

Parks and Recreation Commission **Regular Meeting Agenda**

Tuesday, January 20, 2026

6:30 P.M.

Malibu City Hall, Multipurpose Room

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Report on Posting of Agenda – January 15, 2026

1. Ceremonial/Presentations

A. Special Event Presentation by Recreation Assistant II, Alexandra Elizondo

2. Written and Oral Communications from the Public and Commissioners

A. Communications from the public concerning matters which are not on the agenda but for which the Commission has subject matter jurisdiction. The Commission may not act on these matters at this meeting.

3. Consent Calendar

A. Previously Discussed Items

None.

B. New Items

1. Approval of Minutes

Recommended Action: Approve the minutes for the October 21, 2025 Parks and Recreation Commission Regular meeting.

Staff Contact: Administrative Assistant Saleaumua, 456-2489 ext. 349

2. Community Services Department Monthly Report

Recommended Action: Receive and file a report of activities, events, projects, and programs coordinated by the Community Services Department in November and

December 2025.

Staff Contact: Community Services Director Riesgo, 456-2489 ext. 350

4. Old Business

None.

5. New Business

A. Jake Kuredjian Citizenship Award

Recommended Action: Discuss the nomination process for the 2026 Jake Kuredjian Citizenship Award.

Staff Contact: Community Services Recreation Manager Manisco, 456-2489 ext. 363

B. Request for Qualifications for Recreation Programs

Recommended Action: 1) Review the Request for Qualifications criteria for recreation program proposals; and 2) Provide feedback to staff.

Staff Contact: Community Services Recreation Manager Manisco, 456-2489 ext. 363

C. Malibu Bluffs Park Outdoor Fitness Equipment Project

Recommended Action: 1) Review outdoor fitness equipment options for Malibu Bluffs Park; and 2) Provide feedback regarding the design.

Staff Contact: Community Services Recreation Manager Manisco, 456-2489 ext. 363

6. Staff Updates

7. Commissioner Reports, Comments and Inquiries

Future Agenda Items

Adjournment

Future Meetings

Tuesday, February 17, 2026	6:30 p.m.	Regular Meeting	City Hall Multipurpose Room
Tuesday, March 17, 2026	6:30 p.m.	Regular Meeting	City Hall Multipurpose Room
Tuesday, April 21, 2026	6:30 p.m.	Regular Meeting	City Hall Multipurpose Room

Guide to the City Commission Proceedings

Written Communication: Members of the public are encouraged to submit email written communication to bsaleaumua@malibucity.org before the meeting begins.

The Oral Communication portion of the agenda is for members of the public to present items which are not listed on the

agenda, but are under the subject matter jurisdiction of the Commission. Although no action may be taken, the Commission and staff will follow up, at an appropriate time, on those items needing response. Each speaker is limited to (3) three minutes. Time may be surrendered by deferring (1) one minute to another speaker, not to exceed a total of (8) eight minutes. The speaker wishing to defer time must be present when the item is heard. In order to be recognized and present an item, each speaker must complete and submit to the Recording Secretary a Request to Speak form prior to the beginning of the item being announced by the Chair (forms are available at the entrance to the meeting room). Speakers are taken in the order slips are submitted.

Items in Consent Calendar have already been considered by the Commission at a previous meeting where the public was invited to comment, after which a decision was made. These items are not subject to public discussion at this meeting because the vote taken at the previous meeting was final. Resolutions concerning decisions made at previous meetings are for the purpose of memorializing the decision to assure the accuracy of the findings, the prior vote, and any conditions imposed.

Old Business items have appeared on previous agendas but have either been continued or tabled to this meeting with no final action having been taken. Public comment shall follow the rules as set forth under Oral Communication.

Items in New Business are items which are appearing for the first time for formal action. Public comment shall follow the rules as set forth under Oral Communication.

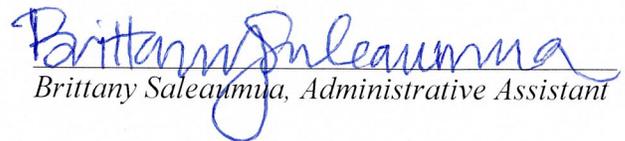
Members of the Audience: Members of the audience shall not engage in disorderly or boisterous conduct, including clapping, whistling, stamping of feet, or other acts which disturb, disrupt, impede or otherwise disturb the orderly conduct of the City Council meeting. Persons addressing the Commission shall not engage in disorderly conduct which disrupts, or otherwise impede the orderly conduct or Commission meetings. Any person who so disrupts a Commission meeting may, at the discretion of the presiding officer or a majority of the Commission, be subjected to ejection from that meeting.

Copies of the staff reports or other written documentation relating to each item of business described above are on file in the Community Services Department, Malibu City Hall, 23825 Stuart Ranch Road, Malibu, California and are available for public inspection during regular office hours which are 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m., Friday. Written materials distributed to the Commission within 72 hours of the Commission meeting are available for public inspection immediately upon distribution (Government Code Section 54957.5(b)(2)). Copies of staff reports and written materials may be purchased for \$0.10 per page. Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting.

The City Hall phone number is (310) 456-2489. To contact City Hall using a telecommunication device for the deaf (TDD), please call (800) 735-2929 and a California Relay Service operator will assist you. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Yolanda Bundy, Environmental Sustainability Director, at (310) 456-2489, ext. 229. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADD Title II].

Requests to show an audio or video presentation during a Commission meeting should be directed to the Recording Secretary at bsaleaumua@malibucity.org. Material must be submitted by 12:00 p.m. on the meeting day.

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 15th day of January 2026, at 6:45 p.m.


Brittany Saleaumua, Administrative Assistant



Parks and Recreation Commission Agenda Report

Parks and Recreation
Regular Meeting
01-20-26

**Item
3.B.1.**

To: Chair Villablanca and Members of the Parks and Recreation Commission

Prepared by: Brittany Saleaumua, Administrative Assistant

Approved by: Kristin Riesgo, Community Services Director

Date prepared: January 15, 2026 Meeting date: January 20, 2026

Subject: Approval of Minutes

RECOMMENDED ACTION: Approve the minutes for the October 21, 2025, Parks and Recreation Commission Regular meeting.

DISCUSSION: Staff has prepared draft minutes for the October 21, 2025 Parks and Recreation Commission Regular meeting.

ATTACHMENTS: October 21, 2025 Regular meeting minutes

MINUTES
PARKS AND RECREATION COMMISSION
REGULAR MEETING
OCTOBER 21, 2025
MULTIPURPOSE ROOM
6:30 P.M.

MEETING CALL TO ORDER

Chair Villablanca called the meeting to order at 6:36 p.m.

