



Regular Meeting of the Recreation & Parks Commission

AGENDA

Wednesday, February 21, 2024
City Council Chambers, City Hall
6:00 pm
350 Main St. El Segundo, CA 90245

COMMISSIONERS

Bob Motta	Chairperson
Kelly Watson	Vice-Chairperson
Dave Lubs	Commissioner
Julie Stolnack	Commissioner
Jeanette Gant	Commissioner

Aly Mancini	Recreation, Parks & Library Director
Linnea Palmer	Acting Recreation Superintendent
Christopher Hentzen	Parks Superintendent
Vacant	

The Recreation and Parks Commission can only take action upon items that have been properly posted and listed on the Agenda. Any writings or documents given to a majority of the Commission regarding any matter on this agenda that the City received after issuing the agenda packet are available for public inspection in the Recreation and Parks Department office during normal business hours. Additional copies will be available at the Commission meeting.

Members of the public may place items on the Agenda by submitting a Written Request to the Recreation Parks and Library Director at least ten (10) days before the meeting of the Recreation and Parks Commission (by 2:00 p.m. Monday, the week prior to the meeting). The request must include a brief general description of the business to be transacted or discussed at the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Aly Mancini, 310-524-2730. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC COPIES & POSTINGS

Agenda Only

Posted at City Hall

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE – Commissioner Gant

C. ROLL CALL

D. PRESENTATION

1. Employee Spotlight – Norma Nicolson, Library
2. Strategic Planning Update
Aly Mancini, Director of Recreation, Parks, and Library

E. PUBLIC COMMUNICATIONS – *(Related to Commission business only and that is within the subject matter under the jurisdiction of the Commission – 5 minutes per person; 30 minutes total. The Brown Act does not allow the Commission to take action on any item not on the agenda.)*

F. CONSENT CALENDAR

1. Approval of the minutes of the Recreation and Parks Commission meeting of January 17, 2024. (Commission Action Required)

Recommendation:

1. Approval of the revised minutes of the Recreation and Parks Commission meeting of January 17, 2024.
2. Alternatively, discuss and take additional action.

G. UNFINISHED BUSINESS

1. Recreation Park Renovation – LPA Update
Aly Mancini, Recreation, Parks and Library Director

Recommendation:

1. Receive and file.
2. Alternatively, discuss and take additional action.

H. NEW BUSINESS

I. REPORTS

1. REPORTS OF SUBCOMMITTEES

- Aquatics Subcommittee
- Transportation Subcommittee
- Youth Sports Council
- Recreation Park Renovation Subcommittee

2. DIRECTOR'S REPORT

Aly Mancini, Recreation, Parks & Library Director

J. COMMISSIONERS COMMENTS

- Commissioner Lubs

- Commissioner Stolnack
- Commissioner Gant
- Vice Chairperson Watson
- Chairperson Motta

K. STAFF COMMENTS

Linnea Palmer, Acting Recreation Superintendent
Christopher Hentzen, Parks Superintendent

L. ADJOURNMENT

Adjourn to the March 20, 2024 Meeting.

2024



RECREATION AND PARKS COMMISSION
Meeting Minutes
Wednesday, January 17, 2024, 6:00 p.m.

A. CALL TO ORDER – The meeting of the Recreation and Parks Commission was called to order by Chairperson Motta at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE – Led by Commissioner Stolnack.

C. ROLL CALL –

Commissioner Jeanette Gant	Present
Commissioner Julie Stolnack	Present
Commissioner Dave Lubs	Present
Vice Chairperson Kelly Watson	Present
Chairperson Bob Motta	Present

D. PRESENTATION

1. Employee Spotlight – Joseph Casillas, Parks Supervisor

Director Mancini and Superintendent Hentzen spoke about Joseph Casillas' history and accomplishments.

2. Quarter in Review

Acting Recreation Superintendent, Linnea Palmer, provided a slideshow review of all of the recreation activities for the quarter.

E. PUBLIC COMMUNICATIONS – *(Related to Commission business only and that is within the subject matter under the jurisdiction of the Commission – 5 minutes per person; 30 minutes total. The Brown Act does not allow the Commission to act on any item, not on the agenda.)*

Barbara Boland of the Blue Butterfly Coalition provided a butterfly update, and thanked Director Mancini and staff for their assistance.

