

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

February 7, 2023  
7:00 P.M.

**Call to Order & Roll Call**

Chair Rickards called the regular meeting of the Parks, Recreation and Community Services Commission to order at 7:02 P.M. in Mike Balkman Council Chambers at City Hall and via Webex.

Present: William Rickards, Chair  
Scott Zeidman, Vice Chair  
Jane Leonard, Commissioner  
Palvi Mohammed, Commissioner

Absent: Khary Cuffe, Commissioner

o0o

**Pledge of Allegiance**

The Parks, Recreation and Community Services Commission recited the Pledge of Allegiance.

o0o

**Items from Members/Staff**

Commissioner Leonard thanked staff for their work on the recent Martin Luther King, Jr. event, and she discussed collaboration with the Exchange Club on a potential second installation of the Freedom Shrine at Veterans Memorial Building.

o0o

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

Chair Rickards invited public comment.

The following members of the public addressed the Commission:

Samia Bano, Equity and Human Relations Advisory Committee Member, discussed creation of recommended Civil Discourse Guidelines; implementation and usage; annual training for members of the City Council and Commissions, Boards, and Committees (CBCs); and she indicated that the guidelines would be provided to the public.

Howie Jacobowitz provided background on himself; discussed the most efficient use of existing space with the lowest cost to the City; paddle tennis and pickleball; ongoing debate on how to accommodate new pickleball players; the need to accommodate the increased number of players; conversion of existing tennis courts; number of players accommodated per court; the need to replace signage; and he proposed that a volunteer group could quickly work to convert the signage.

Chair Rickards noted that the Commission could not respond to public comment.

o0o

**Receipt of Correspondence**

Adam Ferguson, Senior Management Analyst, reported that six emails and one letter had been received and distributed to Commissioners.

MOVED BY VICE CHAIR ZEIDMAN AND SECONDED BY COMMISSIONER LEONARD THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE CORRESPONDENCE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: LEONARD, MOHAMMED, RICKARDS, ZEIDMAN  
NOES: NONE  
ABSENT: CUFFE

o0o

Consent Calendar

Item C-1

PRCSC - Approval of the Minutes for the Special Parks,  
Recreation and Community Services Commission Meeting of  
October 22, 2022

MOVED BY COMMISSIONER LEONARD AND SECONDED BY COMMISSIONER  
MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES  
COMMISSION APPROVE MINUTES FOR THE SPECIAL PARKS, RECREATION  
AND COMMUNITY SERVICES COMMISSION MEETING OF OCTOBER 22, 2022  
AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: LEONARD, MOHAMMED, RICKARDS, ZEIDMAN  
NOES: NONE  
ABSENT: CUFFE

o0o

Item C-2

PRCSC - Approval of the Minutes for the Regular Parks,  
Recreation and Community Services Commission Meeting of  
November 1, 2022

MOVED BY COMMISSIONER LEONARD AND SECONDED BY VICE CHAIR ZEIDMAN  
THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
APPROVE MINUTES FOR THE REGULAR PARKS, RECREATION AND COMMUNITY  
SERVICES COMMISSION MEETING OF NOVEMBER 1, 2022 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: LEONARD, MOHAMMED, RICKARDS, ZEIDMAN  
NOES: NONE  
ABSENT: CUFFE

o0o

**PRCSC - Approval of the Minutes for the Special Parks,  
Recreation and Community Services Commission Meeting of  
November 15, 2022**

MOVED BY VICE CHAIR ZEIDMAN AND SECONDED BY COMMISSIONER MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE SPECIAL PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF NOVEMBER 15, 2022 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: MOHAMMED, RICKARDS, ZEIDMAN  
NOES: NONE  
ABSENT: CUFFE  
ABSTAIN: LEONARD

o0o

**Order of the Agenda**

No changes were made.

o0o

**Action Items**

Item A-1

**PRCSC - (1) Review of Suggested Revisions to the Vending Related Regulations in Culver City Municipal Code (CCMC) Section 9.10.055 Parks, Public Buildings and Property: Prohibitions; and (2) If Desired, Provide Comments and Recommendations to City Council Related to Incorporation of these Revisions into the Draft Vending Ordinance**

Christina Burrows, Deputy City Attorney, introduced the item; provided a summary of the material of record; and discussed proposed revisions which she indicated had been distributed to Commissioners and made available to the public.

