

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

February 6, 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 7:05 P.M. in the 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**

Meg Sullivan led the Pledge of Allegiance.

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**Items from Members/Staff**

Ted Stevens, Parks, Recreation and Community Services Director, discussed the State of Emergency issued by the City on February 5, 2024; the shelter opened up at Veterans Park; staffing; and evacuation orders vs. evacuation warnings.

Commissioner Alexander requested an update on City parks; noted the order from Los Angeles county that all nature centers be closed through February 9; and she indicated that volunteers were welcome to help with Valentine's Day deliveries by the Senior Center.

Vice Chair Leonard discussed assisting at the shelter; sponsorship of Empty Bowls by the Culver City Rotary Club on February 25 at the Culver Palms United Methodist Church with additional information available at [culvercityrotary.org](http://culvercityrotary.org); and she announced the Get the Funk Out Culver City Backpacks Fundraiser on February 24 sponsored by the Exchange Club.

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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:

Samia Bano, Equity and Human Relations Advisory Committee (EHRAC) Member, discussed the Equity and Human Relations Award honoring outstanding individuals and organizations for their contributions to equity in Culver City; award categories; the process and deadline for nominations; she announced the Courageous Conversations Workshop in March; and she indicated that additional information was available on the Equity and Human Relations Advisory Committee webpage of the City website.

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#### **Receipt of Correspondence**

Adam Ferguson, Senior Management Analyst, indicated that seven pieces of correspondence had been received and, responding to inquiry, he clarified that the correspondence was part of the record and did not need to be read aloud.

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

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**Consent Calendar**

Item C-1

**Approval of the Minutes for the Special Parks, Recreation and  
Community Services Commission Meeting of January 9, 2024**

MOVED BY COMMISSIONER RICKARDS, SECONDED BY COMMISSIONER  
PETERS AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND  
COMMUNITY SERVICES COMMISSION APPROVE MINUTES FOR THE REGULAR  
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING OF  
JANUARY 9, 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 the Parks,  
Recreation and Community Services Department's Planning of  
Fiesta La Ballona**

Adam Ferguson, Senior Management Analyst, introduced the item.

Francisca Castillo, Recreation and Community Services Manager, provided an update on the planning process for 2024 Fiesta La Ballona; discussed the history of the event; organization and implementation of the event; celebration of the City's heritage; opportunities for the community to engage; location; opening ceremonies; vendors; the City information booth; carnival games; the Beer and Wine Garden; possibilities to expand the carnival; fencing; potential areas in the park to expand to; the ticket/wristband system; prices; ensuring that everyone in the community event can engage; pricing; feedback from the community survey; interest from new food vendors; signage; the 2023 footprint; dissolution of the Fiesta La Ballona Committee; review of entertainment applications by the Cultural Affairs Commission Ad Hoc Subcommittee to assist staff

with the entertainment vetting process and programming the stage; and community engagement efforts.

Discussion ensued between staff and Commissioners regarding existing seating under the big tent near the music; sensory overload; a suggestion to provide a shady spot for kids to go sit that is a little quieter; adding more aquacade; a suggestion to distribute tickets through the Backpacks for Kids program; the practice of having the Exchange Club run the Beer and Wine Garden; ensuring a fair process; allowing other non-profit organizations to participate in the process; previous efforts to engage in a competitive process for the Beer and Wine Garden; clarification that proceeds from the Beer and Wine Garden circulate back in the form of donations; the signage component; booth placement; a suggestion to have a process for people to download a QR code that would provide a map; the vendor meeting last year that allowed vendors a chance to be part of the placement process; volunteers manning the community booths; a suggestion to do outreach to involve West Los Angeles College and the library; clarification that outreach is not done as there are more applications than there are spots; the non-food vendor category; City booths; the School District; governmental agencies; the City Council Ad Hoc Subcommittee; support for the layout in 2023; appreciation to staff for bringing the item forward; and clarification that charities receiving money from proceeds of the Exchange Club's Beer and Wine Garden were the Sandy Siegel Youth Health Center, Culver Palms YMCA, and the Culver City Community Scholarships Fund.

MOVED BY COMMISSIONER ALEXANDER, SECONDED BY COMMISSIONER RICKARDS 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 PLANNING OF FIESTA LA BALLONA.

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**(1) Review and Finalization 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**

Chair Mohammed invited public comment.

The following member of the public addressed the Commission:

Meg Sullivan, with one minute from Steve Roe, discussed the staff request for mulch for the land flanking the Bike Path that parallels the train between Wesley and Syd Kronenthal Park in the Arts District; she indicated that she and her husband had planted the area due to the lack of landscaping; she discussed the work of other volunteers to increase the planted area along the Path; the need for mulch to ensure the community gets the most benefit out of the plantings; she expressed hope that the City would approve the expenditure; and she felt that landscaping was an important part of inspiring the neighborhood to make the most of the community asset.

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

Chair Mohammed received clarification that after the additional requests, the budget is higher than the year started off with; he indicated that he had put together a draft of what the Commission had discussed wanting; he received clarification regarding the deadline to submit the budget recommendations; and he requested feedback from the Commission.