F. CONSENT CALENDAR

1. APPROVAL OF THE REVISED MINUTES of the Recreation and Parks Commission Meeting of August 16, 2023. (Commission Action Required)

Motioned by Commissioner Stolnack and seconded by Vice Chairperson Watson to approve the minutes of the August 16, 2023 meeting. Motion carried 5-0.

2. APPROVAL OF THE MINUTES of the Recreation and Parks Commission Meeting of October 18, 2023.

Motioned by Vice Chairperson Watson and seconded by Commissioner Gant to approve the minutes of October 18, 2023 meeting. Motion carried 5-0.

G. UNFINISHED BUSINESS

1. Recreation Park Renovation –

Director Mancini informed the Commission of the priorities for the Recreation Park Renovation. Vice Chairperson Watson asked about the playgrounds and Superintendent Hentzen responded that he is looking at concepts. Watson additionally asked about the equipment replacement funding. Commissioner Dave Lubs asked if the consideration to change the location of the skate park is still being considered. Director Mancini stated that she will inform the Council that the Commission advises against the location change.

H. NEW BUSINESS –

1. El Segundo Connect Pilot Transportation Program Review

Recreation Supervisor Ryan Delgado presented and shared statistics on the El Segundo Connect program through SWOOP. Vice Chairperson Watson thanked Supervisor Delgado for the presentation and asked about funding to continue the program. Watson requested that a committee including Public Works staff and possibly a Chamber representative be involved with future programming. Commissioner Lubs asked about Prop A funding for FY 24-25. Commissioner Stolnack shared that Metro micro is looking into their ridership numbers. Commissioner Gant suggested that a representative from ESUSD be on a planning committee as well. Commissioner Gant inquired if it was possible to continue the program through the end of this school year. Acting Superintendent Palmer stated that she will look into it and report back.

I. REPORTS

1. REPORTS OF SUBCOMMITTEES

- a. Aquatics Subcommittee – meets on January 11, 2024.
- b. Transportation Subcommittee – update was provided during item H.1.on the agenda.
- c. Youth Sports Council – meets on January 18, 2024.
- d. Recreation Park Renovation Subcommittee update was provided during item G.1. on the agenda.

2. DIRECTOR REPORTS

Director Mancini states that Recreation Supervisor Rachel Cummings created a

spreadsheet of use of City fields and facilities that will be available for the public. Director Mancini shared that the Recreation Superintendent position will become a Recreation Manager position, with an at-will status, and will be posted on January 18, 2024 with mid-February interviews.

Aquatics Manager interviews will be held the week of January 22-26, 2024. The new Manager's focus will be to develop a new business plan for the Aquatics program. Director Mancini shared that Richard Lundquist, and the South Bay Sports, Health and Recreation Coalition will be partnering with the City of El Segundo to raise \$5 million dollars for the Plunge renovation.

Director Mancini shared that the Arts and Culture Coordinator position is in the final stages of recruitment.

J. COMMISSIONERS COMMENTS

Commissioner Lubs – no comment

Commissioner Gant inquired about vending in the park. Gant also inquired if there is potential for residents to donate to the playground equipment project.

Commissioner Stolnack thanked Superintendent Hentzen for his responsiveness. Stolnack reported on the Christmas Eve dinner, reporting that the attendance doubled from the previous year. Stolnack inquired about the Candy Cane Lane debrief and shared her concerns of the event. Stolnack also discussed the tree removal on El Segundo Blvd., and her concern that there was not enough public notice beforehand. Director Mancini responded that the City Manager's office sent a notice about the tree removal. Director Mancini will do additional outreach to residents for feedback about Candy Cane Lane.

Vice Chairperson Watson thanked Supervisor Delgado and Commissioner Gant for their work on the Transportation Committee.

Chairperson Motta thanked staff for their work.

L. Staff Comments

Director Mancini acknowledged Recreation Specialist Nancy Ruvalcaba and provided Farmers Market numbers.

The Brett Field restroom project is under way.

M. ADJOURNMENT

Adjourn to the next meeting on February 21, 2024 at 6:00 pm.

Meeting adjourned at 7:32 pm



RECREATION, PARKS and LIBRARY DEPARTMENT

DATE: February 21, 2024
TO: Recreation and Parks Commission
FROM: Aly Mancini, Director of Recreation, Parks and Library
SUBJECT: Department Report

Recreation Park Renovation Project

Proposals for the next phase of the Recreation Park Renovation project are being reviewed by staff with a goal to take a contract for City Council approval in March 2024.

