

**City of El Segundo  
Recreation & Parks Commission  
Regular  
MEETING AGENDA**



**City Council Chambers  
350 Main Street  
El Segundo, CA 90245**

**DUE TO THE COVID-19 EMERGENCY, THIS  
MEETING WILL BE CONDUCTED PURSUANT TO THE GOVERNOR'S  
EXECUTIVE ORDER N-29-20**

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***How Can Members of the Public Observe and Provide Public Comments?***

Residents are encouraged to participate remotely via Spectrum Channel 3 and 22, AT&T U-verse Channel 99 and/or El Segundo TV at YouTube.com. Members of the Public may provide comments electronically by sending comments to the following e-mail address, with a limit of 150 words and accepted up until 30 minutes prior to the meeting:

RECPARKCOMMISSION@elsegundo.org, ***in the subject line please state the meeting date and item number.*** Depending on the volume of communications, the emails will be read to the Commission during public communications and are subject to disclosure under the Public Records Act.

Members of the Public may also provide comments in the designated area in Council Chamber up to and during public communication portion of the meeting. Members of the public must observe "social distancing" requirements at all times, *i.e.*, remain six (6) feet from other attendees during the entirety of the event or gathering.

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In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk at 310 524-2305. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**REGULAR MEETING OF THE RECREATION AND PARKS COMMISSION  
Wednesday, July 15, 2020 at 6:00 p.m.**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE** – Chairperson Motta

**C. ROLL CALL**

**D. PRESENTATIONS**

1. Introduction of new employee, Rachel Cummings, Recreation Supervisor of youth/teen programs at the Clubhouse.
2. Recognition of promotion of Linnea Palmer to Recreation Supervisor of the Aquatics programs.

**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 Regular Meeting of February 19, 2020. (Commission Action Required)**

**Recommendation:** (1) Approval; (2) Alternatively, discuss and take other action related to this item.

## **G. UNFINISHED BUSINESS**

None

## **H. NEW BUSINESS**

1. Staff will provide a review of actions taken in response to the Coronavirus pandemic and provide information on which parks and recreation facilities and programs are open (and to what extent), which remain closed, and plans for reopening in the future.

**Recommendation:**

1. Receive a report about the Department's response and actions pertaining to the pandemic.
  2. Open discussion Q & A.
2. Consideration and possible action related to receiving an update on funded 2019/2020 Capital Improvement Projects.

**Recommendation:**

1. Review and receive CIP updates.

## **I. REPORTS**

### **1. REPORTS OF SUBCOMMITTEES**

- a. Aquatics Subcommittee
- b. Gateway Committee
- c. Golf Course Subcommittee – on hold
- d. Transportation Subcommittee – on hold
- e. Youth Sports Council

### **2. DEPARTMENT STAFF REPORTS – VERBAL REPORTS**

- a. Arecia Hester, Recreation Superintendent
- b. Christopher Hentzen, Parks Maintenance Superintendent

### **3. DEPARTMENT DIRECTOR'S REPORT – VERBAL REPORT - Meredith Petit**

## **J. COMMISSIONERS COMMENTS**

Commissioner Watson  
Commissioner Stolnack  
Commissioner Lubs  
Vice Chairperson Davis  
Chairperson Motta

**K. ADJOURNMENT**

Adjourn to the next Regular Meeting on Wednesday, August 19, 2020 at 6:00 p.m. at City Council Chambers, 350 Main Street, El Segundo, CA 90245.

Posted by: J. Day  
Date: 07-09-20  
Time: 3:00 pm



**CITY OF EL SEGUNDO  
RECREATION AND PARKS COMMISSION  
MEETING MINUTES**

**Wednesday, February 19, 2020, 6:00 p.m.  
City Hall Council Chambers,  
350 Main Street, El Segundo, CA 90245**

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

**B. PLEDGE OF ALLEGIANCE –** Led by Vice Chairperson Davis

**C. ROLL CALL –**

Commissioner Kelly Watson	Present
Commissioner Julie Stolnack	Present
Commissioner Dave Lubs	Present
Vice Chairperson Lee Davis	Present
Chairperson Bob Motta	Present

**ALSO PRESENT –**

Meredith Petit, Recreation & Parks Director  
Arecia Hester, Recreation Superintendent  
Christopher Hentzen, Parks Superintendent  
Jeannine Houchen, Recreation Supervisor, Aquatics  
Jackie Day, Senior Administrative Specialist

**D. PRESENTATIONS/INTRODUCTIONS –**

None

**E. PUBLIC COMMUNICATIONS –**

None

**F. CONSENT CALENDAR –**

**1. APPROVAL OF THE MINUTES of the Recreation and Parks Commission Regular Meeting of January 15, 2020. (Commission Action Required)**

MOTIONED by Commissioner Watson and SECONDED by Vice Chairperson Davis to approve the minutes of the January 15, 2020 meeting. MOTION CARRIED 5-0.