ROLL CALL

The following persons were recorded in attendance by the Recording Secretary:

PRESENT: Chair Judy Villablanca; Commissioners Alicia Peak (arrived at 6:43 p.m.), Georgia Goldfarb, and Dane Skophammer

ABSENT: Vice Chair Jake Lingo

ALSO PRESENT: Kristin Riesgo, Community Services Director; Chris Orosz, Interim Recreation Manager; and Brittany Saleaumua, Administrative Assistant

PLEDGE OF ALLEGIANCE

Chair Villablanca led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION Commissioner Skophammer moved, and Commissioner Goldfarb seconded a motion to approve the agenda. The question was called, and the motion carried 3-0; Vice Chair Lingo and Commissioner Peak absent.

REPORT ON POSTING OF AGENDA

Administrative Assistant Saleaumua reported the agenda for the meeting was posted on October 16, 2025.

ITEM 1 CEREMONIAL/PRESENTATIONS

None.

ITEM 2 WRITTEN AND ORAL COMMUNICATIONS FROM THE PUBLIC

Chair Villablanca closed public comment.

ITEM 3 CONSENT CALENDAR

MOTION Commissioner Goldfarb moved, and Chair Villablanca seconded a motion to approve the consent calendar. The question was called, and the motion carried 3-0; Vice Chair Lingo and Commissioner Peak absent.

The Consent Calendar consisted of the following items:

- A. Previously Discussed Items
None.
- B. New Items
 - 1. Approval of Minutes
Recommended Action: Approve the minutes for the August 19, 2025 Parks and Recreation Commission Regular meeting.
 - 2. Community Services Department Monthly Report
Recommended Action: Receive and file a report of activities, events, projects, and programs coordinated by the Community Services Department in September 2025.

Commissioner Peak arrived at 6:43 p.m.

ITEM 4 OLD BUSINESS

None.

ITEM 5 NEW BUSINESS

- A. Legacy Park Rehabilitation Project and Program Update
Recommended Action: Receive and file a report on the Legacy Park rehabilitation project and outreach programs.

Interim Recreation Manager Orosz presented the staff report.

Commissioner Goldfarb stated the impact of plant biodiversity on human health had been studied.

In response to Commissioner Peak, Interim Recreation Manager Orosz stated staff were reviewing options to add a pollinator garden at Malibu Bluffs Park.

In response to Commissioner Goldfarb, Interim Recreation Manager Orosz stated the Department of Fire and Forestry Protection would assist at the November plant giveaway, and the Pollinator Protection Fund would assist with the spring plant giveaway.

Commissioner Peak stated Legacy Park field trips could be provided for Webster Elementary School.

In response to Commissioner Skophammer, Community Services Director Riesgo stated staff were working with the Lost Hills Sheriff's Department to add language to the "No Camping" signs at Legacy Park.

Chair Villablanca supported hiring security guards at Legacy Park to assist with enforcement.

B. Park Enhancement and Donation Program

Recommended Action: 1) Review and discuss recommended revisions to the Park Enhancement and Donation Program; and 2) Recommend City Council approve the revisions to the program.

Community Services Director Riesgo presented the staff report.

In response to Commissioner Peak, Community Services Director Riesgo stated Charmlee Wilderness Park was managed by the Mountains Recreation and Conservation Authority in 2018 when the Commission previously reviewed the Park Enhancement and Donation Program. She stated the Commission should consider adding Charmlee Wilderness Park to the donation acceptance list.

In response to Commissioner Skophammer, Community Services Director Riesgo stated the Skate Park had various location options for a memorial donation.

Chair Villablanca stated she supported adding new tiles to the Skate Park for memorial options, and she did not want memorial items in the skate area.

MOTION Chair Villablanca moved, and Commissioner Peak seconded a motion to include Charmlee Wilderness Park and the Skate Park to the list of acceptable locations for the Park Enhancement and Donation Program. The question was called, and the motion carried 4-0; Vice Chair Lingo absent.

Chair Villablanca stated families would be upset if a donated item was removed from the park without prior notice.

Commissioner Skophammer stated the City contract includes language that guarantees memorial items would be kept intact for seven years, and it would be unfair not to give donors the right of refusal if the City planned to remove the memorial item. He stated the City could require an additional monetary donation to keep the item at the park.

In response to Commissioner Peak, Community Services Director Riesgo stated that the original donors did not sign an agreement acknowledging that the memorial items would remain intact for seven years and could potentially be removed afterward.

Commissioner Skophammer stated there should be a vetting process or a time limit on park memorial items.

Commissioner Peak indicated agreement and stated the Commission should add program parameters.

Commissioner Skophammer stated the Commission should review donation applicants or provide a bidding option.

Chair Villablanca suggested an annual review of the program.

The Commission unanimously recommended leaving the donation program at seven years.

Community Services Director Riesgo requested that the Commission review and provide feedback on the bench options that were removed following the Broad Fire.

Commissioner Peak suggested adding memorial plaques to existing benches and picnic tables.

Commissioner Goldfarb suggested installing multiple plaques on a memorial bench, rather than memorializing only one person.

The Commission recommended replacing the three damaged benches with a concrete backless bench and establish a seven-year agreement with those donors.

In response to Commissioner Peak, Community Services Director Riesgo stated staff would research municipal memorial programs.

Commissioner Goldfarb opposed adding more plaques to an existing memorial item once the term ends.

Chair Villablanca opposed adding new park memorial benches.

Commissioner Peak indicated agreement with Chair Villablanca and stated memorial rocks should also be removed.

The Commission recommended installing memorial plaques on the twelve existing picnic tables at Malibu Bluffs Park.

In response to Commissioner Skophammer, Community Services Director Riesgo stated ten people were on the Malibu Bluffs Park donor interest list.

Commissioner Goldfarb stated that the Commission should implement a simple and fair process.

Chair Villablánca stated the application should include residency information, age, the importance of the location, and the person's connection to Malibu.

The Commission recommended revisions to the allowable enhancements: 1) Malibu Bluffs Park: remove memorial rock and bench donations; 2) All locations (excluding Malibu Bluffs Park): revising memorial rock donations to memorial plaque donations; 3) All locations (excluding Malibu Bluffs Park) revising bench donations to bench plaque donations; 4) Trancas Canyon Park: remove dog park shelter donation; 5) Malibu Senior Center: remove storage cart donation; 6) remove the Malibu Community Pool; and 7) Charmlee Wilderness Park: add bench plaque, picnic table plaque, tree donation without a plaque, and native plants.

Commissioner Peak suggested that donors pay 50% of their initial donation to extend their memorial donation every 7 years beyond the original term.

The Commission indicated agreement with Commissioner Peak.