Recreation Division

Joslyn Center, Senior Transportation, & Community Garden

Activity Report attached. (Attachment A)

Teen Center

No update provided.

Gordon Clubhouse Facility Use

The Clubhouse and its various rooms were reserved/activated a total of 97 times totaling, 154 hours in January for recreation activities, youth drama program, camps, Co-op, meetings, and rentals.

Auditorium:

Classes: 52

Camps: 0

Internal meetings: 0

Rentals: 0

Tri-Room:

Classes: 6

Camps: 0

Internal Meetings: 4

Rentals: 0

Drop-In Room:

Classes: 0

Camps: 8

Internal Meetings: 0

Rentals: 1

El Segundo Co-Op: 12

Kitchen:

Rentals: 0

Internal Meetings: 0

Room A:

El Segundo Co-Op: 11

Room C:

Classes: 4

Clubhouse Hourly Totals/# of Reservations

Co-Op = 39 hours / 23 reservations

Recreation classes = 53 hours / 51 reservations

Camps = 16 hours / 8 reservations

Drama = 40 hours / 10 reservations

Internal Meetings & Trainings = 4 hours / 4 reservations

Rentals = 2 hours / 1 reservation

Clubhouse Total Reservations: 97

Total # of Hours: 154

Fields and Courts Use

Activity Report attached. (Attachment B)

Aquatics Division

Activity Report attached. (Attachment C)

Parks Division

Parks, Projects, Improvements

Sports field renovation completed

Batting cage fence repair completed

New backstops installed at Stevenson field and the Softball field

Tree Report

West Coast Arborist tree trimming will be taking place city wide.

ATTACHMENTS

Attachment A – Joslyn Center Activity Report

Attachment B – Fields and Court Activity Report

Attachment C- Aquatics Division Activity Report

Attachment A

Joslyn Activity Report - January 2024

Recurring Senior Club Activities		
Activity	Day of the week	Participants
Pinochle	Mondays	20
Canasta	Tuesdays	22
Bridge	Thursdays	28
Gernal Meetings/Luncheon	3rd Tuesday of Month	45
Board Meeting	1st Tuesday of Month	7
Sit-N-Knit	2nd Sunday	22
Total		144

Recurring Joslyn Activities		
Activity	Day of the Week	Participants
Thursdays at the Movies	Thursdays	25
Drop in Art	2nd & 4th Fri of Month	8
Ameneties usage	All Hours	32
Contracted Classes	Weekdays	45
Group Reservations	All Hours	50
Visitors and Registration Help	All Hours	60
Total		220

Outreach		
Activity	Participants	Hours Serviced
In Home Services	13	26
Meals on Wheels	440	N/A
Total		453

Transportation			
Year Round Transportation	Total # of Rides	Dr. Dial A Ride	
Dial A Ride (Concierge)	405	5	
Dial A Ride (Lyft APP)	201	NA	
Total		606	5
Seasonal Transportation	# of Riders	# of Rides	
Day Trips	0		
Spring Break Shuttle	0		
Beach Shuttle (June - Sept)	0		

Total	0
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Facility Rentals and # of Participants (including classes & Senior Club)		
Facility	Reservations per hour	
Social Hall	85	350
Library	22	110
Multipurpose Room	0	0
Craft Room	15	52
Total	122	

Instructor Classes (Sept 12th - Nov 19th)		
Activity	# of Participants	# of Rec Classes
Contracted Classes	28	10
Total	28	10

Community Garden			
Facility	Active plots	Active time	
Community Garden (West)	16	Feb 2022- Jan 2024	New Gardeners for the East side began Feb 2025
Community Garden (East)	22	Feb 2023- Jan 2025	
Total	38		

Attachment B

Facility Report Summary - January 2024

Racquet Sport Courts

Facility	Total Hours Reserved	Amount paid
Paddle Tennis	52	\$365.00
Total	52	\$365.00
Pickleball Court 1	438	\$ 1,655.00
Pickleball Court 2	320	\$ 1,270.00
Pickleball Court 3	451	\$ 1,320.00
Pickleball Court 4	318	\$ 1,205.00
Pickleball Court 5	381	\$ 1,690.00
Pickleball Court 6	280	\$ 1,730.00
Pickleball Court 7	407	\$ 1,650.00
Pickleball Court 8	298	\$ 1,540.00
Pickleball Court 9	67	\$ -
Total	2960	\$ 12,060.00
Tennis Court 1	186	\$ 1,050.00
Tennis Court 2	192	\$ 990.00
Tennis Court 3	156	\$ 1,145.00
Tennis Court 4	121	\$ 890.00
Tennis Court 5	143.3	\$ 440.00
Total	798.3	\$ 4,515.00
Racquetball Court 1	0	0
Racquetball Court 2	0	0
Total	0	\$ -
Volleyball Court 1	117	\$0.00
Volleyball Court 2	93	\$0
Total	210	\$ -
Basketball Court	3	\$ -

