

**DRAFT MINUTES
PARK AND ACTIVITIES COMMISSION MEETING
APRIL 21, 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 N, 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, Johnson, Holdsworth, Bain, McCormick and Persichina

Commissioners Absent: Ciarolla

City Staff Present: Assistant City Manager Alexa Davis
Assistant to the City Manager Jessica Slawson
Maintenance Superintendent Mike Goldsmith
Community Services Supervisor Rosa Pinuelas
Community Services Coordinator Matt Morrow

4. PRESENTATION

A. RECOGNITION OF 2025 PARK AND ACTIVITIES COMMISSION CHAIR

CHAIR POPE recognized COMMISSIONER PERSICHINA for his leadership and service to the Commission and the community.

5. APPROVAL OF MINUTES

A. PARK & ACTIVITIES COMMISSION MEETING DRAFT MINUTES OF MARCH 17, 2026

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

APPROVE THE PARK AND ACTIVITIES COMMISSION MINUTES OF MARCH 17, 2026.

There being no objection, CHAIR POPE so ordered.

6. AUDIENCE ITEMS NOT ON THE AGENDA

NONE.

7. BUSINESS ITEMS

A. COMMUNITY SERVICES FEE STUDY UPDATE

Ms. Khushboo Ingle, Vice President of Matrix Consulting Group, provided a presentation and overview of the Community Services Fee Study.

COMMISSIONER JOHNSON asked how the City's current cost recovery compares to other jurisdictions offering similar services. Ms. Ingle stated that the City falls within the typical cost recovery range, though slightly on the lower end.

COMMISSIONER JOHNSON asked if the report indicated whether the overall cost recovery percentage would remain relatively the same if fees remained the same for the next couple of years. Ms. Ingle noted that cost recovery would likely decrease as operational costs increase unless fees are adjusted periodically.

COMMISSIONER JOHNSON asked if there were any facility fees that the City currently charges that are more than those the cities surveyed in the report. Ms. Ingle noted that it appears that there were not any fees that the City currently charges that were more than other cities surveyed. ACM Davis noted that some fees charged by the City such as equestrian fees are for activities or facilities that are not commonly offered by many surrounding cities.

COMMISSIONER MCCORMICK asked whether there were any correlations between cost recovery levels and community characteristics, such as affluence. Ms. Ingle responded that cost recovery is more closely tied to the uniqueness of services rather than demographics.

COMMISSIONER MCCORMICK inquired whether the study accounts for the number of users served by each program when evaluating cost efficiency. Ms. Ingle explained that while individual user counts are not directly calculated, utilization is incorporated through assumptions related to facility use and program capacity. ACM Davis noted that the calculations take into account assumptions of the overall facility usage potential but do not pinpoint exact user counts.

CHAIR POPE stated that the intent of the study being brought to the Commission and City Council is not necessarily to raise fees, increase revenue or get to a full cost recovery, but it is intended to keep up with market rates and be fiscally responsible. She also noted that this information is intended for the Commission to provide some comments and general feedback to Staff.

ACM Davis noted that the Commission's role is to provide policy guidance for future consideration by the City Council. She also noted that Staff's presentation would demonstrate how Staff is currently looking at the City's cost recovery and what should be preserved and what policies could be considered moving forward.

COMMISSIONER BAIN asked about the potential impact of future economic conditions on the City's ability to fund services including whether reductions in revenue sources could require increased fees. Supervisor Pinuelas stated that the study is based on current financial conditions and that adjustments would be made as needed in response to future changes.

COMMISSIONER BAIN inquired how cost recovery aligns with the City's budgeting practices. ACM Davis stated that the City operates on a balanced budget and evaluates revenues and expenditures annually with projections and mid-year reviews used to monitor financial conditions.

In response to COMMISSIONER BAIN, ACM Davis noted that there would not be any new revenue sources or reductions being considered.

Supervisor Pinuelas and ACM Davis gave a presentation regarding the specific aspects of the fee study looking at the City's cost recovery and what could be preserved and what policies could be considered.

A discussion ensued amongst the Commissioners regarding presenting a recommendation regarding this item tonight or at a later meeting. It was requested that more time be allowed to review the materials prior to coming to a recommendation.

