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:

Yael Wyte thanked PRCS and the Commission for their efforts to minimize sound, monitor hours of use, and lock the gate for the paddle tennis courts outside of her house; discussed sound abatement and locking the gates; expressed concern that hours would change; proposed that the hours be from 9 A.M. to 9 P.M.; she noted she could still hear the noise in her bedroom; she felt that 8 A.M. was too early; and, responding to inquiry, she indicated that her son would like the courts to be open at all times.

Lynn Smith provided background on herself; discussed community efforts to beautify the greenspace on the Expo Line Bike Path; donated plants and mulch; maintenance; she asked for help with weeds and irrigation in the area; requested that the area be put on the City's schedule; and she noted that they needed the City's help.

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**Receipt of Correspondence**

Adam Ferguson, Senior Management Analyst, indicated that two emailed comments had been received and distributed to Commissioners.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY VICE CHAIR PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE CORRESPONDENCE.

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## Order of the Agenda

No changes were made.

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## Action Items

### Item A-1

(1) Receipt and Filing of a Report from the Culver City Arts Foundation Concerning the Arts in California Parks Program; and (2) If Desired, Consideration of Appointing two PRCS Commission Members as a Delegate and as an Alternate to act as a Liaison to the Culver City Arts Foundation

Chair Alexander invited public comment.

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

Jim Clarke, Culver Arts Foundation, provided background on the organization; discussed a recent Art in California Parks grant received by the Foundation; the Letter of Interest for the Planning and Development Grant; the proposed Culver City Arts in the Park Academy; reasons for choosing the specific parks for the programs; identification of local artists to put on the six workshops; bringing in the community to experience art in the parks; the process; the potential need for a Letter of Support from Culver City; submission of the implementation grant; consultation with staff; and ensuring the absence of any conflict between the proposed program and existing programming in the parks.

Discussion ensued between staff and Commissioners regarding support for the idea; the process and timeline; the grant period; funding for local artists to put on the workshop and for staff coordination of programming; the Letter of Interest submitted; implementation; clarification that the funding supports a one year program; number of participants; the job of the Foundation to raise funds necessary to continue the program; clarification that the program started in 2024; pop-up events; support for the program that fits in with Culver City; establishing a Commission liaison; and the active emphasis on putting arts in the parks.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPOINT TWO PRCS COMMISSIONERS TO SERVE AS DELEGATE AND ALTERNATE LIAISONS TO THE CULVER CITY ARTS FOUNDATION.

MOVED BY VICE CHAIR PETERS, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPOINT COMMISSIONER BAUN TO ACT AS LIAISON AND VICE CHAIR PETERS AS TO ACT AS ALTERNATE LIAISON TO THE CULVER CITY ARTS FOUNDATION.

Jim Clarke, Culver Arts Foundation, asked if the Commission would be willing to go on record in support with a letter.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER BAUN AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECEIVE AND FILE A REPORT FROM THE CULVER CITY ARTS FOUNDATION CONCERNING THE ARTS IN CALIFORNIA PARKS PROGRAM.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: APPROVE SUPPORT FOR THE CULVER CITY ARTS FOUNDATION APPLYING FOR THE ARTS IN CALIFORNIA PARKS PROGRAM.

Jim Clarke, Culver City Arts Foundation, expressed appreciation for the support and indicated that they would send Vice Chair Peters and Commissioner Baun invitations to meetings with the agenda and minutes noting that they were not required to attend the meetings, but were welcome to attend.