Discussion ensued between staff and Commissioners regarding appreciation for the revisions which addressed previous concerns; the need to clarify use of the word "offensive"; a

suggestion to delete "offensive article"; the scope of the ordinance going before the City Council; agreement to revise language in the future; support for remanding the issue to the subcommittee; making revisions to the code; the latest revisions; adding a second sentence at the end to create an exception for sidewalk vending activities; clarification that if something is not included in the code, it is not allowed; typographical errors; staff acknowledgment of the desire of the Commission to revisit general code language; consensus to let the City Council know that the Commission has reviewed the item and supported it; clarification that no motion was necessary; and the ability to review the full ordinance when it is published in the staff report for the item at the February 13, 2023 City Council meeting.

o0o

Item A-2

**PRCSC - (1) Review the Parks, Recreation and Community Services Commission's Fiscal Year 2022-2023 Budget Recommendations to the City Council; and, (2) Discuss Potential Topics for the Fiscal Year 2023-2024 PRCS Department Budget Recommendations**

Adam Ferguson, Senior Management Analyst, provided a summary of the material of record noting that the letter from the Commission was due by March 27, 2023.

Armando Abrego, Parks, Recreation and Community Services Director, discussed staffing needs and requests; the focus for 2023-2024; the basketball courts; Culver City Park re-grading; adding a DG (decomposed granite) path; irrigation; re-sodding and re-seeding; the Parks Master Plan; and community-driven projects.

Discussion ensued between staff and Commissioners regarding final plans for the basketball court; project timelines; hydration stations; purchasing; installation; status of improvements made to the upper fields at Culver City Park; City priorities; ongoing maintenance and monitoring; solutions to settling issues; support for Park Master Planning; bids; the RFP (Request for Proposals) process; community engagement; options; parks influenced by the neighbors; serving the community best; laying the groundwork for community input; an observation that the Master Plan has been discussed at every meeting; the importance of following through; funding;

establishing a subcommittee to get things started; the process; the intent of the subcommittee to become more knowledgeable about best practices of other municipalities; staff time necessary to support subcommittees; staff vacancies; development of conceptual resources for the department; 24/7 security at the Senior Center; expanding security to other locations; ensuring that the community feels safe; Parks Patrol Officers; taking a look at putting parks equipment into the Asset Replacement Fund (ARF) for the City; the budgetary process; gas powered vehicles vs. electric; strategic financial planning for other types of equipment and assets managed by the department; next steps; including Senior Management Analyst Adam Ferguson in collaboration between Commissioners Leonard and Mohammed; replacement of bleachers and hydration stations; clarification regarding the focus on staffing, the large CIP (Capital Improvement Project), and the Parks Master Plan; terminology; filling vacancies vs. personnel enhancements; the need for Maintenance Worker I positions; addressing Bill Botts Field; maintenance to keep the resource in use; the need to spend a significant amount of money to address the substandard facility; identification of additional funding to overhaul City facilities; advocating to the ARF; the need for turf equipment; other items put forward by staff; the bleachers as an asset; clarification that there is one Commission meeting before the item must be turned in; and the need to create a draft by the March Commission meeting.

MOVED BY VICE CHAIR ZEIDMAN AND SECONDED BY COMMISSIONER LEONARD THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: APPOINT COMMISSIONER MOHAMMED TO CREATE A DRAFT LETTER OF BUDGET RECOMMENDATION WITH COMMISSIONER LEONARD AND PRCS STAFF, TO BE PRESENTED AT THE MARCH PRCS COMMISSION MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: LEONARD, MOHAMMED, RICKARDS, ZEIDMAN  
NOES: NONE  
ABSENT: CUFFE

PRCSC - (1) Drafting of a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including Accomplishments During the Period July through December 2022, and a Status Update on the Scheduled Activities Plan; and (2) Authorization of Transmittal of the Report to the City Council