Discussion ensued between staff and Commissioners regarding the importance of highlighting the intention for each paragraph; providing a brief header and a dollar value for each paragraph; being open and direct about what is being requested; rephrasing certain sections; providing ongoing funding to cover costs for mulch when needed; appreciation to the Chair for his work on the letter; encouraging more beautification projects City-wide; the importance of being specific about priorities; educating the City Council on the thinking that goes behind the decisions; length of the budget letter; research needed for estimates; SB 1383; compliance; annual budget requests by Environmental

Programs and Operations for mulch; the specific mulch request vs. ongoing mulching; and incorporating edits into the document for Commission review in March.

MOVED BY VICE CHAIR LEONARD, SECONDED BY COMMISSIONER ALEXANDER, AND UNANIMOUSLY CARRIED, THAT THE PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION: DIRECT CHAIR MOHAMMED TO AMEND THE PRCS COMMISSION'S DRAFT FISCAL YEAR 2024-2025 BUDGET RECOMMENDATIONS TO THE CITY COUNCIL (ATTACHMENT 1) AS DISCUSSED, FOR REVIEW AT THE MARCH 2024 PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEETING.

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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 discussed the California Association of Parks and Recreation Commissioners and Board Members (CAPRCBM); the National Recreation and Parks Association (NRPA); educating Commissioners to help them be more effective; connections between legislative issues with local parks districts; related bills in the House and Senate; the impact of adding community services; community involvement in assessment projects; resources; and he indicated that he would provide information for the next liaison when he termed out.

Commissioner Alexander reported that the Culver City Senior Citizens Association Board of Directors had not met between the last PRCS Commission meeting and the current PRCS Commission meeting.

Commissioner Rickards reported that he had been unable to attend the special meeting of the Culver City Arts Foundation, but would be receiving information from them about it, and he stated that the Disability Advisory Committee (DAC) meeting would be held in March.

Chair Mohammed reported on the 2028 Summer Olympics Preparation Ad Hoc Subcommittee noting that he had received an update from Vice Mayor O'Brien who indicated that the plan was to build excitement in the community for the 2024 Paralympics, and he

indicated that an upcoming meeting of all the Olympics Subcommittees with the City Council Subcommittee was being planned to discuss alignment and next steps.

Discussion ensued between staff and Commissioners regarding coordination with the DAC on the Paralympics, and the relationship between the Teen Center and the Olympics.

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 additional review of the budget request letter at the March meeting; rescheduling the March meeting; meeting location; the timeline for the budget letter; consideration of having subcommittees related to the Parks Master Plan; City Council consideration of the Feasibility Study; and Commission consensus was achieved to agendize an update on the Parks Master Plan as well as discussion of sending someone to the City Council for the Feasibility item.

MOVED BY COMMISSIONER RICKARDS, SECONDED BY COMMISSIONER PETERS 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**

Ted Stevens, Parks, Recreation and Community Services Director, reported that recruiting for the new Martin Luther King Jr. Celebration Committee was in process; discussed City Council consideration of the revisions to the Municipal Code; further input from the Equity and Human Relations Advisory Committee (EHRAC); the kick off meeting for the Parks Master Plan; and he invited everyone to the last public Feasibility Study meeting on February 8 at Veterans Park.

Dani Cullens, Recreation and Community Services Manager, introduced Recreation and Community Services Supervisor Kimberly Burgueno; discussed the status of the parks with the recent rains; the need for sun for the fields to be playable; the durable field at Vets; staff efforts to evaluate and address issues; work done at the Dog Park that will need to be redone; issues with decomposed granite (DG); and she praised the work of the Parks Maintenance Team.

Kimber Burgueno, Recreation and Community Services Supervisor, reported overseeing parks and facilities rentals at Vets and The Plunge; announced an upcoming Buddy Swim; and she indicated starting with the City just before Fiesta La Ballona.

Francisca Castillo, Recreation and Community Services Manager, discussed the Teen Center Open House; the Dr. Martin Luther King, Jr. event and community service component; the Culver City Senior Citizens Association Senior Prom on June 1 at Veterans Memorial Auditorium; and the upcoming Age-Friendly Initiative through AARP (American Association of Retired Persons) and the World Health Organization (WHO).

Chair Mohammed received clarification regarding the Age-Friendly Initiative.

Discussion ensued between staff and Commissioners regarding the storm water project at Syd Kronenthal Park; funding; the Parks Master Plan; and the RFP (Request for Proposal) and application process.



Commissioner Rickards expressed appreciation for the Dr. Martin Luther King, Jr. Celebration and he was happy that a formal Committee had been formed.

Francisca Castillo, Recreation and Community Services Manager, acknowledged Recreation and Community Services Supervisor Michelle Lee and Recreation and Community Services Coordinator Stephanie DaVall for their efforts on the event.

Commissioner Peters was happy to hear the update on the fields.

Vice Chair Leonard thanked residents for taking on beautification of the land along the bike path near the Expo noting that the land had been considered for community gardens; she acknowledged the personal work put into the project; reported on the January Sustainability Subcommittee meeting; discussed City-wide sustainability plans; the urban forest; water efficiency; tree care; water conservation; parkway management; crossover with multiple departments; and information being presented.

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**Adjournment**

There being no further business, at 8:35 P.M., the Parks, Recreation and Community Services Commission adjourned to a special meeting to be held on Thursday, March 7, 2024.

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Adam Ferguson

SECRETARY of the Parks, Recreation and  
Community Services Commission

APPROVED 3/7/2024



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

21 MAR 2024  
Date