

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

June 4, 2024
7:00 P.M.

Call to Order & Roll Call

Chair Mohammed called the regular meeting of the Parks, Recreation and Community Services Commission to order at 7:03 P.M. in the Mike Balkman Council Chambers 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

Francisca Castillo, Recreation and Community Services Manager, led the Pledge of Allegiance.

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Community Announcements by Members/Information Items from Members/Staff

Adam Ferguson, Senior Management Analyst, indicated that promotional merchandise for the Culver City Parks Plan was available and he noted that refreshments were provided in honor of the last meeting for Commissioner Rickards.

Commissioner Alexander noted that there were nine applicants for the open seat on the Commission; discussed the joint meeting of the City Council/Culver City Unified School District (CCUSD) Liaison Committee; responsibility for the crossing guards; direction of the Committee to place the MOU

between CCUSD and Culver City on the agenda for consideration; and opening up space used by CCUSD for after-hours community usage.

Vice Chair Leonard discussed the successful Senior Prom at Veterans Auditorium on June 1; student volunteers; she thanked the Culver City Senior Citizens Association and the City Council for their collaboration and work on the event; discussed the budget process; references to items in the Commission budget letter; and she proposed agendaizing consideration of helping the public understand the process.

Chair Mohammed indicated that item could be discussed during Item A-5.

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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:

Howard Jacobowitz provided background on himself; discussed misstatements made at the previous meeting about court allocation; the survey; cheaper and easier ways to determine community sentiment; the number of pickleball vs. tennis players; other communities that have dual-purposed their courts; and he noted that a visit to a sporting goods store illustrates the popularity of pickleball vs. tennis and paddle tennis.

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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 May 7, 2024**

MOVED BY COMMISSIONER PETERS, SECONDED BY VICE CHAIR LEONARD
AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND
COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF
MAY 7, 2024.

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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 Older Americans
Month**

Melanie Morales, Recreation and Community Services
Coordinator, discussed activities at the Senior Center in the
month of May in honor of Older Americans Month.

Discussion ensued between staff and Commissioners regarding
intergenerational programming; appreciation to the Commission
for their support; assistance at the Senior Prom by the Cub
Scouts; appreciation to staff and the Senior Center for all
that they do; a suggestion for seniors to read stories to
toddlers in Veterans Park on weekday mornings; bringing senior
volunteers to work with children; seniors that read at local
libraries; initiating story time at the playground; long term
planning for the senior program; people who are still working;
extending programming hours; the range of ages served; offering
a variety of programming; average age of current participants;
examining what other organizations are doing; communication
with AARP (the American Association of Retired Persons) about
Older Living Communities; adaptive activities for seniors; the
Parks Master Plan; planning for the increasing population of

older adults; providing more space, variety of programming and other resources for seniors; the Age Friendly Initiative; data collection to determine what opportunities to focus on as a city moving forward; coordination with the General Plan and the Parks Master Plan; and feedback from the Senior Center on the Parks Master Plan.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION RECEIVE AND FILE THE REPORT REGARDING OLDER AMERICANS MONTH.

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Item A-2

Receipt and Filing of the Report from Olin Regarding the Parks Plan

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

Jessica Henson, Olin, expressed appreciation to the City for their enthusiasm; provided a presentation on the Culver City Parks Plan; discussed scope of the study; the parks system; significance of parks in the General Plan; project stages and proposed timeline; examination of existing plans in Culver City; the evolving list of goals; the multi-faceted community engagement process; coordination across departments; efforts to address underserved neighborhoods; resident support for the parks; pickleball; mobility; preliminary survey results; programming; adjacent parks and open spaces; existing conditions; issues around climate pressures; the Urban Forestry Plan; future needs of trees; the watershed; connectivity; the needs analysis; opportunity areas; important upcoming dates; additional presentations to the Commission; encouragement for Commissioners to attend events and to invite people to take the survey; and she indicated that no decisions had been made.

