

AGENDA



Recreation & Parks Commission

Wednesday, March 16, 2022 6:00 p.m.

DUE TO THE COVID-19 EMERGENCY, THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE PURSUANT TO AB 361

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

- Residents can watch the meeting live via Spectrum Channel 3 and 22, AT&T U-Verse Channel 99 and/or El Segundo TV at YouTube.com.
- Access remotely via Zoom from a PC, Mac, iPad, iPhone or Android device at URL Meeting ID: 897 3377 8952 and Passcode: 584933

NOTE: *If you do not wish for your name to appear on the screen, use the drop-down menu and click on “rename” to rename yourself “anonymous”*

- Join by phone at 1-669-900-9128 and enter meeting ID: 897 3377 8952 and Passcode: 584933
<https://us06web.zoom.us/j/89733778952?pwd=bHJQbjd5Y1ppeDJ5VHNFeiFfcUdEQT09>

NOTE: *Your phone number is captured by the Zoom software and is subject to the Public Records Act, dial *67 **BEFORE** dialing in to remain anonymous*

- Do not simultaneously use a microphone through Zoom and a cellphone/telephone, this combination results in audio problems.
- For electronic public comments on a specific agenda item, submit comments to the following e-mail address, with a limit of 150 words and accepted up until 30 minutes prior to the meeting: mpalacios@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.
- All written communication, documents, and email addresses of attendees captured by Zoom software will be considered public documents subject to possible posting on the City’s website and are subject to disclosure under the Public Records Act.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Monse Palacios, 310-524-2882. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

MEETING OF THE RECREATION AND PARKS COMMISSION

Wednesday, March 16, 2022 at 6:00 p.m.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE – Chairperson Motta

C. ROLL CALL

D. 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.)*

E. CONSENT CALENDAR

1. APPROVAL OF THE MINUTES of the Recreation and Parks Commission Special Meeting of February 16, 2022. (Commission Action Required)

Recommendation: (1) Approval

2. EXTENSION OF THE TELECONFERENCING METHOD OF PUBLIC MEETINGS in Accordance with Government Code § 54953(e). (Commission Action Required)

Recommendation: (1) Declaration that local officials continue to impose or recommend measures to promote social distancing and (2) Approval

F. UNFINISHED BUSINESS

None

G. NEW BUSINESS

1. Draft Bylaws

Recommendation: Review and Approval

2. Pickleball Proposal

Recommendation: Receive and File

H. REPORTS

1. REPORTS OF SUBCOMMITTEES

- a. Aquatics Subcommittee
- b. Transportation Subcommittee
- c. Youth Sports Council

2. STAFF REPORTS

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

3. DIRECTOR REPORTS

- a. John Jones, Interim Community Services Director
- b. Elias Sassoon, Public Works Director

I. COMMISSIONER COMMENTS

Commissioner Watson
Commissioner Stolnack
Commissioner Lubs
Vice Chairperson Davis
Chairperson Motta

J. ADJOURNMENT

Adjourn to the next Regular Meeting on Wednesday, April 20, 2022 at 6:00 p.m.



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

Wednesday, February 16, 2021, 6:00 p.m.

This meeting was conducted virtually via Zoom conferencing

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

B. PLEDGE OF ALLEGIANCE – Led by Chairperson Motta

C. ROLL CALL – via teleconference

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

All Commissioners were present via Zoom teleconference

ALSO PRESENT – via teleconference

Melissa McCollum, Community Services Director
Monse Palacios, Senior Administrative Analyst
Arecia Hester, Recreation Superintendent
Christopher Hentzen, Parks Superintendent
Elias Sassoon, Public Works Director
Jaime Bermudez, Chief of Police Department

D. PRESENTATIONS –

1. RecSTAR Academy

- A new program developed for young people coming into the recreation profession. Professional development and soft skills to allow them to be competitive in the field. Training will take place the 2nd Wednesday of each month at 4:30pm.

2. El Segundo Police Department Community Engagement Presentation

- Chief Bermudez introduced Sargent Alex Leavitt in charge of community engagement. Sargent Leavitt presented information on homelessness in El Segundo.

E. PUBLIC COMMUNICATIONS – None

F. CONSENT CALENDAR –

1. APPROVAL OF THE MINUTES of the Recreation and Parks Commission Meeting of November 17, 2022. (Commission Action Required)

Lee Davis would like to note a correction on item I (a). Bids for the Plunge were due January 4th, not a meeting.

Motioned by Vice-Commissioner Lee Davis and second by Commissioner Dave Lubs to approve the minutes as amended for the November 17, 2021 meeting. Voice vote followed. Motion carried 5-0.