COMMISSIONER JOHNSON suggested verifying residency annually rather than relying on initial account creation, since individuals may move without updating their information and continue to receive a resident discount.

CHAIR POPE expressed that the City appears to be on the lower end of the cost recovery range and indicated openness to considering a gradual increase toward a mid-range level of cost recovery while emphasizing the importance of evaluating each program individually and maintaining community access. She also noted that any potential increases should be implemented using a phased-in approach.

COMMISSIONER MCCORMICK expressed general support for a modest incremental fee adjustment over time and suggested that annual increases may be more manageable than larger infrequent adjustments. He also noted that when costs are high, but usage is low, consideration should be given to identifying ways to better balance expenses with actual demand.

COMMISSIONER BAIN asked what methods are in place to utilize the additional funds that may occur when fees are possibly raised to assist in the specific cost recovery of those services and programs. ACM Davis stated that if there is a noted uptick in revenue from an increase in fees those funds would be included within

the general fund that supports general operations, including community services operations. She also noted that additional funds could help support other capital projects.

ACM Davis added that the Commission does have the opportunity to propose a new program, service or project for staff to review outside of the review of this Study, and come back with a recommendation that then can be brought to the City Council for budget consideration, in response to COMMISSIONERS JOHNSON and BAIN.

COMMISSIONER HOLDSWORTH suggested that park permits at Ernie Howlett Park could be used to improve cost recovery. He noted that some groups appear to be hosting activities that resemble special events and recommended establishing a system where permit fees are scaled based on the size of the event. He also suggested exploring the implementation of a vendor use fee. Supervisor Pinuelas noted that Staff is proposing adjusting the fee structure to an hourly use rate instead of the current group size rate. She also noted that Staff is proposing adjusting the fee structure of park permits to also include the certain areas utilized as well as if a vendor will be utilized as additional ways to recover costs for uses that benefit individuals.

There was a consensus among the Commission to table the item to a future meeting to allow further review and discussion. Staff indicated that a special meeting may be scheduled to continue the discussion and gather additional Commission input.

****ITEM 11A. TAKEN OUT OF ORDER.****

11. PARK TOURS

A. CHANDLER PARK, PEPPERWOOD PARK, ROCKBLUFF PARK, AND SILVER SPUR PARK

CHAIR POPE suggested that due to the time constraint with the lack of daylight and that the staff report was so detailed regarding the improvements and upcoming projects at the parks that the Commission forgo the physical park tours. Commissioners concurred with CHAIR POPE's suggestion.

COMMISSIONER HOLDSWORTH asked if the dying plants on the hillside were going to be replaced. Superintendent Goldsmith noted that Staff does not have a current timetable for that project, but it has been noticed and is in discussion.

8. 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 UPDATE (VERBAL REPORT)

Coordinator Morrow provided a brief update regarding the 2026 Mayor's Breakfast Ride scheduled for Saturday, May 9. He provided event details and timelines and noted that the local Scouts will again be serving breakfast at Ernie Howlett Park that morning.

COMMISSIONER BAIN alerted Staff to a local publication that has some misinformation regarding City events and activities.

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.

9. **COMMISSION ITEMS**

A. ADOPT-A-PARK (VERBAL REPORT)

COMMISSIONER JOHNSON praised Staff on the condition of Founders Park and Dapplegray Park.

COMMISSIONER MCCORMICK asked if there was signage with specific language regarding Poison Ivy/Oak and potential rattlesnakes at the George F Canyon trails. Superintendent Goldsmith responded that signage is spread out throughout the trails regarding these items.

B. MATTERS OF INTEREST (VERBAL REPORT)

COMMISSIONER MCCORMICK inquired about the City Manager video series regarding the City parks that were previously on the City social media sites. ACM Davis stated that the video series was mostly concluded with final videos put on hold due to the completion of City projects, such as the Nature Center.

10. **MATTERS OF INFORMATION**

A. CITY COUNCIL ACTIONS OF MARCH 24, 2026

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

RECEIVE AND FILE.

There being no objection, CHAIR POPE so ordered.

12. ADJOURNMENT

CHAIR POPE ADJOURNED THE MEETING AT 7:40 PM TO THE NEXT PARK AND ACTIVITIES COMMISSION MEETING ON MAY 19, 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