

**DRAFT MINUTES
PARK AND ACTIVITIES COMMISSION MEETING
MAY 20, 2026**

1. CALL MEETING TO ORDER

An adjourned meeting of the Park and Activities Commission of the City of Rolling Hills Estates was called to order at 6:07 p.m. at City of Rolling Hills Estates City Hall, 4045 Palos Verdes Drive North, Rolling Hills Estates, California, by CHAIR POPE.

2. SALUTE TO THE FLAG

CHAIR POPE led those present in the Pledge of Allegiance.

3. ROLL CALL

Commissioners Present: Pope, Ciarolla, Holdsworth, Bain, McCormick and Persichina

Commissioners Absent: Johnson

City Staff Present: Assistant to the City Manager Jessica Slawson
Community Services Supervisor Rosa Pinuelas
Community Services Coordinator Matt Morrow

4. APPROVAL OF MINUTES

A. PARK & ACTIVITIES COMMISSION MEETING DRAFT MINUTES OF APRIL 21, 2026

COMMISSIONER BAIN made a motion, seconded by COMMISSIONER PERSICHINA to:

APPROVE THE PARK AND ACTIVITIES COMMISSION MINUTES OF APRIL 21, 2026.

There being no objection, CHAIR POPE so ordered.

5. AUDIENCE ITEMS NOT ON THE AGENDA

NONE.

6. BUSINESS ITEMS

A. COMMUNITY SERVICES FEE STUDY UPDATE

Supervisor Pinuelas informed the Commission that Ms. Khushboo Ingle, Vice President of Matrix Consulting Group, was present to answer any questions regarding the Community Services Fee Study. She also noted that Staff would provide a presentation regarding each item in the fee study, but that Commissioners could ask Ms. Ingle any questions regarding the general fee study prior to Staff's presentation.

COMMISSIONER MCCORMICK asked Ms. Ingle whether membership fee increases are typically reviewed every five years as noted in the presentation or annually when these types of fees were compared with other cities. Ms. Ingle stated that it is standard practice to review and adjust membership fees annually. She also noted that while fee increases may occasionally be delayed, an annual review and adjustment process is considered the preferred approach.

In response to COMMISSIONER BAIN, Supervisor Pinuelas stated that an early renewal benefit for tennis memberships has been standard practice and is an incentive for members to renew their membership for the next year in a timely manner. She also noted that Staff does not recommend removing that incentive as many members do utilize this benefit when renewing their membership.

In response to COMMISSIONER BAIN, Supervisor Pinuelas stated that the membership benefits are the same for members whether they are a tennis player or pickleball player.

COMMISSIONER BAIN asked whether tennis courts and other facility rental fee rates could be adjusted based upon utilization. Supervisor Pinuelas stated that the current fee structure for tennis court rental is complex with a weekday/weekend rate as well as a resident/non-resident rate and that adding a utilization layer could complicate things further, so Staff does not recommend changing the current fee structure. Ms. Ingle added that the right balance for a fee structure would be to keep your fee structure simple enough without adding too much complexity, especially with this being the City's first fee study for Community Services.

COMMISSIONER MCCORMICK asked Ms. Ingle whether a 10% non-resident rate differential is standard practice when compared to other cities. Ms. Ingle stated that a 10% differential is typically what is seen with other cities, but in some cases it could be higher.

Supervisor Pinuelas provided a brief overview of the topics and agenda for the remainder of the meeting. She also gave a brief overview of the cost recovery model for Community Services.

Supervisor Pinuelas provided an overview of the RHE Tennis Club's membership fees and Staff's recommendations regarding membership fees, membership structure, and the proposed schedule for future fee review. She also presented an example illustrating Staff's recommended membership fee structure and associated adjustments.

CHAIR POPE asked about the creation of the new couples' membership category and if it had been requested by current members. Coordinator Morrow stated that he had been approached by some members who have been purchasing two individual memberships and asked if there could be a discounted membership for a two-person household.

Supervisor Pinuelas stated that there are more individual memberships than family memberships, in response to COMMISSIONER PERSICHINA.

CHAIR POPE asked how many family memberships could be affected by an increase in that specific membership. Coordinator Morrow noted that there were currently 22 family memberships.

In response to COMMISSIONER BAIN, Supervisor Pinuelas stated that Staff aimed to maintain a discount among the different tiers of memberships when developing the Couples' Membership fee.

Supervisor Pinuelas stated that the last increase to membership fees occurred in 2024, in response to COMMISSIONER BAIN.

A discussion ensued regarding the overall operations of the RHE Tennis Club, the impact of operating costs on the current cost-recovery percentage, and potential opportunities to adjust expenditures to achieve a higher level of cost recovery.

COMMISSIONER BAIN made a motion, seconded by COMMISSIONER HOLDSWORTH to:

APPROVE STAFF RECOMMENDATION OF RHE TENNIS CLUB MEMBERSHIP FEES AND STRUCTURE WITH A REVIEW OF FEES IN 2027 AS THE LAST FEE REVIEW WAS COMPLETED IN 2024 AND THEN A FUTURE FEE REVIEW CYCLE OF THREE YEARS ACCORDINGLY.