2. EXTENSION OF THE TELECONFERENCING METHOD OF PUBLIC MEETINGS in Accordance with Government Code § 54953(e). (Commission Action Required)

Motioned by Chairperson Motta and Second by Vice-Commissioner Davis to approve the extension of the teleconferencing method of public meetings. Voice vote followed. Motion carried 5-0

F. UNFINISHED BUSINESS – None

H. NEW BUSINESS –

1. Public Works Capital Improvements Update

Elisa Sasoon, Public Works Director updated the commission on the following items.

- Plunge proposal were due January 12th. Total of 6 bids were submitted and reviewed by a panel. Four firms were interviewed on February 3rd. IBI Consulting was selected. This item will be presented to city council on March 15th.
- Scoreboard parts have been ordered and installed. Both scoreboards are now fully functioning. Scoreboard was paid by Little League paid for the scoreboard. Cost of foundation for the new scoreboard will be \$35,000.
- Softball scoreboard parts were ordered today and will be installed as soon as possible.
- Continues to negotiate with Edison regarding tree removals.
- Kelly thanked Elias for the quick graffiti removal.

Motion to receive and file was made by Dave Lubs. Followed by a voice vote. Motion carried 5-0.

I. REPORTS

1. REPORTS OF SUBCOMMITTEES

- a. Aquatics Subcommittee - None
- b. Transportation Subcommittee - None
- c. Youth Sports Council – Meeting talked about the fall season, field allocation. Meeting went well.

2. STAFF REPORTS

- a. Arecia Hester, Recreation Superintendent
 - Star Party March 25th 8:00 pm-10:00 pm
 - Success criteria still collecting data. Additional information will be required moving forward.
 - Teen Center attendance numbers for January were collected. Total of 11,023 girls and 11,097 boys.
 - Transportation RFP has been published with a deadline of March 7th.
- b. Christopher Hentzen, Parks Maintenance Superintendent
 - The city tree crew performed trimming/tree removals per requests.
 - West Coast Arborist is in town performing routine tree pruning on numerous streets throughout the city.

3. DIRECTOR REPORT

- a. Melissa McCollum, Community Services Director
 - Thanked Lennia and Joe at the Aquatics Center for the great work they continue to do.
 - Thanked Rachel for a successful Tea Party
 - Recreation Division will be partnering with the Fire Department to bring a girls empowerment camp called Fired Up for ages 12-19. The event will be March 26-27th.

J. COMMISSIONER COMMENT

Commissioner Watson – Thanked Melissa and wished her good luck in her new position. Congratulated Arecia on the new RecSTAR.

Commissioner Stolnack - Thanked Melissa and wished her good luck in her new position.

Commissioner Lubs – Thanked Melissa and wished her good luck in her new position.

Vice Chairperson Davis - Thanked Melissa and wished her good luck in her new position. Thanked the Police Department for all their hard work.

Chairperson Motta - Thanked Melissa and wished her good luck in her new position.

K. ADJOURNMENT –

The meeting was adjourned at 7:56p.m. The next Regular Commission Meeting is scheduled for Wednesday, March 16, 2022 at 6:00 p.m. via Zoom.

Recreation & Parks Commission

City of El Segundo

Bylaws

Passed and Adopted by the Recreation & Parks Commission on _____

Approved by the City Council on _____

ARTICLE I

Name

The name of this organization shall be the Recreation and Parks Commission otherwise known as _____.

ARTICLE II

Purpose

The purpose of the Recreation & Parks Commission is to advise the City Council on all matters pertaining to recreation, parks, parkways and street trees. The Committee is a standing advisory committee that serves at the behest of the City Council.

ARTICLE III

Qualifications

Members of the Recreation & Parks Commission shall be representatives of the community and must be residents of the City of El Segundo.

ARTICLE IV

Membership

The Recreation & Parks Commission shall be composed of a minimum of five (5) voting members and a maximum of _____ (X) voting members. Candidates for the membership are reviewed and recommended by Recreation & Parks Commission and then approved and appointed by the City Council. Recreation & Parks Commission membership is limited to the residents of El Segundo.

The purpose of Recreation & Parks Commission is to make recommendations to the City Council regarding level of service, policies and assists in implementing Recreation & Parks Department improvements and programs, including youth counseling, senior outreach, golf operations, City transportation, and acquisition and disposal of park property..

The City Council shall appoint two (2) members of the City Council to serve as liaison members to the City Council and shall have no voting rights. (?)

Section I- Selection of Members

The City of El Segundo shall advertise and solicit applications to fill any vacant positions that may occur. After the application period has closed, the Chair, Vice-Chair and one (1) other

member of Recreation & Parks Commission shall review the applications with the sole purpose of selecting candidates for interview. After interviews are completed, the Chair, Vice-Chair and selected Recreation & Parks Commission member will recommend choices to the Recreation & Parks Commission for recommendation. The A Recreation & Parks Commission with then recommend candidates to the Mayor and City Council. The City Council will have the final approval and appoint the candidates. A candidate may not serve on the Committee without City Council final approval.