MOTION Chair Villablánca moved, and Commissioner Goldfarb seconded a motion to 1) replace the three benches damaged during the Broad Fire with concrete backless benches; 2) approve the recommended revisions to the Park Enhancement and Donation Program; 3) include memorial plaque options on twelve existing picnic tables at Malibu Bluffs Park; 4) donation plaques would be \$2,000; and 5) create a Commission Ad Hoc to annually review the Park Enhancement and Donation program, applications, and provide recommendations. The question was called, and the motion carried 4-0; Vice Chair Lingo absent.

ITEM 6 STAFF UPDATES

Interim Recreation Manager Orosz provided an update on Charmlee Wilderness Park hikes and outdoor recreation programming.

Community Services Director Riesgo provided an update on the Senior Center Resource Fair, Park Tales, Special Events, the Community Lands Project, Skate Park, Snack Shack, and Commission meeting schedule.

CONSENSUS By Consensus, the Commission unanimously agreed to cancel the December 16, 2025, Regular meeting and conduct a Special Meeting at Malibu Bluffs Park on Tuesday, December 9, 2025, at 3:30 PM.

ITEM 7 COMMISSIONER REPORTS, COMMENTS AND INQUIRIES

Commissioner Goldfarb stated she opposed the vegetation removal at Las Flores Creek Park (Rambla Pacifico Street).

FUTURE AGENDA ITEMS

Review of the Request for Qualifications Process
Snack Shack Design

ADJOURNMENT

Chair Villablanca adjourned the meeting at 9:07 p.m.

Approved and adopted by the Parks and
Recreation Commission of the City of
Malibu on January 20, 2026.

JUDY VILLABLANCA, Chair

ATTEST:

BRITTANY SALEAUMUA, Administrative Assistant



Parks and Recreation Commission Agenda Report

Parks and Recreation
Regular Meeting
01-20-26

**Item
3.B.2.**

To: Chair Villablanca and Members of the Parks and Recreation Commission

Prepared by: Brittany Saleaumua, Administrative Assistant

Approved by: Kristin Riesgo, Community Services Director

Date prepared: January 15, 2026 Meeting date: January 20, 2026

Subject: Community Services Department Monthly Report

RECOMMENDED ACTION: Receive and file a report of activities, events, projects, and programs coordinated by the Community Services Department in November and December 2025.

DISCUSSION: The Community Services Department coordinated the following activities, projects, and programs in November and December 2025.

NOVEMBER

RECREATION

Aquatics: The fall session of Aqua Aerobics ended on November 22 with eight participants. The program was held on Saturdays from 9:00 to 10:00 AM.

Learn to Swim Lessons concluded on November 22, at the Malibu Community Pool. Eleven children, ages 1 to 10, participated in swim lessons which focused on water safety, healthy development, and building swim readiness skills.

The Malibu Marlins Swim Club and adult conditioning fall programs ended on November 25. Forty-three youth participants were on the swim team, and eight people were enrolled in the adult conditioning program.

The Youth Water Polo Fundamentals class ended on November 24 with sixteen participants. Players developed their passing, shooting, and defending skills, and participated in weekly scrimmages. Stevie Sturges, Malibu High School Girls Water Polo Alumni, and current player at Ventura College, instructed the program.

Community Classes: Fall enrichment classes ended on November 21, with twenty-nine registered participants. Programs included ballet, dog obedience, hip-hop, Music Together, and tai chi. Afterschool programs ended on November 19, with 53 participants enrolled in basketball, improv acting, pickleball, and art and yoga at Malibu Elementary School and Webster Elementary School in partnership with the Boys and Girls Club of Malibu.

On November 10, eight participants attended a Line and Ballroom Dancing Workshop at Malibu Bluffs Park. Led by instructor MC Callaghan, dancers learned dance fundamentals such as posture, frame, rhythm, and partner connection, and practiced their new steps in a fun and social atmosphere.

On November 13, seven participants attended a Manifestation Meditation Workshop at Malibu Bluffs Park. Instructors from The Mindry led the group through intention-setting exercises, breathing practices, and guided visualizations, helping participants find clarity and focus.

On November 21, ten seniors took part in a Self-Defense Workshop at Malibu Bluffs Park. Instructed by The Pit Malibu Martial Arts, the group learned basic karate moves, blocking and striking techniques, stances, and awareness skills to help them feel more confident and prepared in everyday situations.

Outdoor Recreation: On November 19, four participants enjoyed a nature walk and Storytime at Legacy Park. Children and parents viewed and learned about monarch butterfly caterpillars, wildflowers, and waterfowl.

On November 20, the City, in partnership with the Malibu Monarch Project, hosted a lecture with restoration ecologist Rosi Dagit from the Resource Conservation District, with twenty-seven people in attendance. The lecture covered the watersheds and lagoons of the Santa Monica Mountain region.

Seniors: Weekly Senior recreation programs continued in the Malibu Senior Center, Malibu Bluffs Park, and Michael Landon Center. Programs included cardio salsa, chair yoga, choir, coloring, fit and fun dance, knitting, mat Pilates, soul line dancing, stretch and strength, total-body workout, and Zumba®.

Senior recreation programs were relocated to Malibu Bluffs Park from November 17, 2025, to January 5, 2026 due to flooding damage at Malibu City Hall.

On November 13, nine participants made Gratitude Trees which was the monthly art activity. People were given decorative branches, paper leaves, twine, acorn ornaments, markers, paint, and bases to complete their craft.

On November 20, the Senior Monthly Luncheon took place off-site at Kristy's Village Cafe, located at the Trancas Country Mart. Over seventy seniors enjoyed bolognese pasta, iced tea, and chocolate chip cookies.

Special Events: On November 13, Park Tales: *Turkey-palooza* took place at Malibu Bluffs Park, with ten children and their caregivers. The Malibu Library Children's and Outreach Librarians led story time and a Thanksgiving craft. Recreation staff provided participants with turkey toys, Thanksgiving-themed glasses, stickers, and snacks.

Sports: Fall sports programs concluded on November 22, with thirty-three participants enrolled in weekly classes, including Soccer, Cheer, and Tennis.

PARK MAINTENANCE

Equestrian Park: Graded the upper and lower arenas and trimmed overgrown brush from the trails near the upper arena.

City staff removed all castor bean from accessible areas along trails, arenas, and roadways.

Legacy Park: City staff removed twenty-eight Pompas grass plants and thirty-five palms from throughout the park property.

Malibu Bluffs Park: Removed three playground slides from the main playground near the Michael Landon Center. The equipment was inspected and the slides contained cracks which posed safety and usability concerns. Replacement slides were ordered and were expected to arrive in early 2026.

Installed updated park signs throughout the park outlining the park rules and safety guidelines, ensuring all park visitors are informed of the appropriate use of the equipment and recreational area to enhance safety awareness and overall operational standard of the playground.