There being no objection, CHAIR POPE so ordered.

Supervisor Pinuelas provided an overview of the RHE Tennis Club's hourly court fees and Staff's recommendations regarding the fees, rate structure, and the proposed schedule for future fee review. She noted that Staff is not recommending changes to the current standard court use fee structure at this time but is recommending a slight increase to the fee structure for league use.

COMMISSIONER MCCORMICK requested Staff provide comparative data on hourly court rates at other tennis facilities during future reviews of court fees and potential fee adjustments.

A discussion ensued regarding the overall impact of league use on the tennis courts and the impact to the public use of the courts.

COMMISSIONER BAIN made a motion, seconded by COMMISSIONER HOLDSWORTH to:

APPROVE STAFF RECOMMENDATION OF RHE TENNIS CLUB HOURLY COURT FEES AND STRUCTURE WITH REVIEW OF FEES IN 2027 AS THE LAST FEE REVIEW WAS COMPLETED IN 2024 AND THEN A FUTURE FEE REVIEW CYCLE OF THREE YEARS ACCORDINGLY.

There being no objection, CHAIR POPE so ordered.

Supervisor Pinuelas provided a brief overview of the City's hourly sport field fees and Staff's recommendations regarding the fees, rate structure, and the proposed schedule for future fee review. She also presented an example illustrating Staff's recommended fee structure and associated adjustments.

In response to COMMISSIONER MCCORMICK, Supervisor Pinuelas noted that based on the current City Sports Field Policy for-profit organization use is prohibited.

COMMISSIONER PERSICHINA made a motion, seconded by COMMISSIONER CIAROLLA to:

APPROVE STAFF RECOMMENDATION OF NEW HOURLY SPORT FIELD FEES AND STRUCTURE WITH AN ANNUAL CPI FEE INCREASE.

There being no objection, CHAIR POPE so ordered.

Supervisor Pinuelas provided an overview of the City's park permit fees and Staff's recommendations regarding the fees, park permit structure, and the proposed schedule for future fee review. She also presented examples illustrating Staff's recommended fee structure and associated adjustments.

In response to COMMISSIONER MCCORMICK, Coordinator Morrow stated that the proposed rates are on the lower end when compared with fees charged by neighboring cities for park reservation permits. Supervisor Pinuelas added that Staff didn't want to significantly increase the fees based on the current structure of park permits.

A discussion ensued regarding the typical uses of a park reservation permits and the overall impact of permitted activities on park operations and public access.

COMMISSIONER HOLDSWORTH made a motion, seconded by COMMISSIONER PERSICHINA to:

APPROVE STAFF RECOMMENDATION OF NEW PARK PERMIT FEES AND STRUCTURE WITH AN ANNUAL CPI FEE INCREASE AND MARKET RATE REVIEW.

There being no objection, CHAIR POPE so ordered.

Supervisor Pinuelas provided an overview of the City's special event permit fees and Staff's recommendations regarding the fees, permit structure, and the proposed schedule for future fee review. She also presented an example illustrating Staff's recommended fee structure and associated adjustments.

In response to COMMISSIONER BAIN, Supervisor Pinuelas clarified that the Portuguese Bend Horse Show fee would be determined by agreement and not be subject to the proposed special event permit process and fees.

A discussion ensued regarding special event permit use at the park and the overall impact on the park and public access.

CHAIR POPE asked how many events currently occur annually. Supervisor Pinuelas stated that currently there is only one non-city special event currently permitted through this special event permit process.

COMMISSIONER BAIN suggested that any reservations of the grass bowl area for special events be limited to recreational use associated with the event and not be permitted for overflow or additional parking purposes.

A discussion ensued regarding the proposed policy options of either allowing for-profit special events at a minimum of 100% cost recovery or prohibiting for-profit special events altogether. Following discussion, the Commission reached a consensus that prohibiting for-profit special events would be the preferred policy approach and that the for-profit language be removed from the special event categories.

In response to CHAIR POPE, Supervisor Pinuelas clarified that any new special event permit applications would be brought before the Commission for review and approval or denial.

A discussion ensued regarding the proposed special event permit fee categories and the appropriate cost-recovery levels for each category. Following discussion, the Commission reached a consensus that the cost recovery levels be the same for each category at a minimum of 20% for Palos Verdes Peninsula (PV) residents/non-profits and 26% for Non-PV residents/non-profits but allow Staff to round to the nearest dollar with a 30% non-resident differential.

A discussion ensued regarding events hosted by a for-profit organization that are not intended to generate a profit and the appropriate cost recovery level that should be applied to such private events.