Discussion ensued between staff and Commissioners regarding potential interactions with CCUSD; the Environmental Sustainability Committee; information sharing; linking CCUSD activities with the parks; models of interactions between school districts and cities; options; the precedent study; allocation of resources; the actions of other cities; suggestions for events to attend for public engagement; strong

opinions about playground equipment; focusing on areas with the least amount of parkland that also do not have schools nearby; discussions with the Advanced Planning Department; redevelopment; prioritizing park set-asides; the pop-up schedule; maps included in the presentation and staff report; the CalEnviroScreen information; understanding needs in Culver City; appreciation for the depth of information provided; gathering information from people who are not been able to participate in programs; learning about community needs; lack of skills to implement ideas; the need for patience and persistence to move forward; better collaboration with independent providers in the community; activity ideas from the community; an interactive program soliciting ideas from attendees at the Museum of the City in New York; creating a sense of investment from the community; people who do not feel they have been heard; appreciation for the format of the meeting at El Marino; allowing for unfiltered feedback; public comment at a City Council meeting referencing successful PRCS outreach efforts with Olin; upcoming sporting events that will draw many different interest groups and people willing to finance upgrades and changes; state, federal, and private money; leveraging international events that are local to Los Angeles; making park improvements to accommodate events that benefit Culver City in the long term; and identification of opportunities and global sponsors.

Chair Mohammed invited public comment.

The following member of the public addressed the Commission:

Marci Baun expressed appreciation for the work done and she discussed her efforts to have native trees planted in the parks and on streets for several years.

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 FROM OLIN REGARDING THE PARKS PLAN.

(1) Approval of the Updated Athletic Space Allocation and Usage Policy, Facility Use Policy, and the Municipal Plunge Policy; and (2) Other Direction to the Parks, Recreation and Community Services Department as Desired

Adam Ferguson, Senior Management Analyst, introduced the item.

April Battson, Contract Supervisor, provided a summary of the material of record.

Chair Mohammed invited public comment.

The following member of the public addressed the Commission:

Marci Baun noted that there were a number of policies that did not actually pertain to The Plunge; pointed out that nothing addressed the length of time one can swim at The Plunge; reported swimming at other area pools because of current policies; discussed access issues; those who cannot get to the pool at the top of the hour; an Olympic swimmer who was training at the pool before the pandemic but would not be able to do so effectively now; she asserted that other area pools allowed drop in swimming with more flexible policies; and she reported numerous people who no longer swim at The Plunge due to inflexible policies.

Discussion ensued between staff and Commissioners regarding the work of the subcommittee to examine each policy carefully; addressing comments and concerns; appreciation for the hard work of staff and the subcommittee; changes made in response to concerns expressed by Marci Baun; comments submitted to staff from Commissioners; uniformity between policies; providing consistency with the first couple of sections; Section 5; items included in the Definitions section; use of gender neutral language about the Director; general formatting consistency; fixing numbering; and including anti-discrimination language in all policies.

Additional discussion ensued between staff and Commissioners regarding the updated Athletic Space Allocation and Usage Policy and Facility Use Policy; balancing operational needs with reasonable enforcement; public comment regarding closure time of the paddle tennis courts on Elenda; the need to make signage more clear and consistent; trespassing; new signage in

response to the updated municipal code; allowing the Director leeway in closing parks for different reasons; parks where people were staying after the parks were closed; administrative regulations; staff enforcement; providing transparency with who can use facilities; fundraising; defining what a non-profit is; requirements; procedures; permitting; clarification that all non-profits must meet requirements, not just Culver City-based non-profits; language that did not get updated; and a suggestion to check language in each code side by side.

Further discussion ensued between staff and Commissioners regarding calendar year vs. season; priority given to teams that have an Everyone Plays policy in their standards; leagues vs. club teams; directing parents with issues back to the league; minimum playing time vs. equal playing time; changes to language to indicate allocation of minimum playing time to each roster participant; the Joint Use agreement with CCUSD; meeting residency requirements for the 50% +1 status; people who make up addresses; residency requirements of other cities; Culver City as servicing surrounding areas; historical usage; requiring groups to have their own bully-free policy, parent code of ethics, and youth sports concussion protocol; background checks; "no harm, no foul" requests; overstaying field allocation; patrols; people making day-of requests; requests for additional time; the need for permit holders to make the changes; responsibility for payment of fees; staffing for special events; ensuring against encroachment on other events; failure to comply with Culver City regulations; the ability of the Director to deny; discretion to close parks; field exchange; monitoring non-use of fields; Park Ambassadors; and changing terminology to indicate racquet sports to encompass multiple types.

Discussion ensued between staff and Commissioners regarding special permission to use a court for a different reason than the space is meant for; use of courts for instructional purposes; subcommittee consideration; parking lot usage; the sidewalk vending policy; the evolution of Fiesta La Ballona; cash transactions; liability; the feeling that theft is covered in a the municipal code; things that should not be done in parks; clarification that the policy does not address handling of money; modifications and major maintenance; City Council purview; prohibiting anything that would puncture turf; peppering; instituting more regular fee adjustments; built-in labor costs; costs for water and mulch; City Council consideration of fees; the choice to provide subsidies;

ensuring that the City Council has a full picture of costs; coordination with the Finance Department; ensuring that the parks can continue with programming and maintenance; opportunities to address issues and for public comment; identified priorities; clarification that a fee study was started in 2018 for consideration in 2020 but delayed by the pandemic; staff awareness of the issue; and agreement that fees need to be updated.