Medians and Right of Ways: Installed penstemons and manzanitas within the Pacific Coast Highway median.

Trancas Canyon Park: Removed graffiti from various areas of the park facilities and playground structures. A specialized, non-toxic, and surface-appropriate solvent was used to lift the vandalism without damaging the underlying paint or materials of the equipment and buildings, followed by a thorough cleaning and reapplication of protective coating where necessary.

Installed updated park signage throughout the park outlining the park rules and safety guidelines, ensuring all park visitors are informed of the appropriate use of the equipment

and recreational area to enhance safety awareness and overall operational standard of the playground.

DECEMBER

RECREATION

Aquatics: The Malibu Marlins Swim Club and adult conditioning winter program scheduled a holiday break from December 24 through January 5. Workouts resumed on January 6.

Community Classes: On December 13, six participants attended a Dog Obedience Workshop at Malibu Bluffs Park. Led by My Best Friend Obedience, owners and their pets learned a variety of playful tricks and exercises using positive reinforcement.

Outdoor Recreation: On December 12, City staff led a sunset hike at Charmlee Wilderness Park for fourteen participants. Hikers observed many nocturnal animals and participated in activities covering bioluminescence and triboluminescence.

Seniors: Weekly Senior recreation programs continued at Malibu Bluffs Park, Michael Landon Center due to ongoing storm repairs at Malibu City Hall. Programs included cardio salsa, chair yoga, choir, coloring, knitting, mat Pilates, soul line dancing, stretch and strength, tai chi, total-body workout, and Zumba®.

On December 3, eight participants created Steppingstones as part of the monthly art activity. Attendees were given concrete bases, steppingstone molds, mosaic tiles, colorful gems, and letter stencils.

On December 9, the Senior Excursion to the Queen Mary in Long Beach took place with five seniors in attendance. Participants ate lunch aboard the ship and were given time to explore the vessel.

On December 17, twelve participants created Gingerbread Houses. Attendees were given gingerbread house kits, frosting, and treats.

On December 20, the Happy Hula-days Senior Monthly Luncheon took place at Spruzzo Restaurant. Sixty-five seniors enjoyed a buffet lunch with salads, pastas, and a chicken or salmon entrée.

Special Events: On December 6, Santa Paws occurred at Malibu Bluffs Park. Forty participants attended the event with their pets. People received dog treats and took pictures with Santa.

On December 13, Breakfast with Santa took place at Malibu City Hall, with ninety families in attendance. Surfing Santa and Mrs. Claus were on-site to interact with families, take

pictures, and hand out presents from the North Pole. The Malibu Library provided an art activity and holiday story time.

Sports: The youth and middle school basketball program began on December 6. The Department split the program based on age-division registration. Forty-eight participants in grades, second through third and sixth through eighth play League games. Eighteen participants are in the recreation class for grades kindergarten, first, fourth, and fifth grade. Games and classes are on Saturday mornings through February 21 at the Malibu High School Small Gymnasium.

Adult Open Gym Basketball is held weekly on Wednesdays at Malibu High School. The program averages over 25 participants per week.

PARK MAINTENANCE

Charmlee Wilderness Park: Strategically placed wattles throughout the park in areas susceptible to erosion during rainstorms.

Installed a new park map that was mounted to two 4"x4" wooden posts. The wooden posts were excavated into the ground and secured with Quikrete concrete footings.

Equestrian Park: Installed Horse Arena Rules signage at each arena entry gate. Each sign was leveled and secured to wooden posts for long-term durability.

Replaced and installed faulty paper towel dispensers in the men's and women's restrooms.

Strategically placed wattles throughout the park in areas susceptible to erosion during rainstorms.

Las Flores Park: Strategically placed wattles throughout the park in areas susceptible to erosion during rainstorms.

Legacy Park: Repaired a handicap ramp near the bus stop on Civic Center Way that was being lifted by large tree roots. The ramp was removed so the roots could be cut down and removed before the space was backfilled, compacted, and formed for the new ramp to be installed.

Malibu Bluffs Park: Restored the playground for ages 2 through 5 years old with a new sand and weed barrier to ensure adherence to American Society for Testing and Materials safety standards. The sand within the playground area was also replaced with a heavier, less conducive sand that was less susceptible to strong wind conditions.

Initiated the bi-annual turf renovation program. Renovation includes flagging all irrigation components, soil aeration, dethatching the turf, verticutting the thatch, removing excess

thatch from the field, overseeding with cool season ryegrass, and applying seed cover to protect the seed and improve germination.

Serviced the irrigation weather station, replaced the distilled water and primed the ET Gauge.

Trancas Canyon Park: Replaced the faulty combination lock on the main entrance gate.

Strategically placed wattles throughout the park in areas susceptible to erosion during rainstorms.

ATTACHMENTS: None.



Parks and Recreation Commission Agenda Report

Parks and Recreation
Regular Meeting
01-20-26

**Item
5.A.**

To: Chair Villablanca and Members of the Parks and Recreation Commission

Prepared by: Kate Manisco, Recreation Manager

Approved by: Kristin Riesgo, Community Services Director

Date prepared: January 14, 2026 Meeting date: January 20, 2026

Subject: Jake Kuredjian Citizenship Award

RECOMMENDED ACTION: Discuss the nomination process for the 2026 Jake Kuredjian Citizenship Award.

DISCUSSION: At the recommendation of the Parks and Recreation Commission, the City Council created the Jake Kuredjian Citizenship Award in 2002 to recognize an outstanding individual(s) or group who donated time and resources to enhance the quality of parks and recreation programs within the Malibu community.

The award was created to honor Los Angeles County Sherriff's Deputy Hagop "Jake" Kuredjian, who was killed in the line of duty on August 31, 2001, after 17 years of service. Deputy Kuredjian was presented the Gold Meritorious Conduct Medal in 1989 for rescuing a woman from a cliff in Malibu.

Past recipients of the Jake Kuredjian Citizenship Award have dedicated time and resources to enhance recreation opportunities, programs, or parks in Malibu and, in doing so, demonstrated the highest level of citizenship while making a lasting contribution to the community.

To select the award recipient for 2026, the Commission may choose to open a public nomination process for a period of six to eight weeks. Staff would inform local organizations, such as Malibu Little League, American Youth Soccer Organization (AYSO), and aquatic organizations about the award and open nomination period. Additionally, staff would post nomination options and award details on the City's website, social media platforms, and advertise in the *Malibu Times*.

The Commission may also forego the nomination process and directly select an individual(s) or group. The nominee(s) must meet the recognition criteria and be approved by a majority vote.