## **G. UNFINISHED BUSINESS –**

None

## **H. NEW BUSINESS –**

1. Review and approve the proposed criteria for success relating to the youth aquatics club providing service at the City of El Segundo Wiseburn School District Aquatics Center for the purposes of clearly defining expectations for current and future aquatics program providers. (Fiscal Impact: None)

Recreation Superintendent Arecia Hester and Recreation Supervisor Jeannine Houchen presented the criteria for current and future aquatics program providers at the Aquatics Center. Staff will be meeting with the user groups in March.

Chairperson Motta would like this item to come back before the Commission after it is finalized.

## **I. REPORTS –**

### **1. REPORTS OF SUBCOMMITTEES**

- a. Aquatics – Vice Chairperson Davis  
No additional comments
- b. Gateway Committee – Commissioner Stolnack  
The four artists selected as finalists gave presentations on January 28 & 29. The Committee is hoping to combine two of the designs.
- c. Golf Course Subcommittee – Vice Chairperson Davis  
The February 5 meeting was cancelled due to lack of a quorum.
- d. Transportation Committee – Commissioner Watson  
They are moving forward with the RFP process for a consultant; the bike valet will launch on Earth Day.
- d. Youth Sports Council – Commissioner Lubs  
They discussed coaches not being on the fields in the rain; there are questions about the bylaws and they may meet in the next month or so to discuss.

### **2. DEPARTMENT STAFF REPORTS**

- a. Arecia Hester, Recreation Superintendent
  - Written report submitted.
  - Staff is gearing up for summer.
  - The first Tiny Tots Valentine's Day Tea sold out. There were 110 participants.
  - Recreation Supervisor of Aquatics, Jeannine Houchen is leaving for another agency and she will be missed.
- b. Christopher Hentzen, Park Maintenance Superintendent
  - Written report submitted.
  - The Washington Park project is coming along quickly.

**3. DEPARTMENT DIRECTOR REPORT – Meredith Petit**

- Written report submitted.
- City Council approved the fees for Memory Row, \$500 for a tree, \$1400 for a bench.
- City Council discussed hiring a consultant team to assess the needs of the Teen Center property and other park facilities.

**J. COMMISSIONER'S COMMENTS –**

Commissioner Watson: Congratulated Meredith on securing field space at Raytheon; shared a study about the benefits of living near green space.

Commissioner Stolnack: Thanked Meredith for the social media posts.

Commissioner Lubs: Expressed his appreciation to the Commissioners for the time they spend on committees; thanked Jeannine for her service.

Vice Chairperson Davis: Agreed with Commissioner Watson about the Raytheon fields; thanked Jeannine and expressed his concern that we have had two Aquatics Supervisors in a 13 month period.

Chairperson Motta: Thanked Jeannine and wished her luck.

**K. PUBLIC COMMUNICATIONS –**

None

**L. ADJOURNMENT –**

The meeting was adjourned at 7:08 pm. The next Regular Commission Meeting is scheduled for Wednesday, March 18, 2020 at 6:00 p.m. in the City Hall Council Chambers, 350 Main Street, El Segundo, CA, 90245.

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**AGENDA DESCRIPTION:**

Staff will provide a review of actions taken in response to the Coronavirus pandemic and provide information on which parks and recreation facilities and programs are open (and to what extent), which remain closed, and plans for re-opening in the future.

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**RECOMMENDED COMMISSION ACTION:**

- (1) Receive a report about the Department's response and actions pertaining to the pandemic
- (2) Open discussion and Q & A

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**BACKGROUND & DISCUSSION:**

The City of El Segundo has responded swiftly to all State and County health orders to help prevent the transmission of COVID-19 within the community. Similarly, the Department continues to prepare modified operational plans to be able to re-open as soon as practicable upon notification. Below is a summary of the status of parks and recreation facilities and programs.