Additional discussion ensued between staff and Commissioners regarding corrections to formatting and typographical errors; staff access to shared inboxes and routing of email to staff for the info@culverity.org address; clarification that all events and use of space require a permit; components that could be part of the permit process; defining when a permit is required; Long Beach requirements; occupying a rentable space; number of people involved; what constitutes a team; various scenarios where people use park space in different configurations; use of sports fields vs. picnic shelters; people who play a pickup game on their lunch hour; use of formal referees; adding clarification; consistency of language across policy issues regarding age requirements; clarification regarding the policy for cancellations and refunds; adding clarification regarding what CCMC (Culver City Municipal Code) 9.10.3 requires of skatepark users; signage posted; clarification that items in CCMC 9.10.3 only pertain to skateparks; including a header to indicate Public Skate Park Rules and Regulations; allowing use of non-motorized scooters in the skatepark; inserting language from the Facilities Policy into the Service Animals section; and ensuring consistency with fee lists.

Further discussion ensued between staff and Commissioners regarding section 9.11.10 of the Facilities Policy; whether a permit is required from the Fire Department if candles are placed on a food item; religious candles vs. small birthday candles; language regarding teams vs. participants; alcohol; adding clarification as to where live music is allowed at the beginning of the section where restrictions are discussed; section 5.11 regarding animals; service animals vs. therapy animals; operational grace periods; allowing staff judgement; set up and clean up within the permit time; noise levels; providing a frame of reference by indicating decibels; the sound ordinance pulled from the CCMC; sound at the picnic shelters; liability for costs if CCPD is called in response to a complaint; use of the word children or youth; ensuring that

hallways are not blocked; fire hazards; potential extra charges related to changes in setup arrangement; excessive cleanup; language indicating there will be charges or there may be charges; incurring fees from additional staff time or use of a custodial contractor; the City Council resolution to allow alcohol during Fiesta La Ballona; exceptions; outside vs. inside usage; filming; discretion to deny; FilmLA; staff posting of permits; a request to simplify language related to accessibility; and making corrections to address duplicates, format changes, and typographical errors that do not change the intent of the rules.

Discussion ensued between staff and Commissioners regarding The Plunge policy; clarification regarding requirements for the swim test; taking comments from Marci Baun into consideration; hours of operation; the card system used; finding a data-driven answer to concerns raised; opening up the pool to more people; number of lap swim sessions per day; decreased capacity with allowing longer sessions; allowing time for changeover; different management of different pool facilities; limitations in West Hollywood; number of people allowed per lane; policy decisions; affects to revenue; fee adjustments; the ability to purchase another hour to allow for longer swim; the requirement that people get out of the pool between sessions; providing structure to the process; allowing for flexible pool management; high demand for the pool; fierce competition for space; pool usage in other cities; focusing on current policies; consideration of making changes at another time; adjusting language to indicate that reservations are encouraged for both lap and rec/family swim; examining changes to operations; accessibility issues with requiring reservations to be made online; the need to allow in-person reservations; references to requiring adults to be present on the pool deck when children under 16 are swimming; liability; behavior issues; swim attire requirements; safety issues with use of non-swim attire; maintenance issues; making adjustments to the nude or semi-nude definition for clarity; and burkinis.

Additional discussion ensued between staff and Commissioners regarding the timeline for moving forward; additional subcommittee consideration; approving the item with changes as discussed; and the new Commissioner.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY COMMISSIONER PETERS AND UNANIMOUSLY CARRIED THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION APPROVE AS AMENDED, THE UPDATED

ATHLETIC SPACE ALLOCATION AND USAGE POLICY, THE FACILITY USE
POLICY, AND THE MUNICIPAL PLUNGE POLICY.

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Item A-4

**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 Alexander reported on the Culver City Senior Citizen Association noting that a pool basics class was planned; discussed number of members as of April; and formation of a new committee to examine the MOU (Memorandum of Understanding) that the Senior Center has with Culver City.

Chair Mohammed received clarification that there were no updates available regarding the Culver City Arts Foundation or the Disability Advisory Committee.