The Commission is asked to discuss the 2026 Jake Kuredjian Citizenship Award nomination process and provide staff feedback.

ATTACHMENTS: Past recipients of the Jake Kuredjian Citizenship Award



City of Malibu

Jake Kuredjian Citizenship Award Recipients

2002

Ron Bloomfield
Joel Castro
Doug O'Brien
Jill & Harold Smith
Maud Ann Sunderland

2004

Jack Schultz "Papa Jack"

2005

Tim Biglow
Danny Klein
Nick Tidy

2007

Mike Doyle
Steve Rodriguez
James Whalen
Bruce Young

2008

John Paola

2012

Dermot Stoker

2013

Michael Zweig

2014

Steve Ciniglio

2015

Joan House

2017

Bob Stallings

2018

Mike Mulligan
Justine Petretti

2019

Kasey Earnest
Steve Hotchkiss

2020

John Bell
Ellen Reich

2021

Sandy Banducci
Rob LeMond

2022

Richard Lawson
Judy Villablanca

2023

Sara Wan

2024

Shari Latta
Poison Free Malibu

2025

Suzanne Guldemann
Andy Lyon
Nick Shurgot



Parks and Recreation Commission Agenda Report

Parks and Recreation
Regular Meeting
01-20-26

Item 5.B.

To: Chair Villablanca and Members of the Parks and Recreation Commission

Prepared by: Kate Manisco, Recreation Manager

Approved by: Kristin Riesgo, Community Services Director

Date prepared: January 14, 2026 Meeting date: January 20, 2026

Subject: Request for Qualifications for Recreation Programs

RECOMMENDED ACTION: 1) Review the Request for Qualifications criteria for recreation program proposals; and 2) Provide feedback to staff.

DISCUSSION: At the March 19, 2024 Regular Meeting, the Commission discussed the process for reviewing and approving proposals for recreation programs offered by the City. As part of the review process, the Commission recommended staff prepare a Request for Qualifications (RFQ) as the preferred method to determine how Independent Contractors are awarded program contracts. The decision came following a seven-month review of the swim team program by the Independent Contract Review Ad Hoc Subcommittee.

At the April 16, 2024, Regular meeting, the Commission approved the RFQ package that the Department would use in the instance of multiple contractors providing programming for a specific subject or sport (Attachment 1).

As of December 2025, the formal RFQ process has been used once to select an aquatics contract instructor. Following the RFQ process, staff received inquiries on,

- Review process
- City staff involvement
- Reviewer's qualifications
- Interview process

In most cases, Contract instructors visit the City website, review the "Becoming a Community Services Contract Instructor" information (Attachment 2), and then submit an "Intent to Instruct" proposal, which is reviewed by staff. Staff analyze the Department's existing programs, facility availability, program minimums, registration fees, and

community interest. If the contractor instructor meets the criteria, they will be offered an opportunity to provide the program with the City.

The Commission is asked to review the RFQ package and provide feedback to staff.

ATTACHMENTS:

- 1) Request for Qualifications for Recreation Programs
- 2) Becoming a Community Services Contract Instructor



Request for Qualifications

{NAME OF PROGRAM}

Date Issued:

{DATE}

Proposals must be received no later than **{TIME}** PST
{DATE}, at the following address:

City of Malibu
Attn: **{STAFF NAME}**
23825 Stuart Ranch Road
Malibu, CA 90265

{STAFFNAME@MalibuCity.org}



City of Malibu Request for Qualifications

{NAME OF PROGRAM}

Release Date: **{DATE}**

Submission Deadline:

{DATE, TIME PST}

INTRODUCTION

The City of Malibu (City) is requesting proposals from an experienced, qualified organization to provide **{TYPE OF PROGRAM}** at **{LOCATION}** under the jurisdiction of the City of Malibu Community Services Department. The general scope of work to be performed includes offering **{PROGRAM DESCRIPTION}**. The selected Independent Contractor (Independent Contractor) will be held to a high standard of excellence and will understand the importance of organized programming, effective communication, and qualified instruction to meet the needs of the Malibu community.

The City offers over **{NUMBER}** hours of **{NAME OF PROGRAM}** for residents of all ages, including **{TYPES OF PROGRAMS}**.

The City desires to contract for **{NAME OF PROGRAM}** for a period of three years beginning **{DATE}**, with the option to extend the Contract Instructor Agreement (Agreement) for up to an additional three one-year periods. The City reserves the right to negotiate the terms of the Agreement once the Independent Contractor is selected.

BACKGROUND

The City of Malibu is a coastal city in the northwestern portion of Los Angeles County, California, with a population of approximately 10,654. The City hosts approximately 15 million visitors a year. The City is a general law city incorporated under California law in 1991. It operates under the Council/Manager form of government, is considered a contract city, and offers a full range of municipal services. The five Members of the City Council are elected at-large. They serve staggered four-year terms, with the Mayor being selected from among the Councilmembers. The City spans approximately 21 miles of the Pacific Ocean coastline and extends inland less than a mile in most parts of that span and slightly more than 2 miles at its widest span. The City currently has 102.5 full-time employees and 12.69 full-time equivalent part-time employees. The City, organized into seven departments, provides several services in-house, including management and administrative services, building safety, community services, environmental sustainability, planning, public works, and engineering. The City's Adopted Fiscal Year 2023-24 totals \$93.2

million and includes General Fund annual expenditures for ongoing City operations of \$54.9 million.

Facilities included in the Agreement will include:

{LOCATION}
{ADDRESS}
{GENERAL INFORMATION ABOUT FACILITY}
{HOURS}

SCOPE OF WORK

1. General Specifications

- 1.1 Statement of Work – The Independent Contractor shall provide a {NAME OF PROGRAM} under the jurisdiction of the City of Malibu Community Services Department.
- 1.2 Term and Extension – The length of the Agreement shall be three years with the option to extend the Agreement under the same terms and conditions for up to three additional one-year periods from the date of expiration, provided that both Parties mutually agree in writing to such extension. The total maximum length of the Agreement is six years. The City may cancel the Agreement upon thirty (30) days written notice. The Independent Contractor may also cancel the Agreement with the City upon thirty (30) days written notice.
- 1.3 Independent Contractors/Instructors
 - a. The Contract Instructor expectations and responsibilities are outlined in the Contract Instructor Handbook (Attachment 1). The Contract Instructor must abide by all City standards and guidelines.
 - b. Conflict of Interest – Per City of Malibu Administrative Guideline 3.4.7, no City employee may develop any working relationship with any of the City’s vendors regarding outside employment.
 - c. Sub-Contractor/Assignment of Agreement – The Independent Contractor shall not subcontract any portion of the Agreement, or any additions made to the Agreement without first receiving approval from the City. All persons engaged in program instruction shall be considered employees of the Independent Contractor, with the supervisor being responsible for their work. The

Agreement may not be assigned to another owner or entity without City approval.