	Total	3	\$	-
Hockey Rink		96.3	\$	241.00
	Total	96.3	\$	241.00

Field Reservations

Facility		Total Hours Reserved		Amount paid
George Brett Field		0	\$	-
	AYSO	-		
	ESLL	-		
	Private Rentals	-		
	City Internal Reservations			
	Total	0	\$	-
Stevenson Field		0	\$	-
	ESHS	-		
	Babe Ruth	-		
	Private Rentals	-		
	City Internal Reservations	-		
	Total	0	\$	-
Softball Field		0	\$	-
	ESHS	-		
	ESGS	-		
	Private Rentals	-		
	City Internal Reservations	-		
	Total	0	\$	-
Campus El Segundo(1/2 field)		38	\$	1,610.50
	AYSO	-		
	ESLAX	-		

Private Rentals	26		
City Internal Reservations	12		
Total	38	\$	1,610.50
Campus El Segundo(full field)	470.5	\$	10,473.00
ESHS	48		
AYSO	269		
ESLAX	55		
Private Rentals	88.5		
City Internal Reservations	10		
Total	470.5	\$	10,473.00
Richmond Field	117.3	\$	385.00
ESHS	3		
ESGS	107		
AYSO	-		
ESLL	7		
Private Rentals	2		
City Internal Reservations	-		
Total	117.3	\$	385.00

Other Facility Reservations

Facility	Total Hours Reserved	Amount paid
Skate Circle	0	\$ -
Total	0	\$ -
Lawn Bowling	5	\$ -
Total	5	\$ -
Checkout Grass Area	28	\$ 1,138.25
Total	28	\$ 1,138.25

Picnic Tables		43.3	\$	1,448.00
	Total	43.3	\$	1,448.00
BBQ Area		4.3	\$	409.50
	Total	4.3	\$	409.50
Fire Circle		9	\$	488.50
	Total	9	\$	488.50

Raytheon Facilities

Facility		Total Hours Reserved		Amount paid
Ball Field 1		0	\$	-
	Total	0	\$	-
Ball Field 2		0		
	Total	0	\$	-
Picnic Areas		0	\$	-
	Total	0	\$	-
Raytheon Field		36	\$	1,098.00
	Private Rentals	36		
	Total	36	\$	1,098.00

Update Notes

Stats are calculated number of hours reserved as recorded on Civic Rec.

Pickleball Winter Leagues started January 10th and will run through early March. Approx. 75 teams joined the league.

Winter Session of Pickleball classes started January 8 and will run through March.

Instructors: Penny Finders, Eric Stenberg, Nathan Staso

- Intermediate Instructional Pickleball Clinic
- Beginner's Instructional Pickleball Clinic
- Pickleball Live Ball
- Womens Round Robin Pickleball
- Drop In Pickleball Novice/Intermediate/Advanced
- Pickleball 101

Winter Session of Jaguar Tennis Academy started January 8 and will run through March.

Instructor: Sergiu Boerica

- Youth Private Lessons
- Youth Semi Private Lessons
- Adult Private Lessons
- Youth Group Lessons Beginner/Intermediate/Advanced
- Adult Group Lessons Beginner/Intermediate/Advanced

Stevenson Field, Softball Field, and George Brett Field were closed all of January for rest and renovation maintenance.

Checkout grass and picnic areas had a high quantity of reservations during this month; in contrast our 'Amount Paid' is lower due to the reservation of said space for internal purposes (such as Rec Park Winter Camps and Contract Classes such as Best Sports - Soccer).

Raytheon Field primarily saw rentals from 1 private user group; this is due to transition of seasons from fall/winter sports to spring sports which primarily start in February; Raytheon fields will be more

heavily scheduled in coming months.

