



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

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**File #:** 24-224, **Version:** 1

**Item #:** A-3.

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**(1) Drafting of a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including Accomplishments During the Period January through June 2023, and an Update on the Upcoming 2023/2024 Plans; and (2) Authorization of Transmittal of the Report to the City Council.**

**Meeting Date:** September 5, 2023

**Contact Person/Dept:** Adam Ferguson/PRCS  
**Phone Number:** (310) 253-6685

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**  **Attachments:**

**Public Notification:** (E-mail) Meetings and Agendas - Parks, Recreation and Community Services Commission (08/30/2023); (E-mail) Parks, Recreation & Community Service Department Updates (08/30/2023)

**Department Approval:** Armando Abrego, PRCS Director (08/30/2023)

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### **RECOMMENDATION**

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) draft a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including accomplishments during the period January through June 2023, and an update on the upcoming 2023/2024 Plans; and (2) authorize transmittal of the report to the City Council.

### **BACKGROUND**

City Council Policy 3002, *City Commissions, Boards and Committees; Appointed Representatives to Outside Agencies and Boards* (CBC Policy), Section VI (page 7), states (in part): “Periodically, but no less than biannually, each CBC shall submit to the City Council a written report on their respective activities.” In order to prepare for this requirement, the City Clerk’s Office has directed staff to place this item on the agendas of all CBCs in July or August 2023.

The written report to the City Council must list the PRCS Commission’s accomplishments during the previous six-months and include an update on the upcoming 2023/2024 Work Plans. The report is due to the City Clerk’s Office before September 2023. City Clerk’s Office staff will then compile all of the work plans, draft a City Council staff report, and place it on the agenda as a “Receive and File” report. The previous report (Attachment 1) was presented to the City Council on February 27, 2023, along with those of the other CBCs.

## **DISCUSSION**

### *Accomplishments During the Period January through June 2022*

From staff's perspective, some of the PRCS Commission highlights during this period include:

- Evaluated the results of the fall Racket Sports Survey and recommended to the department to convert all paddle tennis courts to mixed-use paddle tennis and pickleball courts.
- Recommended to City Council community garden relocation sites.
- Worked with the City Attorney's Office and staff to revise and update certain sections of Culver City Municipal Code Chapter 9.10.

### *PRCS Commission 2023 Goals and Plans*

From staff's perspective, some recommended goals and plans the PRCS Commission can adopt for July 2023 -December 2023.

- Evaluate Field Allocation Practices: Continue the process of evaluating and refining historic practices as they relate to field allocation and use by community sports organizations and other organizations. Define and clarify field allocation procedures for increased transparency, inclusiveness and equity for all age groups, skills levels, and organizations.
- Collaborate with other Culver City Commissions, Boards and Committees on issues/areas of mutual concern and overlapping jurisdiction, as deemed appropriate by the City Council.
- Support PRCS Department with Park Master Plan vendor selection and build community support to help with community involvement.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with this discussion.

## **ATTACHMENTS**

1. 2023-09-05 - ATT 1 PRCS Biannual Report February 2023

## **MOTIONS**

That the Parks, Recreation and Community Services Commission:

1. Draft a Parks, Recreation and Community Services Commission Biannual Report to the City Council, including accomplishments during the period January through June 2023, and a status update on the 2022 Work Plans; and,
2. Authorize transmittal of the report to the City Council.