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

Discussion ensued between staff and Commissioners regarding City Council direction to consider creating off-leash dog hours; clarification that the Pickleball and Community Gardens Subcommittees have not only been formed, but have met with staff; evaluation of field allocation practices and pool usage; the 2024 Activities Plan; indicating items that have been completed; adding items; the intent to provide information on what the CBCs have been doing rather than being tied to the budget; conveying how active the Commission is; the biannual report; upcoming public meetings for the community garden; the pickleball discussion; inclusion of work completed in the past six months as well as upcoming activities; changing the terminology from work plan to scheduled activities plan; accomplishments; acknowledgement that additional staffing would allow items to move forward expeditiously; and Commission consensus to indicate that work is continuing on all items.

MOVED BY VICE CHAIR ZEIDMAN AND SECONDED BY COMMISSIONER MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION:

1. APPROVE UPDATES TO THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION BIANNUAL REPORT TO THE CITY COUNCIL, INCLUDING ACCOMPLISHMENTS DURING THE PERIOD JULY THROUGH DECEMBER 2022, AND A STATUS UPDATE ON THE SCHEDULED ACTIVITIES PLAN; AND,
2. AUTHORIZE TRANSMITTAL OF THE REPORT TO THE CITY COUNCIL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: LEONARD, MOHAMMED, RICKARDS, ZEIDMAN  
NOES: NONE  
ABSENT: CUFFE

o0o

Item A-4

**PRCSC - [Standing Item; Any or All of the Following Actions, if Desired] (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; (2) Formation of New and/or Dissolution of Existing Ad Hoc Subcommittee(s); and, (3) Appointment of Two Commissioners to Newly-Formed Ad Hoc Subcommittee(s)**

Vice Chair Zeidman discussed the recent Racquet Sports Subcommittee meeting; review of the survey results; modification of signage; eliminating the issue of pickleball vs. paddle tennis; future ways to deal with tennis player, pickleball player, and paddle ball player issues; the need to meet further; and survey results favoring tennis players.

Commissioner Leonard discussed the survey; potential for skewing; the robust court sport community in the City; collaboration to understand each other's needs; suggestions offered; identifying the best way to come up with a plan to address the needs of all players; and compromise.

Discussion ensued between staff and Commissioners regarding the need to accommodate all the sports; making the courts to be mixed-use; defining use; people wanting to use the courts whenever they want; helping people to figure out how to coexist; managing the limited shared space equitably; Commission guidance; having an open discussion; the need for compromise; next steps; the timeline; outreach; the upcoming Action Item or Public Hearing on the issue; creation of a reservation system; the gradual process; the staff recommendation; strong feedback against reservations; defining space and signage; addressing the needs of the entire community; confidence in staff; ensuring that the agenda is specific; the feeling from staff that a hybrid use is the only solution; strong public opinion against the hybrid solution; short term vs. long term recommendations; acceptance of shared use; providing the ability for people to recreate; rules and recommendations; the work of the Subcommittee; thorough vetting of the discussion; focus placed on available options; and finding the best solution for the most people.



Chair Rickards discussed the work of the Community Gardens Ad Hoc Subcommittee; examination of potential sites; serving existing users; accommodating new users; and he indicated that a report would be forthcoming.

Discussion ensued between staff and Commissioners regarding staff attendance of tours of community gardens; communication with master gardeners; upcoming community garden meetings and the intent of the meetings; information presented to the Commission for consideration in making a recommendation to the City Council; next steps; the City Council request for information to be presented at the first City Council meeting in April; and encouragement to everyone to spread the word about the upcoming meetings.

Commissioner Mohammed indicated that he had a potential partner in the City Attorney's Office and would look to move forward regarding the Parks and Facilities Sections of the Culver City Municipal Code Review Ad Hoc Subcommittee.

Commissioner Leonard discussed attending monthly meetings of the Culver City Senior Center Board of Directors.

Chair Rickards indicated nothing to report regarding the California Association of Parks and Recreation Directors.

Commissioner Leonard proposed creation an ad hoc subcommittee that would not require much of staff with regard to gathering information for the Parks and Facilities Master Plan.