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Item A-2

**Consideration of Renaming Rooms at Veterans Memorial Building to Represent Culver City's Current Five Sister Cities**

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

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 options before the Commission; input from the Historical Society advocating for retaining the name of the Rotunda Room; the Palm Room; room names on light boxes above the door; fairness; providing equal standing to the Sister Cities; naming rentable rooms; the room with a different name for each of the two entrances; renaming the doorway; the Lethbridge Garden Room; support for keeping the rooms named for Sister Cities along the same corridor; naming policy; hierarchy; park spaces; the recommendation from the PRCS to be considered by the City Council; refurbishment of the garden in front of the library; positive things that come from Sister City relationships; support for following the request of the Sister City Committee; naming rights for parks and spaces; potential revenue stream; work being done by the City Attorney's Office; support for every Sister City to get their own room, for eliminating the name of the former Sister City from the Iksan Room, and for renaming the Palm Room to the Capo d'Orlando Room; honoring the heritage of the former Sister City; and the request for removal of the name from the Sister Cities Committee.

MOVED BY VICE CHAIR PETERS, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED; THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: RECOMMEND THAT THE CITY COUNCIL RENAME THE PALM ROOM TO BE THE CAPO D'ORLANDO ROOM, AND RENAME THE YANGI/IKSAN ROOM TO BE THE IKSAN ROOM AT VETERANS MEMORIAL BUILDING TO REPRESENT CULVER CITY'S CURRENT FIVE SISTER CITIES.

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Item A-3

**(1) Receipt and Filing of a Presentation on Parks, Recreation & Community Services Department's Charges and Fees; and (2) Provide Feedback**

Adam Ferguson, Senior Management Analyst, provided a presentation on Understanding PRCS Fees; discussed the background of the fees; ways to make them better; common language; creating strategy; understanding cost; application; PRCS work plans; operational expenditures that exceed revenue; costs subsidized by General Fund revenue; providing programs for the community good; direct and indirect costs; cost

recovery; subsidy; essential services; discretionary services; wants; demands; insistent requests made as if by right; community need; discrepancies; undue hardship; the common good; we vs. us; accessibility; determining where subsidies go; prioritization; previous cost philosophy; impact; tax use/revenue enhancement philosophy; cost of service; service categories; service beneficiaries; service areas; cost recovery goals; making choices based on category rather than activity; elimination of arbitrary goal setting; common good vs. individualized services; cost recovery and subsidy investment goals; cost recovery strategies; and categories.

Discussion ensued between staff and Commissioners regarding ranking categories from common good to individualized; ensuring the most vulnerable populations are kept in mind; reliance of after school activities so people can work; learning to swim as a survival activity; preserving mental health with Drop-In activities; bias; picking the higher and lower priority items; difficulty prioritizing items in the middle; the grant received by the Culver City Arts Foundation for arts in the parks that would fall under Rentals and Reservations; putting Health and Human Services above Community Events and Drop-In activities; varied perspectives on the value of different activities; wants vs. needs within Beginner Activities; differing needs in Reservations; difficulty being constant even within categories; beginning swimming lessons as falling in Health and Human Services; life-saving skills; clarification that one lesson does not make a person safe for swimming without annual review; requirements for Red Cross swim lessons; and the obligation of instructors to ensure that swimmers are on at the correct level.

Adam Feguson, Senior Management Analyst, presented staff recommended subsidies; discussed the recent City Fee Study; the recommended formula; program cost of service; the City Council approved budget; spreading staff salaries across programming; facilities cost; cost per participant; the budget for the Culver City After School Recreation Program (CCARP); attributing indirect costs; rentals and reservations; the request to do away with non-resident fees; facility rentals vs. field rentals; proposed changes to fees; staff per child ratio for Out of School activities; PRCs work plans; changes to rentals since the pandemic; times with low rental levels; improving revenue by increasing daily rentals; contract classes; partnerships; reciprocal benefit; availability of alternative coverage in the private sector or non-profit

sector; providing items that people want but are not being offered; the 70/30 split for contract classes; room cost; ensuring money is not lost when a room is booked for a contract class; ensuring PRCS is not a granting organization; ensuring contract classes align with purpose and are financially viable; the service tree; determining which classes are worth pursuing; evaluation over the next year; the presentation to the FAC (Finance Advisory Committee) and their recommendations; changing the Teen Center and Senior Pool Program to Health and Human Services; evaluation of the top five revenue generators; taking a conservative approach; annual reevaluation of all fees City-wide; the requested mid-year update; concerns with impacts to lower income residents; exploration of outside funding; finding grants to cover certain fees; corporate donations; internally subsidized scholarship programs; creating a sliding scale based on income; resident discounts; lowering revenue with subsidies; cost recovery; the practices of other cities regarding resident status; the community meeting planned for May 1 at the Senior Center; and the goal to have a new fee schedule backed up by the final version of the strategy to present to the City Council.