1.4 Disclosure of Information

- a. The Independent Contractor agrees that it will not during or after the term of the Agreement disclose any proprietary information or confidential business information of the City, without the prior written consent of the City. Such confidential or proprietary information received by the Independent Contractor shall be used by it exclusively in connection with the performance of the services.

2. City Policies

- 2.1 The Contract Instructor shall abide by the City of Malibu Policies outlined in the Contract Instructor Handbook (Attachment 1).
- 2.2 The Community Services Director or their designated representative will serve as the Contract Administrator who shall act on behalf of the City concerning all aspects of the Agreement.

Submittal Requirements

Proposals should not include any materials to be returned to the Independent Contractor and should be a concise statement. Each proposal must include the following information:

1. Independent Contractor Qualifications, Credentials, and Experience

- a. Provide a summary of the Independent Contractor's qualifications, credentials, and related experience. Include current non-profit status and by-laws, if applicable.
- b. If applicable, describe the Board structure of your organization, including titles, positions, and responsibilities. Include the Board's meeting schedule and location.
- c. Submit a list of instructors who will provide instruction during the term of the Agreement. Information should include the individual names, experience, applicable certifications, length of time they have worked for the Independent Contractor, and the type of instruction they will provide.
- d. A statement of familiarity and support within the Malibu community or provide a community benefit plan. The City values local businesses and its residents participating in the proposal process.

- e. Provide a list of three references, either a municipality or program partner, who has worked with the Independent Contractor in the past three years. The reference should include names, titles, addresses, phone numbers, and email addresses of the appropriate representative that the City can contact.

2. Understanding of the Scope of Work

Provide a narrative of the Independent Contractor's understanding of the Scope of Work and a detailed proposal to meet the City's goals and priorities, including:

- a. A list of recreation programs the Independent Contractor is prepared to provide for the Malibu Community. Include,
 - Name of program and general program description
 - Program curriculum
 - Age/Levels
 - Method and frequency of participant evaluations
 - Program fees (per program)
- b. The Independent Contractor's communication plan with the City and participants and/or parent/guardians.
- c. Recruitment of instructors. Please describe how the Independent Contractor will hire, train, and evaluate instructors.
- d. Emergency Action Plan (EAP). Provide the Independent Contractor's EAP and include details on how the Independent Contractor manages severe weather conditions, accidents, missing participants, and other emergencies. Please include any forms or reports that are part of the Independent Contractor's EAP.

3. Contract Instructor Agreement

The selected Independent Contractor must use and comply with the terms and conditions of the City's standard Contract Instructor Agreement (Attachment 2).

4. Compliance

Provide a written statement that the Independent Contractor shall comply with the California Labor Code under regulations entitled and Federal Labor Standards provisions.

5. Litigation

Independent Contractors are required to list past, current, or pending litigation resulting from professional services rendered over the past five years. If a court or an arbitrator rendered a decision, state the results.

SELECTION PROCEDURE

The following outlines the procedure the City will use in the selection process:

- a. A Selection Committee is formed comprising of City personnel and if the City chooses other agency personnel.
- b. The Selection Committee reviews and evaluates the proposals submitted by prospective Independent Contractors and determines if interviews are needed.
- c. If needed, the Selection Committee will determine which of the prospective Independent Contractors will be invited to the oral interview process.
- d. The Selection Committee evaluates and ranks the Independent Contractor based on the oral interview and completeness of the proposal.

EVALUATION CRITERIA

The Selection Committee will evaluate, rate, and rank proposals based on the following criteria (Total Points Possible = 50 pts.):

- a. Presentation, completeness, and thoroughness of the proposal. (10 pts.)
- b. Qualifications and experience of the Contract Instructor and individual instructors. (10 pts.)
- c. Understanding of the scope of work and requirements in the contract instructor handbook. (10 pts.)
- d. Evaluation of proposed program, curriculum, cost, and program methodology. (10 pts.)
- e. Familiarity with the Malibu community and community benefit. (10 pts.)

If required, the Selection Committee may elect to evaluate and rank the Presentation Interviews based on the following criteria (Total Points Possible = 50 pts.):

- a. Overall quality of presentation and response to questions. (15 pts.)
- b. Understanding scope of work and requirements related to the Contract Instructor Handbook. (15 pts.)
- c. Program proposal including type of program, understanding the needs of the community, participant evaluations, communication with City staff and participants, program management, and marketing. (20 pts.)

RFQ SCHEDULE

- Solicit Proposals DATE
- Last Day to Submit Questions DATE
- Last Day for City to Respond to Questions DATE
- Proposal Deadline DATE
- Complete Review, Rank Proposal DATE
- Oral Interviews (if needed) DATE
- Award of Contract Instructor Agreement DATE

Submittal Procedure

Inquires

All inquiries regarding the Request for Qualifications must be submitted in writing. Please send questions by email only to {STAFFNAME@malibucity.org} by {TIME} on {DATE}. All clarifications will be posted on the City of Malibu’s website MalibuCity.org/{REDIRECT} by {DATE}.

Proposal Submittal

Independent Contractors must provide one (1) bound copy and one (1) digital copy of the complete proposal to:

{STAFF NAME, TITLE}
City of Malibu
23825 Stuart Ranch Road
Malibu, CA 90265

{STAFFNAME@malibucity.org}

All proposals are due no later than {TIME} PST on {DATE}. Any proposals received after the deadline will be considered non-responsive. No faxed proposals will be accepted.

Response Preparations

No reimbursement will be made by the City for costs incurred in the preparation of the response to this RFQ. Submitted materials will not be returned and will become the property of the City.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the Independent Contractor of the conditions contained in this RFQ unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the City and the Independent Contractor selected. The City reserves the right without prejudice to reject any or all proposals.

ATTACHMENTS:

1. Contract Instructor Handbook
2. Sample Contract Instructor Agreement
3. Sample Scope of Services Agreement
4. Sample NCSI Background Check Application

*NOTE: Request for Qualification Attachments are not included with the staff report.
Parks and Recreation Commission Regular Meeting - January 21, 2026*



Becoming a Community Services Contract Instructor

Step 1

Review Recreation Guide

Review the [Recreation Guide](#) to see the current program offerings.

Step 2

Submit an Application

Submit an [Intent to Instruct Application](#) if you have a new program to offer to the community.

Programs are selected based on various factors, including dates, facility availability, minimums, registration fees, and community interest.

Step 3

Attend Virtual Meeting

Attend a virtual meeting with City staff to discuss your Intent to Instruct Application.