Commissioner Alexander discussed attending a the Super Olympics Subcommittee meeting; attendees; identification of revenue potential for the Olympics; the fact that Culver City is ahead of most other cities; future assignments to Committees, Boards and Commissions (CBCs); and reconfiguration of park pop-ups for the Olympics.

Chair Mohammed reported positive feedback regarding the parks at the Super Olympics Subcommittee meeting; discussed the need to prepare the parks for what is coming; dovetailing with the Master Plan; and idea sharing.

Discussion ensued between staff and Commissioners regarding the ability to disband ad hoc subcommittees once tasks are complete.

MOVED BY COMMISSIONER PETERS, SECONDED BY COMMISSIONER RICKARDS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION DISBAND THE FIELD, ROOM, AND POOL ALLOCATION RENTAL POLICIES 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 PARKS, RECREATION AND COMMUNITY SERVICES AD

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

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Item A-5

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

Adam Ferguson, Senior Management Analyst, discussed upcoming
agenda items.

Discussion ensued between staff and Commissioners regarding
consideration of all racquet sports rather than mainly focusing
on pickleball; decorum when using courts; whether a
subcommittee should be created; court sports and court use;
court conversion; consideration of broader issues once the
Master Plan is done; holding a special meeting to consider
issues; having a discussion in July about how the Commission
would like to approach racquet sports in the upcoming year;
ensuring that Commission business is completed before that
discussion is undertaken; the ability to change the order of
the agenda; the importance of being able to state publicly what
the process is for the Commission budget letter to the City
Council; email from the public that referred to the Commission
letter; encouraging feedback from the public; addressing
confusion; and the purpose of the August presentation to help
new Commissioners learn and understand the budget.

MOVED BY COMMISSIONER PETERS, SECONDED BY CHAIR MOHAMMED 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, WITH
ADJUSTMENTS.

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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

Francisca Castillo, Recreation and Community Services Manager, noted that in her earlier reference to the Age Friendly Initiative she had indicated that the consultant had met with the Parks Master Plan Team, but they had actually met with the General Plan Team; she reported that Sydney Kamlager Dove and representatives from Isaac Byran's Office and Senator Lola Smallwood Cuevas' Office had attended the Senior Prom; she indicated that AARP, Ting! and AT&T had provided resources and financial support for the event; discussed outreach efforts for the Father's Day event on June 15 at Veterans Memorial Auditorium; asked Commissioners to spread the word; discussed Parks Make Life Better Month in July; and Movies in the Park on Saturdays.

Ted Stevens, Parks, Recreation and Community Services Director, discussed the budget presentation; changes to enhancements; City Council adoption of the budget on June 10, 2024; the addition of a part time Recreation Specialist position to help with events; increasing part time staff to create a pilot youth sports program; supplies for special events and for the pilot youth sports program; support for adding the Irrigation Maintenance Technician position; positive feedback from the City Council; funding to support the newly maintained Kaizuka Garden; Capital Improvement Projects (CIPs); one-time funding; money added for park playground equipment and rehabilitation; the Culver West Alexander Park playground; funding for a consultant; new park signage; sound-proofing of paddle tennis courts at Syd Kronenthal and Elenda; resurfacing and restriping sports courts; the community garden; the email campaign; addressing concerns in the email to the City Council; structural money for playgrounds; redistribution of the existing budget to support recurring structural funding for park playground equipment; mulch; maintenance for the lights on the Vets Tower; counters to track how many people are going through facilities; supplies for community events; staff uniforms and safety training; and support for advertising and marketing to get more people to use City facilities.

Commissioner Alexander thanked Parks, Recreation and Community Services Director Ted Stevens for redistributing the budget to address items; discussed feedback from Dog Park users regarding holes in fencing; the schedule for regular maintenance of the

Dog Park; and she congratulated Commissioner Rickards for his service to the Commission.

Vice Chair Leonard indicated that she would miss the unique perspective of Commissioner Rickards.

Commissioner Rickards pointed out the wonderful things that everyone can learn from each other; indicated that he would be around; and noted that he would continue to think about ways to deepen continuing dialogue to work together.

Chair Mohammed acknowledged the insights provided by Commissioner Rickards; discussed serving together on subcommittees; and noted that it would be weird to serve without him.

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Adjournment

There being no further business, at 11:10 P.M., the Parks, Recreation and Community Services Commission adjourned to a regular meeting to be held on Tuesday, July 2, 2024.

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

APPROVED 7-2-2024



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 July 2024
Date