Chair Alexander invited public comment.

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

Further discussion ensued between staff and Commissioners regarding proposed increases; the substantial increase to field costs; current fees; new fees; base fees; staffing costs; concern with swim fees; seniors who swim; the large increase for the commercial lane; the non-profit classification for most teams; community; protecting space for communities who come together; the MOU (Memorandum of Understanding) with the School District; light usage by the schools from 5:00 P.M. - 6:00 P.M.; concern with the large jump in pricing; making changes incrementally; adult exercise; senior programming; looking at categories rather than specifics; the definition of beginner activities; monthly vs. quarterly costs; length of programming depending on the instructor; the ceramics program; and the wait list.

Discussion ensued between staff and Commissioners regarding the large increase in fees for the Teen Center; application of the square footage cost; the Square Footage Analysis; the increase in rental costs; classification of the Teen Center as

a Drop-In activity vs. an Out of School activity; the suggestion by the FAC that the Teen Center be moved to Health and Human Services activities; CCARP vs. OCD; competition with afterschool activities; summer programming vs. afterschool activities; concern with pricing people out of being able to participate; providing subsidies or a sliding scale; being clear about what is being subsidized; concern with hand picking what gets sliding scale and what does not; affects to cost recovery; the fact that prices have not been raised since 2014; being in line with what other people are offering; the importance of calculating indirect costs; appreciation for consideration of all of the indirect costs; donations; endowments; allowing for flexibility; phasing-in increases; inflationary increases; choosing subsidy over cost recovery; affects to the bottom line; working to reduce complaints; raising funds to provide scholarships for swim lessons; and providing subsidies without affecting the budget.

Additional discussion ensued between staff and Commissioners regarding the cost recovery target; looking at how changes work; examination of pool usage; the rental analysis; maximizing usage; the fee schedule to be presented to the City Council; providing a detailed presentation; appreciation for the transparency of process; under-investment in the system; the Parks Plan; charging reasonable fees; maintenance; annual reexamination of fees and categories; appreciation for the hard work of staff; different ways for the department to become more financially sustainable and less reliant on the General Fund; reinvesting into the department to fund bigger projects; and support for identification of low income users in the system to provide scholarships and access.

Further discussion ensued between staff and Commissioners regarding the experience of the city of Napa to bring down subsidies; determining which program areas to apply subsidies to; rentals and reservations; resales; charging actual costs; areas allowed to go beyond the 100% level; fees vs. taxes; the budget letter; facilities closed due to lack of staffing; ensuring availability of facilities; and acknowledgement of being at the starting point of the process rather than the ending point.

Adam Ferguson, Senior Management Analyst, acknowledged the large amount of information to be digested; encouraged Commissioners to keep providing input; discussed the community meeting planned for May 1 at the Senior Center; and he



indicated openness to comments and feedback before the presentation to the City Council in May.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY VICE CHAIR PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE PRESENTATION ON PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT'S CHARGES AND FEES.

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Item A-4

(1) Consideration of Forming a PRCS Commission "Plunge Procedures Ad Hoc Subcommittee;" and (2) If Desired, Appoint Two PRCS Commission Members to the Newly Formed Ad Hoc Subcommittee

Adam Ferguson, Senior Management Analyst, provided background on the item.

Chair Alexander invited public comment.