OPEN Programs & Facilities

Park Vista Care, Home Delivered Meals & Shopping Assistance Program

Dr. Dial-A-Ride – on Thursdays, by reservation

Parks & Open Spaces –for passive use only (restrooms re-opened May 15<sup>th</sup>)

The Lakes at El Segundo Golf Course & Driving Range (re-opened May 9<sup>th</sup>)

Tennis, Paddle Tennis & Pickleball Courts – for singles play, by reservation (re-opened May 15<sup>th</sup>)

Farmers Market - (re-opened June 11<sup>th</sup>)

El Segundo Wiseburn Aquatics Center – for lap swim, by reservation (re-opened July 1<sup>st</sup>)

CLOSED

Playgrounds

Indoor Facilities

Recreational Programs & Events

Plunge & Outdoor Pools

Ballfields & Youth Sports

Skate Park & Teen Center

Transportation (Lunchtime Shuttle, Dial-A-Ride, Beach Shuttle)

Special Event & Block Party Permitting

The Recreation & Parks Department urges park visitors to ***Play it Safe!*** by practicing physical distancing, wearing face coverings, and washing hands frequently.

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**ATTACHED SUPPORTING DOCUMENTS: None**

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**ORIGINATED & REVIEWED BY:**

Meredith Petit, Director of Recreation & Parks

DATE: July 15, 2020

**AGENDA DESCRIPTION:**

Consideration and possible action related to receiving an update on funded 2019/2020 Capital Improvement Projects.

**RECOMMENDED COMMISSION ACTION:**

1. Review and receive CIP updates.

**BACKGROUND & DISCUSSION:**

On May 15, 2019, the Recreation and Parks Commission reviewed and updated the prioritization list for recommended Capital Improvement Projects (CIP). The CIPAC (Advisory Committee) then ranked the projects against other city department requests and made funding recommendations to the City Council during the budget workshop for the 2019/2020 CIP program. Most of the parks projects rated as “High Priority” by the Commission were funded and several have been completed (Attachment #1).

During the budget process the City Council allocated \$800,000 to upgrade the Teen Center Complex, and on February 18th authorized staff to solicit for consultant services to conduct a needs assessment to help define a concept for upgrades to the Teen Center Complex. The Teen Center Complex is a 0.55-acre site that contains the following three uses: 1) a 5,480 square foot Teen Center building; 2) Outdoor basketball court; and, 3) Outdoor Skate Park (Attachment #2).

Because there has been a drop in participants and program at the Teen Center, and an increase in use at the Skate Park, it was determined that a more strategic approach to the project would be to evaluate the community needs and develop a scope of work aligned with the determined needs of the community. The Needs Assessment may also provide helpful information and data as it relates to other parks and recreation facilities and amenities, including the George E. Gordon Clubhouse and the Joslyn Center. The City Council directed staff to proceed with an RFP to solicit consultant proposals to conduct a Needs Assessment; however, due to the current state of affairs as a result of the Coronavirus pandemic there has been a delay in proceeding. It is now anticipated this could resume around September of this year.

Additionally, and also as a result of the pandemic, the City is facing unknown financial impacts as we prepare the next fiscal year’s budget. The Public Works Department is recommending to not identify any new capital improvements projects for the upcoming fiscal year, but rather continue to work on already-funded projects that have not yet been completed (Attachment #3). Recreation & Parks projects in progress include the conceptual design of the future Plunge renovation, Acacia Park, softball field bleachers, the Gateway Project and inline hockey rink repairs.

**ATTACHED SUPPORTING DOCUMENTS:**

1. Project Prioritization List and Status Updates
2. Teen Center Complex Aerial Site Plan
3. Three-Year Capital Improvement Program FY 2020-22



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**ORIGINATED:**

Meredith Petit, Recreation & Parks Director

DATE: July 15, 2020

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**REVIEWED BY:**

Meredith Petit, Recreation & Parks Director

DATE: July 15, 2020

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City of El Segundo Recreation and Parks Department  
Capital Improvement Project Status Updates 2019/2020

