City of Culver City

Staff Report

File #: 26-195, **Version:** 1 **Item #:** A-4.

(1) Approval of the Parks, Recreation and Community Services Commission 2026 Meeting Calendar; and (2) Receipt and Filing of the Upcoming Agenda Items List, With Adjustments, If Any.

Meeting Date: November 7, 2025

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

Fiscal Impact: Yes [] No [X] **General Fund:** Yes [] No []

Public Hearing: [] **Action Item:** [X] **Attachments:** Yes [X] No []

Public Notification: (E-Mail) Meetings and Agendas - Parks, Recreation and Community Services Commission (10/30/2025); (E-Mail) Parks, Recreation & Community Services Department Updates (10/30/2025)

Department Approval: Ted Stevens, PRCS Director (10/30/2025)

RECOMMENDATION

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) approve the PRCS Commission 2026 Meeting Calendar and (2) receive and file the Upcoming Agenda Items List, with adjustments, if any.

BACKGROUND

Staff has prepared this report to give the PRCS Commission Members an opportunity to review and approve the 2026 Meeting Calendar and the Upcoming Agenda Items List, which are both provided as Attachment 1. In addition, should Commissioners wish to schedule a Regular Meeting at a location other than the Mike Balkman Council Chambers at City Hall, PRCS Commissioners can consider alternate park locations. Possible conflicts include:

- The Culver City Afterschool Recreation Program (CCARP) is typically held until 6 PM at Lindberg park, Blanco Park, and El Marino Park.
- The Culver City Garden Club meets in the Garden Room at Veterans Memorial Building on the first Tuesday of every month.
- Culver City summer camps are typically scheduled at Veterans Memorial Park, Blanco Park,

and Lindberg Park.
- Teen Center programming is scheduled at the Teen Center until 6:00 PM.

Any adjustments to the Meeting Calendar, including a change to the usual meeting location, and/or the Upcoming Agenda Items List, may be agreed upon by consensus of the Commission. Once consensus has been reached, a motion may be made to receive and file the report.

DISCUSSION

2025 Potential Scheduling Conflicts

PRCS Commission regular meetings are scheduled on the first Tuesday of each month. Staff has updated the Meeting Calendar to include all of the 2026 PRCS Commission meeting dates.

Staff has reviewed the holiday schedule for major religions and found that no Christian or Islamic holidays fall on the first Tuesday of the month for the calendar year 2026. The April 7, 2026, meeting occurs during Passover, which is held from the evening of Wednesday April 1, 2026, through Thursday April 9, 2026.

In addition to religious holidays, Culver City Unified School District's spring break is scheduled from March 23, 2026, through April 3, 2026.

Commissioners may bring any holiday dates of which they are aware and discuss them as potential scheduling conflicts. Commissioners are also encouraged to discuss travel plans as potential scheduling conflicts in order to guarantee a quorum at all meetings. As reminder, the quorum number for PRCS Commission meetings is 3.

FISCAL ANALYSIS

There is no fiscal impact associated with this discussion.

ATTACHMENTS

1. 2025-11-04 - ATT 1 PRCSC Meeting Calendar and Upcoming Agenda Items List

MOTION

That the Parks, Recreation and Community Services Commission:

1. Approve the PRCS Commission 2025 Meeting Calendar; and,

2. Receive and file the Upcoming Agenda Items List, with adjustments, if any.