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

Discussion ensued between staff and Commissioners regarding closure of The Plunge in the afternoons; the need to address staffing issues; working on procedures; the ability of the Commission to help by forming an ad hoc subcommittee to address the endemic issue over the past 3-4 years; an observation that the issue is not occurring at other pools; concern that drop-in swim limits how long a person can swim if they do not arrive at the top of the hour; creation of an ad hoc subcommittee to review policies and procedures related to programs and return to the Commission with recommendations including review of hiring procedures and pay scale; providing recommendations related to hiring; feedback from lifeguards about lack of response from Human Resources or length of time to receive a response for recruitment; Commission purview; subcommittee review of processes to make recommendations; oversight of hiring the government work force by the Civil Service Commission; examining pool use and gaps of lifeguard coverage; the need to be more proactive in hiring additional lifeguards; and support for a short-term subcommittee to focus on the issue in support of the budget letter.

Additional discussion ensued between staff and Commissioners regarding evaluation to determine whether pool time could be better allocated to ensure full usage; potentially including real drop-in lanes or changing the length of rental time; looking at when schools are not making use of the pool; evaluation of staffing issues; competitiveness of positions as related to other comparable cities; people who walk in the pool; residents and others who will not swim at The Plunge due to Culver City policies; studying lap swim usage and duration; charging a monthly rate, similar to the Teen Center; pricing within the new paradigm; lane allocation; cost implications; buying a certain amount of lap swims and swiping in for usage; the system used by El Segundo; part-time positions; and estimated time period for completion of deliverables.

MOVED BY COMMISSIONER BAUN, SECONDED BY COMMISSIONER MOHAMMED AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE CREATION OF THE PRCS COMMISSION PLUNGE PROCEDURES AD HOC SUBCOMMITTEE TO EXPLORE SYSTEMS TO EMPLOY DIFFERENT DROP-IN PROGRAMMING AT THE PLUNGE AND ADDRESS STAFFING SHORTAGES.

Discussion ensued between staff and Commissioners regarding appointment of new Commissioners; the ability to change subcommittee members in July; and Commissioner willingness to serve.

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY VICE CHAIR PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: APPOINT CHAIR ALEXANDER AND COMMISSIONER BAUN TO THE NEWLY FORMED AD HOC SUBCOMMITTEE.

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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 upcoming Commission meeting dates and agenda items, as well as City Council agenda items pertaining to PRCS.

Discussion ensued between staff and Commissioners regarding consideration of locating pickleball courts under the Metro at the June meeting; staff research into what is allowed with regard to creating funds to subsidize different programs; and organizations that fundraise for scholarships.

Chair Alexander invited public comment.

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

MOVED BY COMMISSIONER MOHAMMED, SECONDED BY COMMISSIONER BAUN 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 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**

Ted Stevens, Parks, Recreation and Community Services Director, reported that applications for vendors and entertainment would be closing on April 17, 2025, and the application to be a vendor for the Beer and Wine Garden was open through the first week of May; he discussed the Eggstravaganza; signups for the Mother's Day Tea; start of the season for youth sports; participation by Sister City Kaizuka in maintenance being done on the Japanese Garden; the presentation to the City Council on April 28, 2025; submission of the department budget and the letter from the Commission; public recommendations in May; and approval of the budget in the first meeting in June.

Adam Ferguson, Senior Management Analyst, reported that applications were being accepted for open positions on Commissions, Boards, and Committees (CBCs) through May 12, 2025

with information available at [culvercity.org/serve](http://culvercity.org/serve) or through staff.


Discussion ensued between staff and Commissioners regarding the paddle courts at Elenda; the change in open hours from 8:30 A.M. to 9:00 P.M.; public comment requesting expanded hours; and the responsibility of staff to open and close the courts.

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**Adjournment**


There being no further business, at 10:48 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, May 6, 2025.

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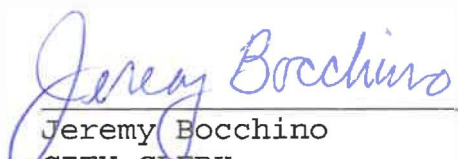
  
Adam Ferguson  
SECRETARY of the Parks, Recreation and  
Community Services Commission

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