Attachment C



AQUATICS January Report

Aquatics Center Instructional Programming		\$	Number of Participants
Contract Classes			
	Naomi's Hiit Water Aerobics	\$ 5,540.00	498
	Winter Swim Lessons	\$ 4,206.00	64
Totals		\$ 9,746.00	562

Aquatics Center Public Drop In Programming		\$	Number of Customer Lane Reservations
Public Swim			
	Reservations	\$ 9,304.00	5399
	Lap Swim Drop in	\$ 560.00	316
	Recreation Swim	\$ 374.00	155
Totals		\$ 10,238.00	5870

Annual Membership Sales at the Aquatics Center		\$	Memberships sold
Wiseburn Rec IDs	Adult ID	\$ 240.00	16
Wiseburn Rec IDs	Senior ID	\$ 20.00	6
Wiseburn Rec IDs	Youth ID	\$ 240.00	24
Wiseburn Rec IDs	Infant ID		
Totals		\$ 500.00	46

El Segundo Rec IDs	Adult ID	\$ 810.00	56
El Segundo Rec IDs	Senior ID	\$ 124.00	28
El Segundo Rec IDs	Youth ID	\$ 170.00	17
El Segundo Rec IDs	Infant ID	\$ 5.00	1
Totals		\$ 1,109.00	102

Membership Sales		Passes Purchased to use towards Lane Rentals	
El Segundo Resident Punch Passes			
	10 Punch Pass	\$ 614.00	7
	20 Punch Pass	\$ 131.00	3
	30 Punch Pass	\$ 945.00	13
El Segundo Resident Membership Passes			
	30 Day	\$ 40.00	2
	90 Day	\$ 210.00	2
	Annual	\$ 1,211.00	5
Wiseburn Resident Punch Passes			
	10 Punch Pass	\$ 71.00	3
	20 Punch Pass	\$ -	0
	30 Punch Pass	\$ 229.00	4
Wiseburn Resident Membership Passes			
	30 Day	\$ 20.00	1
	90 Day	\$ -	0
	Annual	\$ 400.00	1
Non-Resident Punch Passes			
	10 Punch Pass	\$ 869.00	19
	20 Punch Pass	\$ 825.00	10
	30 Punch Pass	\$ 3,645.00	32
Non-Resident Membership Passes			
	30 Day	\$ 440.00	9
	90 Day	\$ 760.00	5
	Annual	\$ 1,600.00	4
Totals		\$ 12,010.00	120

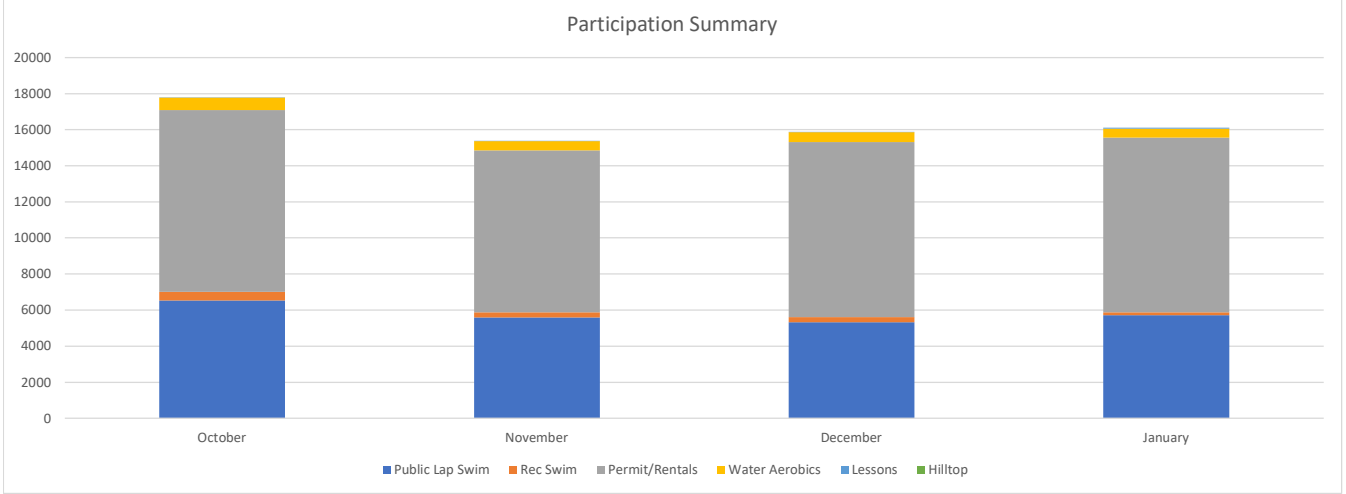
Aquatics Center Permit Groups	Lane Hours	\$	Estimated Participants (4 to 5 per lane)
Alpha	929.00	\$ 14,199.50	3716
Beach Cities	592.00	\$ 9,176.00	2368
SCAQ	417.00	\$ 6,463.50	1668
South Bay United	548.00	\$ 3,616.80	1096
Tower 26	179.00	\$ 2,774.50	537
Trojan	195.00	\$ 1,677.00	390
Coastal	120.00	\$ 792.00	240
Totals		\$ 38,699.30	10015.00