Section II- Term of Office

The term for Recreation & Parks Commission members is four years without term limits.

Section III- Compensation

Commissioners serve with minimal compensation of [REDACTED].

Section IV- Removal

Members are expected to attend all meetings. When a member has three or more absences in a 12-month period, the Recreation & Parks Commission shall forward this information to the City Council for review and possible removal of the member.

ARTICLE V

Meetings

All meetings shall be open and public pursuant to the Government Code of the State of California.

Section I- Regular Meetings

Regular Meetings of the committee shall be monthly on the 3rd Wednesday of the month at 6:00pm.

Section II- Special Meetings

Special Meetings of the Board may be held at any time upon the call of the Chair or by the majority of the voting members or the City Council following at least 48-hours' notice to each member. The Chairman or a majority of the Recreation & Parks Commission shall determine the time and place of the Special Meeting.

Section III- Study Sessions/Workshops/Seminars

The Recreation & Parks Commission may be convened as a whole or as a committee as a whole in the same manner as prescribed for requesting a special meeting for the purpose of holding a workshop, study session or attending a seminar. No official action can be taken and a quorum is not required.

Section IV- General Meeting

At its regular meeting in [INSERT MONTH] of each year, Recreation & Parks Commission members will elect chair and vice-chair as well as discuss any other long term initiatives for the year.

Section V- Quorum

A majority of the Recreation & Parks Commission shall constitute a quorum. A quorum is necessary for action by the Recreation & Parks Commission.

Section VI- Voting

Each member shall have one vote.

Section VII- Meeting Procedures

Except as otherwise provided by these Bylaws or City Council Resolutions the Recreation & Parks Commission will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

ARTICLE VI

Officers

Officers of the Recreation & Parks Commission shall be a Chair and a Vice Chair. Term of Chair and Vice Chair shall be for 1 year. Duties of the officers shall conform to the regular parliamentary duties as set for by Robert's Rules of Order unless otherwise stated.

Section I- Chair

The chairperson shall preside over the meetings of the Recreation & Parks Commission.

Section II- Vice Chair

During the absence, disability or disqualification of the Chair, the Vice Chair shall perform all of the duties and be subject to all of the responsibilities of the Chair. The Vice Chair shall succeed the Chair if he/she vacates the office before the term expires. A new Vice Chair shall be elected at the next regular meeting.

Section III- Duties of the Recreation & Parks Commission

It is intended that the Recreation & Parks Commission shall be an advisory body to the City Council. Nothing herein contained should be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

ARTICLE VII

Official Documents

Section I- Minutes

Minutes of all meetings should be prepared and maintained with the Recreation & Parks Commission records. Copies shall be distributed to each Recreation & Parks Commission member, City Council Member and City Clerk.

Section II- Distribution of Documents

Preparation and distribution of Recreation & Parks Commission documents to the members, City Council and City Clerk shall be the responsibility of the designated employee as identified by the City Manager.

ARTICLE VIII

Conduct of Members

Section I- Representing the Recreation & Parks Commission

Recreation & Parks Commission members shall make no personal commitment to speak on behalf of the Recreation & Parks Commission, nor make any statements or take actions representing the Recreation & Parks Commission, without majority approval.

Section II- Conflict of Interest

Members of Recreation & Parks Commission shall abstain from participating in any matter to come before the Recreation & Parks Commission in which he or she has any direct or indirect economic interest. Should conflict of interest exist, the Recreation & Parks Commission member shall remove himself/herself from discussions and abstain from voting. A yearly Conflict of Interest Statement shall be filed with the City Clerk.

ARTICLE IX

Assistance of Staff

The City Manager of the City of El Segundo shall provide the Recreation & Parks Commission with such information and staff assistance as the Recreation & Parks Commission may from time to time have requests; subject to the limitations imposed by City Council. The staff member designated by the City Manager shall attend meetings of the Recreation & Parks Commission and submit reports as needed.

ARTICLE X

By-Law Amendments

These Bylaws as well as any operating procedures may be amended by simple majority of those voting at any legal meeting of the Recreation & Parks Commission. Such amendments must be approved by the City Council.



**CITY OF EL SEGUNDO
COMMUNITY SERVICES DEPARTMENT**

INTER-DEPARTMENT CORRESPONDENCE

DATE: March 16, 2022
TO: Recreation and Parks Commission
FROM: Arcia Hester, Recreation Superintendent
SUBJECT: Recreation Division Report

Aquatics- February

**Please see attached report to review aquatic center activity.

Joslyn Center- February

Outreach volunteers helped deliver a total of 451 meals in February.