COMMISSIONER MCCORMICK made a motion, seconded by COMMISSIONER BAIN to:

APPROVE REVISED SPECIAL EVENT PERMIT FEES WITH A RESIDENT/PV NON-PROFIT CATEGORY AT A MINIMUM OF 20% COST RECOVERY AND A NON-RESIDENT/NON-PV NON-PROFIT CATEGORY AT A MINIMUM OF 26% COST RECOVERY; STRIKE THE FOR-PROFIT LANGUAGE IN THE FEE SCHEDULE; RECOMMEND A NON-RESIDENT DIFFERENTIAL OF 30% ACROSS ALL CATEGORIES WITH AN ANNUAL CPI FEE INCREASE AND MARKET RATE REVIEW.

FURTHER, IF A COMMERCIAL ENTITY APPLIES FOR A SPECIAL EVENT PERMIT, STAFF WILL EVALUATE RESIDENCY STATUS AND WHETHER SPECIAL CIRCUMSTANCES REQUIRE ADDITIONAL REVIEW AND APPROVAL BY THE COMMISSION.

There being no objection, CHAIR POPE so ordered.

B. APPOINTMENT OF AD-HOC COMMITTEES FOR AMERICAN YOUTH SOCCER ORGANIZATION AND PALOS VERDES PENINSULA GIRLS SOFTBALL LEAGUE SPORTS FIELD USE AGREEMENTS (VERBAL REPORT)

Supervisor Pinuelas provided an overview of the proposed appointment of ad hoc committees for the American Youth Soccer Organization (AYSO) and the Palos Verdes Peninsula Girls Softball League (PVPGSL) to facilitate the development of sports field use agreements. She noted that Staff recommends establishing sports field usage fees for youth sports organizations through negotiated agreements. To confer with organization leadership and conduct negotiations in compliance with the Brown Act, Staff recommends the formation of ad hoc committees to develop the proposed agreements. Supervisor Pinuelas further stated that Staff recommends appointing the current members of the Youth Sports Standing Committee to serve on the ad hoc committees.

CHAIR POPE expressed support for staff's recommendation and indicated her willingness to serve on the ad hoc committees in her capacity as a member of the Youth Sports Subcommittee. She also encouraged the other Commissioners serving on the Youth Sports Subcommittee to participate. COMMISSIONER HOLDSWORTH and COMMISSIONER PERSICHINA, as current members of the Youth Sports Subcommittee, confirmed their willingness to serve on the ad hoc committees.

CHAIR POPE made a motion, seconded by COMMISSIONER MCCORMICK to:

APPROVE STAFF RECOMMENDATION TO APPOINT AD HOC COMMITTEES FOR AYSO AND PVPGSL COMPRISED OF YOUTH SPORTS SUBCOMMITTEE MEMBERS.

There being no objection, CHAIR POPE so ordered.

7. STAFF ITEMS

A. MATTERS OF INTEREST (VERBAL REPORT)

Supervisor Pinuelas provided an update regarding the upcoming Brown Act training for Commissioners.

B. MAYOR'S BREAKFAST RIDE DEBRIEF (VERBAL REPORT)

Coordinator Morrow provided a brief overview of the 2026 Mayor's Breakfast Ride that was held on Saturday, May 9. He reported that there were approximately 35-40 riders including 14 appointed and/or elected officials from our City, neighboring cities, and local agencies. He stated that after the ride portion of the event, attendees enjoyed a pancake breakfast at Ernie Howlett Park provided by the local Scouts.

C. HILLS ARE ALIVE UPDATE (VERBAL REPORT)

Coordinator Morrow provided a brief update regarding the 2026 Hills Are Alive 5k/10k race scheduled for Saturday, May 30. He provided information regarding registration, marketing, sponsors, timelines, and other general event information.

In response to COMMISSIONER MCCORMICK, Coordinator Morrow stated that current registration numbers are slightly below those of the previous year's event but remain consistent with participation levels observed in prior years.

8. COMMISSION ITEMS

A. ADOPT-A-PARK (VERBAL REPORT)

NONE.

B. MATTERS OF INTEREST (VERBAL REPORT)

CHAIR POPE noted that the "Welcome to Rolling Hills Estates" sign located on Hawthorne Boulevard at the City's boundary with Torrance appears to be in need of maintenance and aesthetic improvements.

10. MATTERS OF INFORMATION

A. CITY COUNCIL ACTIONS OF APRIL 14, 2026

B. CITY COUNCIL ACTIONS OF APRIL 28, 2026

COMMISSIONER PERSICHINA made a motion, seconded by COMMISSIONER MCCORMICK to:

RECEIVE AND FILE THE CITY COUNCIL ACTIONS OF APRIL 14, 2026 AND APRIL 28, 2026.

There being no objection, CHAIR POPE so ordered.

12. ADJOURNMENT

CHAIR POPE ADJOURNED THE MEETING AT 8:42 PM TO THE NEXT PARK AND ACTIVITIES COMMISSION MEETING ON JUNE 16, 2026, AT 6:00 P.M.

There being no objection, so ordered.

Respectfully submitted,

Approved,

Matt Morrow
Community Services Coordinator

Lisa Van Ingen Pope
Chair, Park & Activities Commission