Priority	Project Name	Status
High	Holly Valley Playground Replacement	Completed
High	Campus El Segundo Shade Structures	Completed
High	Richmond Field Renovation	Completed. Project was modified to help fund parking lot improvements. Irrigation system and turf was modified as a result of space reduction.
High	Acacia Playground Construction	Construction contract anticipated to be awarded by Council on July 21, 2020. Construction could commence in September 2020.
High	Toddler Playground	Incorporated into upcoming Acacia Park project
High	Washington Park Playground Replacement	Completed, but closed due to Covid-19
High	Urho Saari Swim Stadium "The Plunge" Renovation	\$100,000 allocated for Scope/Feasibility Assessment; Design consultant selected and approved by Council in June 2020. Site analysis and community engagement to commence in July/August 2020 and final concepts delivered by December 2020.
High	Teen Center Upgrades	\$800,000 allocated in 2019/2020 to incorporate entire Teen Center Complex, including basketball court area and skate park improvements; Needs Assessment recommended to develop scope - \$50,000 of the budget is allocated for this process. Delayed due to Covid; target date of September 2020 to proceed.
High	George E. Clubhouse Renovation	Not funded; scope not developed; will be included in Park Needs Assessment.
High	Joslyn Restroom Renovation (upgrade to ADA standards)	City Council allocated \$200,000 in 2019/2020 for "park restroom renovations", specific locations TBD. Joslyn Center will be included in Park Needs Assessment.
Carry-Over	Inline Hockey Rink Renovation	Budget \$155,000, includes \$75,000 donation from L.A. Kings; Public bidding is resulted in no responsive bidders (likely due to Covid-19 timing). PW is refining scope and will re-bid later this Summer 2020.
Medium	Replacement of Bleachers at Softball Field + concrete pads	In progress. onstruction contract awarded, contract execution in progress. Construction anticipated in Fall/Winter.
Carry-Over	Fitness Trail at Memory Row	On hold. \$100,000 allocated in 2019/2020 budget; scope TBD.
Medium	Stevenson Field Fence Replacment	Not funded.
Medium	Skate Park Repairs	To be incorporated into "Teen Center Renovation" project
Medium	Beach Playground, Fitness Zone and/or Picnic Shelter	Long term project; no action, not funded
Medium	Trails at DWP	Long term project; no action, not funded
Low	Dog Beach	Long term project; no action, not funded
Low	Fitness Zone at Rec Park	No action, not funded
Low	Skate Park Renovation	Incorporated into "Teen Center Renovation" project

## TEEN CENTER

### Aerial Site Plan

405 East Grand Avenue

El Segundo, CA 90245



SOURCE:

Google Maps: Imagery ©2018 Google, Map data ©2018Google



<b>Capital Improvement Program FY 2019-20</b>		
	<b>Proposed CIP Projects (new funding)</b>	<b>FY 2019-20 Budget Requests</b>
<b>No.</b>	<b>Wastewater (Sewer) Enterprise Fund</b>	
1 (a)	Acacia Park Construction	\$200,000
	<b>Gas Tax/ Prop C / SB 1/ Measure R/ Measure M</b>	
2	Roadway Rehabilitation (Annual Program)	700,000
3	El Segundo Blvd. Improvements	500,000
4	Sidewalk Improvement and Construction (Annual Program)	300,000
	<b>Other Grant or Special Funds</b>	
1(b)	Acacia Park Construction - Prop 68 Grant - (CIPAC Rank: #2)	200,000
5	FCA - Park Vista Senior Housing Plumbing (Senior Housing Funds)	60,000
6	ADA Ramp Improvements - CDBG Funds	50,000
	<b>General Fund</b>	
7	Teen Center Upgrades Including Skate Park and Basketball Court (CIPAC Rank: #6)	800,000
8	City Hall Windows Replacement	500,000
9	Fiber Vault Lids Replacements	300,000
10	Plunge Pool Reserve (CIPAC Rank: #1) (also reallocated \$700,000 previously approved for Acacia Park construction from total FY 2018-19 allocation of \$1,150,000 previously approved by City Council)	300,000
11	Rec Park Restroom Rehabilitation	200,000
12	Police Firing Range Remodel – (PD Developer Impact Fee reserves): (CIPAC Rank: #3) – rolling over \$41,000 previously allocated in FY 2018-19	204,000
13	City Hall Security Improvements	125,000
14	Library Park Project (CIPAC Rank: #7)	120,000
15	Fitness Trail at Memory Row (CIPAC Rank: #4)	100,000
16	Catch Basin Inserts Installations	100,000
	<b>Total General Fund Allocation to CIP</b>	<b>\$2,749,000</b>
	<b>Total All Funding Sources</b>	<b>\$4,759,000</b>