Step 4

Review Documents

Review Contract Instructor Agreement, Handbook, and insurance requirements, which are required before a program may begin.

Step 5

In-Person Meeting at Facility

Attend an in-person meeting with City staff at the anticipated facility where the program may be scheduled to review space allotment and facility amenities.

Step 6

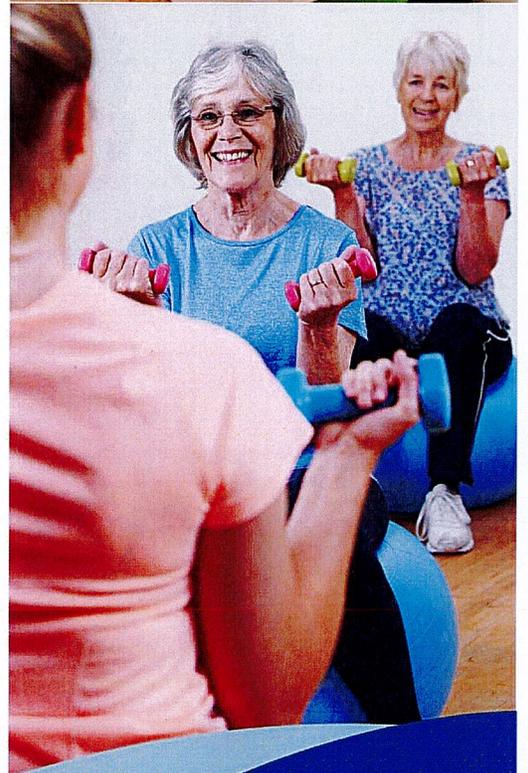
Background Check and Contract

Pass a [background check](#) and execute all City Contract documents before program marketing may begin.

Step 7

Program Marketing

Support the City's marketing efforts, which may include program demonstrations, participation in City events, cross-promoting on social media, flyer distribution, etc.



310.317.1364

MalibuCity.org/ContractInstructors



Parks & Recreation Commission Agenda Report

Parks and Recreation
Regular Meeting
01-20-26

**Item
5.C.**

To: Chair Villablanca and Members of the Parks and Recreation Commission

Prepared by: Kate Manisco, Recreation Manager

Approved by: Kristin Riesgo, Community Services Director

Date prepared: December 16, 2025 Meeting date: January 20, 2026

Subject: Malibu Bluffs Park Outdoor Fitness Equipment Project

RECOMMENDED ACTION: 1) Review outdoor fitness equipment options for Malibu Bluffs Park; and 2) Provide feedback regarding the design.

DISCUSSION: In 2018, the Department evaluated the amenities at Malibu Bluffs Park and presented replacement playground ideas to the Commission and the community. A community workshop was held in April 2019, resulting in a decision to replace a zip-line play structure with a workout station, maintain the sand play area, install two benches near the sand play area, and further review shade options. Since that time, two pieces of equipment, the workout station and climbing wall, have been removed due to damage and safety concerns.

At the December 9, 2025 Special meeting, the Commission toured Malibu Bluffs Park playground areas (Attachment 1) and requested staff to research options for outdoor fitness equipment for the former locations of the wooden workout station (Location 1) and climbing wall (Location 2).

New Proposed Equipment

Staff researched options for workout equipment based on the direction of the Commission following the December 9, 2025 Special meeting. The contractor, Great Western Recreation, conducted a site visit and designed options for two workout stations. The design includes static equipment to target strength, coordination, and balance, as well as cardio equipment (Attachment 2). The equipment is metal/steel and will also have a “coastal paint finish,” which will prolong the lifespan of the equipment and reduce maintenance costs.

When selecting equipment options, the design team must account for required clearance areas, often referred to as “fall zones.” Similar to playground design, the layout must provide adequate space for potential falls and include appropriate protective surfacing beneath and around the equipment.

Location 1: Static fitness equipment, including parallel bars, variable pull-up bars, bench dips, sit-up bench, variable press and monkey bars, knee lift dip station, Swedish ladder, and back extension with a pour-in-place playground surface and multi-level beginner and intermediate/advanced workout programs.

Location 2: Cardio fitness equipment, including three cardio walkers with a pour-in-place playground surface.

The cost of the equipment ranges from \$180,000 to \$225,000, depending on the design selected. Staff estimated that approximately \$120,000 to \$145,000 would be covered through insurance from the Broad Fire. Costs for Location 2 would be the City's responsibility.

Background

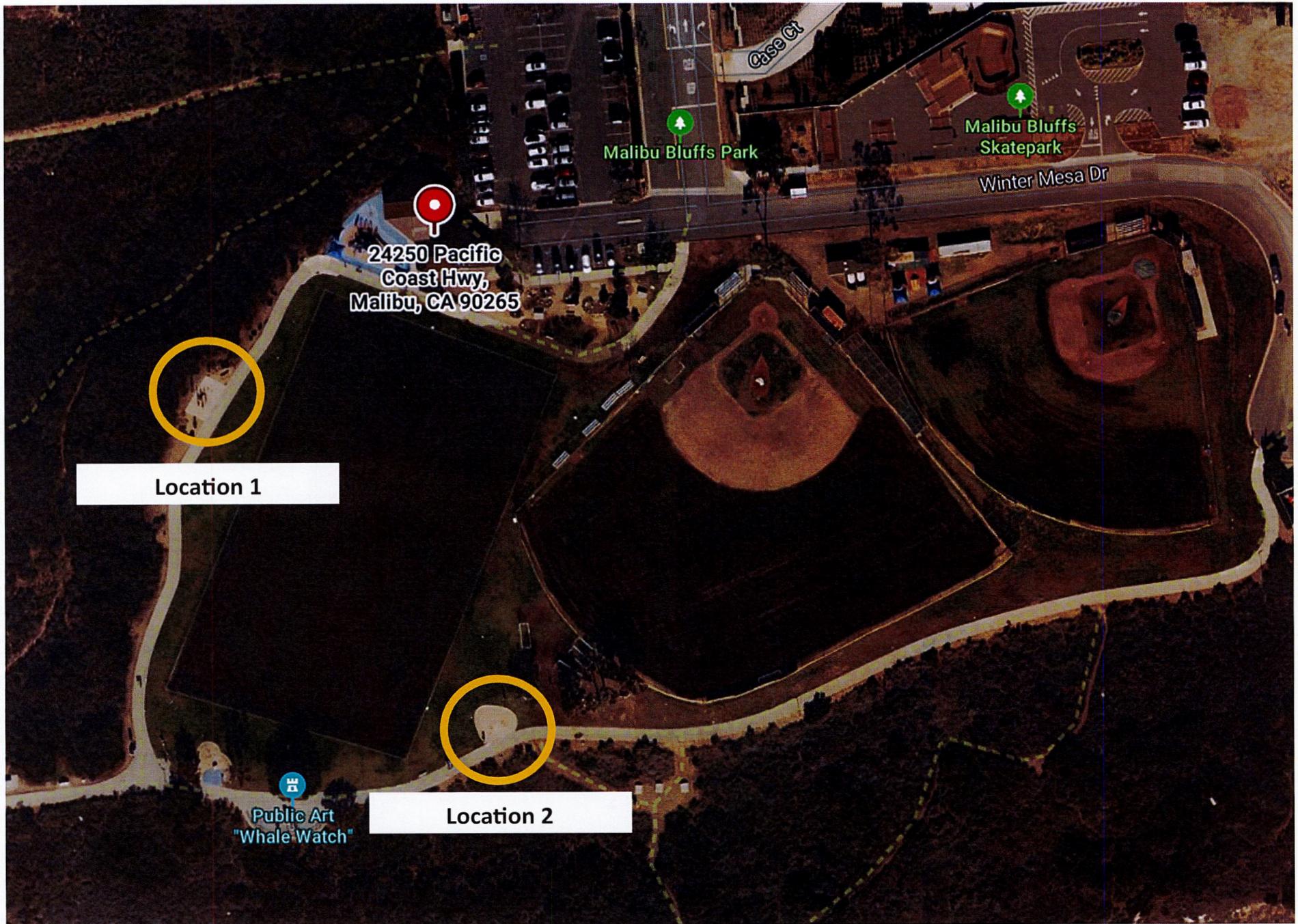
Location 1: In 2021, a wooden workout station was installed, featuring various apparatuses, including pull-up bars and a sit-up bench. After a year of use, the workout station needed refurbishment. The wear and tear, along with the salty outdoor conditions, made the wood splinter. A varnish was added to protect the wood and reduce splintering, but this led to continuous, costly maintenance. However, the workout station was used by people of all ages and was a popular park feature.