Events	\$	Number of Participants
Totals	\$ -	0

TOTAL	\$ 72,302.30	Estimated Amount of Visitors in January	16715.00
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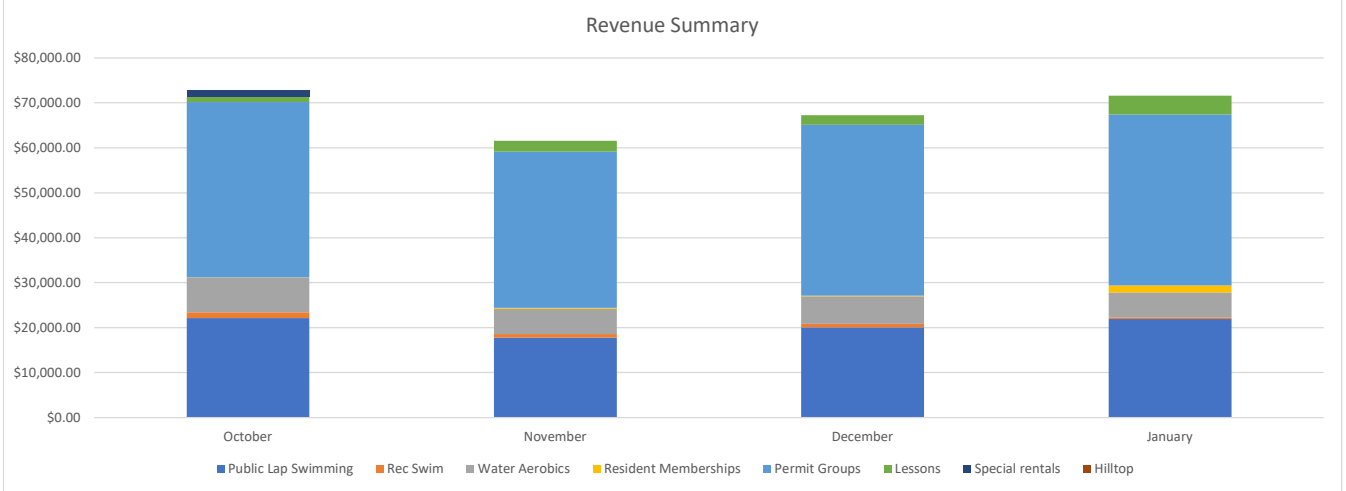
Monthly Statistics	October		November		December		January	
	Revenue	Participation	Revenue	Participation	Revenue	Participation	Revenue	Participation
Water Aerobics	\$ 7,682.00	702	\$ 5,612.00	520	\$ 6,129.00	566	\$ 5,540.00	498
Lesson Programming	\$ 1,125.00	4	\$ 2,442.00	6	\$ 2,142.00	5	\$ 4,206.00	64
Lap Swimming	\$ 22,108.00	6536	\$ 17,835.00	5600	\$ 20,080.00	5333	\$ 21,874.00	5715
Family/Rec Swim	\$ 1,275.00	485	\$ 738.00	278	\$ 734.00	280	\$ 374.00	155
Annual Membership Sales	\$ 145.00	14	\$ 250.00	26	\$ 160.00	20	\$ 1,609.00	148
Rentals/Permit Groups	\$ 38,969.00	10065	\$ 34,660.30	8972	\$ 37,997.75	9688.5	\$ 37,997.75	9688.5
Special Events/Rentals	\$ 1,505.00	300						
TOTAL	\$72,809.00	18,106	\$61,537.30	15,402	\$67,242.75	15,893	\$71,600.75	16,269

Participation Summary



Total Participation October-January 65,669

Revenue Summary



Total Revenue October-January \$273,189.80