## City of El Segundo

9/17/2019

## Three-Year Capital Improvement Program (CIP) FY 2020-22

PROJECTS (FUNDS ALLOCATED/AVAILABLE)	FY 2019/20	FY 2020/21	FY 2021/22
<b>Water Enterprise Fund</b>			
Water Infrastructure Replacement (Annual Program)	\$ -	\$ -	\$ 2,000,000
Indiana Street Water Main Replacement *	700,000		
Grand Ave. Water Main Replacement		1,200,000	
Water Valve Replacements		300,000	300,000
<b>Wastewater (Sewer) Enterprise Fund</b>			
Wastewater Infrastructure Replacement (Annual Program)		150,000	500,000
Lifeguard Pump Station Construction *	650,000		
Acacia Park Construction	200,000		
<b>Gas Tax/ Prop C / SB 1/ Measure R/ Measure M</b>			
Roadway Rehabilitation (Annual Program)	700,000	500,000	500,000
El Segundo Blvd. Improvements	500,000	7,500,000	
Sidewalk Improvement and Construction (Annual Program)	300,000	250,000	250,000
<b>Other Grant or Special Funds</b>			
Police Firing Range Remodel - PD Develop. Impact (CIPAC Rank: #3)	245,000		
Acacia Park Construction - Prop 68 Grant - (CIPAC Rank: #2)	200,000		
FCA - Park Vista Senior Housing Plumbing (Senior Housing Funds)	60,000	630,000	640,000
ADA Ramp Improvements - CDBG Funds	50,000	50,000	50,000
<b>General Fund</b>			
Acacia Park Construction (CIPAC Rank: #2)	450,000	-	
Teen Center Upgrades Including Skate Park and Basketball Court (CIPAC Rank: #6)	800,000		
Richmond Field Renovation with ADA Accessibility *	470,000		
City Hall Windows Replacement	500,000		
Community Cameras & Fixed License Plate Readers *	375,000		
Fiber Vault Lids Replacements	300,000		
800 Block McCarthy Court Street Improvement *	275,000		
Washington Park Playground Replacement *	270,000		
500 Block E. Walnut Ave. Drainage Improvement *	265,000		
Access Control System-Facility Security for Police and Fire *	200,000		
Rec Park Restroom Rehabilitation	200,000		
Hockey Rink Rehabilitation *	155,000		
Main and Imperial Entryway Beautification Project *	150,000		
California Street Storm Drain Improvement *	150,000		
City Hall Security Improvements	125,000		
Library Park Project (CIPAC Rank: #7)	120,000		
Fitness Trail at Memory Row (CIPAC Rank: #4)	100,000		
The Plunge Replacement Scope Assessment *	100,000		
Catch Basin Inserts Installations	100,000		
Rec Park Softball Field Bleacher Replacement *	70,000		
FCA - Miscellaneous Improvement Projects (City Staff)*	65,000		
FCA - Clubhouse HVAC Ductwork*	55,000		
FCA - Library South Wall Waterproofing and Repair *	50,000		
FCA - Various Masonry Walls and Floor Rehabilitations*	30,000		
Plunge Rehabilitation Funding Reserve (CIPAC Rank: #1)	1,000,000	1,000,000	1,500,000
Park Place Gap Closure and Grade Separation Project (Design)	-	300,000	300,000
Stevenson Field Fence Replacement (CIPAC Rank: #5)		270,000	
FCA - Library Elevator Renovation		125,000	
FCA - Water Plant Office Roof Replacement		55,000	
FCA - City Hall Rooftop Duct and Interior Ductworks		40,000	
FCA - FS #2 Flooring Replacement		30,000	
FCA - PW Yard NE Storage Roof Replacement and Masonry Wall Repairs		25,000	
FCA - Racquetball Court Flooring		20,000	
FCA - Miscellaneous Improvement Projects (City staff)		20,000	
FCA - FS #1 Gym Interior Paint and Exterior Door Replacement		15,000	
FCA - Library Reseal Exterior Windows		15,000	
FCA - Camp Eucalyptus Anti-Erosion Sod and Landscaping		13,000	
FCA - FS #1 Water Heater Replacement		12,000	
FCA - Annual Scheduled Projects			1,000,000
Pump Station #17 Pump Replacement			800,000
<b>TOTAL CIP</b>	<b>\$ 9,980,000</b>	<b>\$ 12,520,000</b>	<b>\$ 7,840,000</b>