In 2024, the Broad Fire began near Malibu Bluffs Park and spread Southeast. As a result of the Broad Fire, the wooden workout station was destroyed and removed.

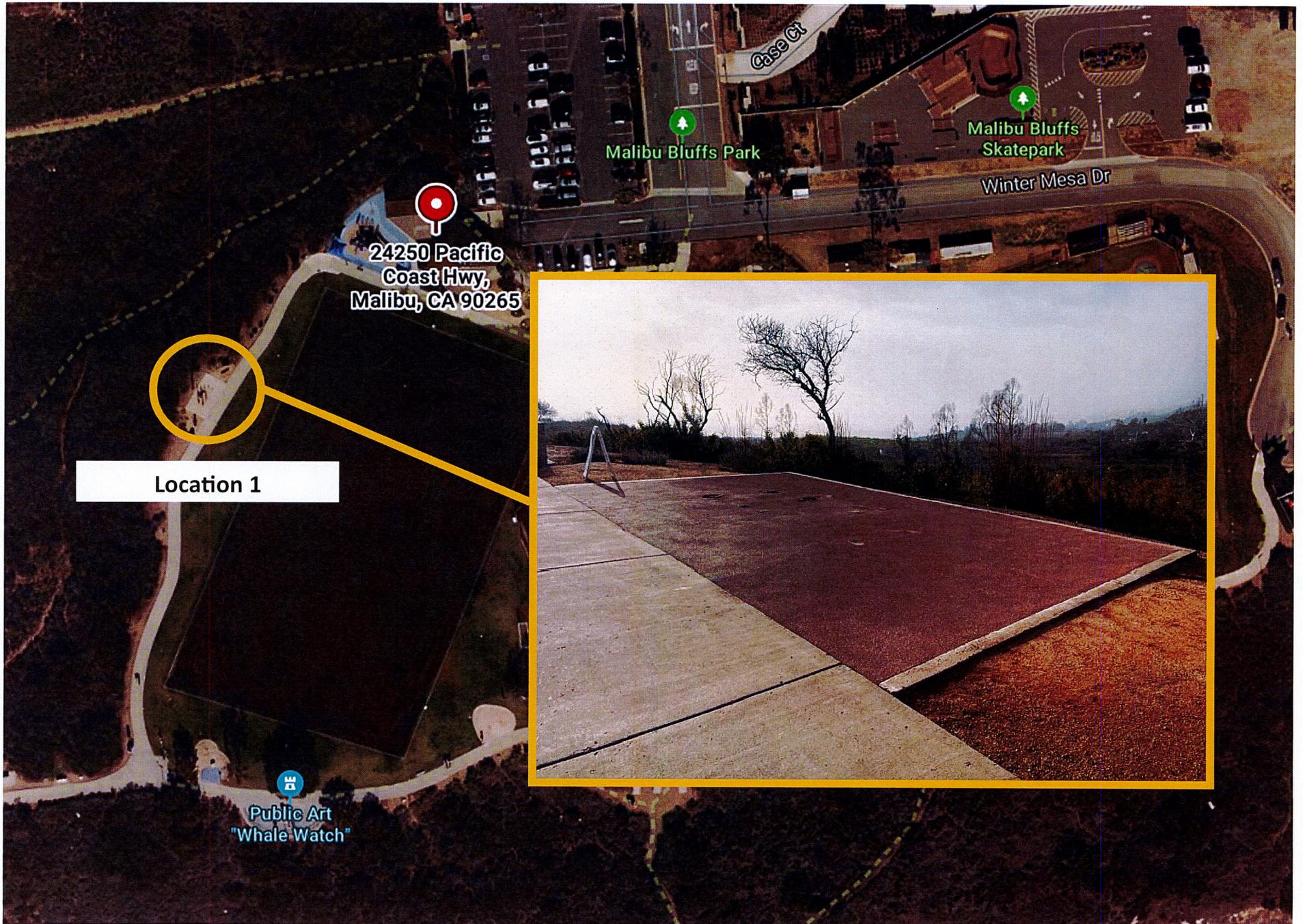
Location 2: A play structure modeled after a small climbing wall was installed in a limited area on the ocean side of the park in the early 2000s. The structure was intended for children ages 5 to 12 and could be challenging for some children to use. In 2022, the structure was removed because the manufacturer no longer produced replacement parts needed to properly maintain the equipment. Due to safety concerns and missing components, the equipment was taken out of service and removed.

ATTACHMENTS: 1) Malibu Bluffs Park Project Map and Photos
2) Outdoor Fitness Equipment Conceptual Designs

Malibu Bluffs Park, Outdoor Fitness Improvement Project



Malibu Bluffs Park, Outdoor Fitness Improvement Project (Location 1)



Malibu Bluffs Park, Outdoor Fitness Improvement Project (Location 2)