Discussion ensued between staff and Commissioners regarding creation a subcommittee to review existing submittals from other cities; review of existing RFPs; staff workload; priorities; the end goal; the budget letter; the multi-year process; efforts to get the process moving; limited staff involvement in the beginning of the process; and agreement to wait on formation of the ad hoc subcommittee.

MOVED BY VICE CHAIR ZEIDMAN AND SECONDED BY COMMISSIONER MOHAMMED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE UPDATES FROM THE MEMBERS OF THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION AD HOC SUBCOMMITTEES AND REPRESENTATIVES APPOINTED TO OUTSIDE ASSOCIATIONS AND CITY COMMITTEES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: LEONARD, MOHAMMED, RICKARDS, ZEIDMAN  
NOES: NONE  
ABSENT: CUFFE

o0o

Item A-5

**PRCSC - [Standing Item] Receipt and Filing of the Parks, Recreation and Community Services Commission Fiscal Year 2022/2023 Meeting Calendar and the Upcoming Agenda Items List, With Adjustments, If Any**

Discussion ensued between staff and Commissioners regarding the need to approve the actual meeting dates for the year; problematic meeting dates; staff conflicts; alternate meeting dates; agreement to meet on March 9 rather than March 7, 2023; agreement to move the April meeting to April 17 and the July meeting to July 6; alternate locations; technology available at the Senior Center; new Commissioners coming on board during the second part of the year; protocol for changing meeting dates once they are set; special meetings; upcoming agenda items; unassigned items; items going before the City Council; Commission consensus to add the Community Gardens Report to the March Commission meeting; ensuring language is clear as to what is being worked on; and Commission consensus to review and finalize the budget letter to the City Council.

MOVED BY COMMISSIONER MOHAMMED AND SECONDED BY VICE CHAIR ZEIDMAN THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: APPROVE UPDATES TO THE CALENDAR AND UPCOMING AGENDA ITEMS FOR THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION WITH ADJUSTMENTS MADE AT THE MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: LEONARD, MOHAMMED, RICKARDS, ZEIDMAN  
NOES: NONE  
ABSENT: CUFFE

o0o

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

Chair Rickards invited public comment.

Adam Ferguson, Senior Management Analyst, reported that no requests to speak had been received for Public Comment - Items Not on the Agenda.

o0o

**Items from Commissioners/Staff**

Armando Abrego, Parks, Recreation and Community Services Director, discussed the Polar Bear Plunge at the pool; Winter Camp; CCARP (Culver City After School Recreation Program); and he expressed appreciation to all the staff that keeps programming moving forward.

Dani Cullens, Recreation and Community Services Manager, provided an update on staffing efforts, and she reported that Parkour equipment had been installed in Fox Hills.

Francesca Castillo, Recreation and Community Services Manager, provided an update on the Teen Center; discussed programming; activities; staffing; and engagement.


Discussion ensued between staff and Commissioners regarding age of and number of users at the Teen Center; providing programming for all ages; registration numbers; marketing; engagement with other organizations that service teens in the community; review of Plunge processes; the pandemic; examination of practices of other agencies; block times; fees; the priority registration system; staffing adjustments in response to demand; limitations on the number of people in each lane; staff agreement to share information on operational processes with Commissioners; the intent to provide equitable access to all; encouragement for Commissioners to reach out to staff for additional information; review of cell towers in Veterans Park; and staff agreed to provide a written response to be provided to the Commission on the proposed cell towers for Vets and Culver City Park.

o0o

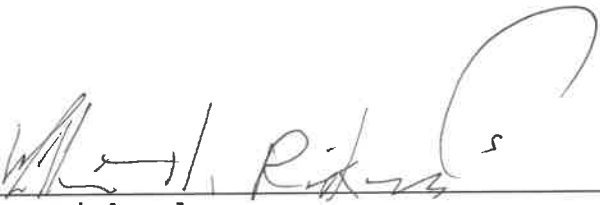
**Adjournment**

There being no further business, at 9:38 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Thursday, March 9, 2023.

o0o

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

APPROVED 3/9/2023

  
\_\_\_\_\_  
William Rickards  
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

27 Mar 2023  
\_\_\_\_\_  
Date