Teen Advisory Committee (TAC)

The TAC held their second meeting of the year at the Teen Center on Monday, February 7. This was the first time the 2022 TAC was able to meet in-person, so they took part in additional introductions and icebreakers. Additionally, they finalized the details of their first 2022 event which took place on February 12.

On February 12, the Teen Advisory Committee hosted a bonfire in Recreation Park for teens in the community. S'mores, games, music, and the fire were provided for free. Over 30 teens participated in this first event.

Teen Center

The Teen Center continues to be staffed and open for drop-in use 6 days per week. Throughout February, an overall of 3,066 teens visited the Teen Center and Teen Center Basketball Court based on the hourly attendance added up for each day of month

The annual Teen Center Snow Trip took place on February 27. 20 teens were taken to Snow Summit in Big Bear, California for a full day of snowboarding and skiing. The trip was a great success with great weather, smooth travels, and no injuries.

Clubhouse and Classes

The Clubhouse and its various rooms were reserved/activated a total of 78 times in February for recreation activities and camps, Co-op, meetings, and rentals.

February:

Co-Op = 27

Recreation Classes = 47

Internal Meetings = 1

Rental = 1

Special Events = 2

On February 14, the Tiny Tot Valentine's Day Tea Party for children ages 18 months to 4 years old, with an accompanying adult, took place at the Clubhouse. The event hosted 36 participants to a fancy Tea Party which included outdoor seating, individually packaged tea sandwiches and refreshments, tea and hot chocolate station, desserts, photo opportunity, and a story-time with Alice (in Wonderland).

Sports- February

ACTIVITY (February)	# RESERVATIONS
Pickleball	1108
Tennis	974

Sports

7v7 Adult Coed Soccer League

Winter

- The current season began last week on Friday, February 4th
- A League
 - 5 teams (70 participants)
 - Games are played on the north end of the West Field at Campus El Segundo
- B League
 - 6 teams (78 participants)
 - Games are played on the south end of the West Field at Campus El Segundo
- Playoffs for each league should begin on Friday, April 15th
 - League finals should take place on April 29th

Social Media Stats

Facebook – February 2022 – 7 New Followers, 2582 Followers

Instagram – February 2022 –15 New Followers, 2167 Followers

Lyft

Type	November	December	January	February
PASS/APP	7	29	73	88
CONCIERGE	41	45	53	61



AQUATICS CENTER February Report

Programming		\$	Number of Participants
Contract Classes			
	Naomi's Hiit Water Aerobics	\$3,668.00	655
	Alyson's S'WET	\$145.60	26
	Swim with Me (Adaptive)	\$2,454.43	7
Staff Guided Lessons			
	Group Lessons	\$3,202.50	65
	Private Lesson	\$1,940.00	25
	JG Prep	\$6,345.60	71
Totals		\$17,756.13	849

Public Lap Swimming		\$	Number of Customer Lane Reservations
February Lap Swimming			
	Reservations	\$4,560.00	3307
	Drop In	\$444.00	214
Totals		\$5,004.00	3521

Recreation Swim/Youth Events		\$	Number of Individual Participants
Aquatics Center Recreation Swim		\$918.00	288
Totals		\$918.00	288

Annual Membership Sales at the Aquatics Center		\$	Memberships sold
Wiseburn Rec IDs	Adult ID	\$210.00	14
Wiseburn Rec IDs	Infant ID	\$0.00	0
Wiseburn Rec IDs	Youth ID	\$130.00	13
Wiseburn Rec IDs	Senior ID	\$25.00	5
El Segundo Rec IDs	Adult ID	\$615.00	42
El Segundo Rec IDs	Infant ID	\$15.00	3
El Segundo Rec IDs	Senior ID	\$20.00	4
El Segundo Rec IDs	Youth ID	\$420.00	43
Totals		\$1,435.00	124

Membership Sales		Passes Purchased to use towards Lane Rentals	
Punch Passes			
	10 Punch Pass	\$1,030.00	27
	20 Punch Pass	\$1,118.00	19
	30 Punch Pass	\$4,950.00	47
Membership Passes			
	30 Day	\$500.00	10
	90 Day	\$1,010.00	8
	Annual	\$2,800.00	8
Totals		\$11,408.00	119

Permit Groups	Short Lane Hours	\$	Estimated Participants (4 to 5 per lane)	
Alpha	537.50	\$8,181.25	2150	
Beach Cities	477.50	\$9,201.25	1910	
SCAQ	441.00	\$4,630.50	2205	
South Bay United	546.50	\$3,606.90	2186	
Tower 26	246.75	\$3,500.88	987	
Trojan	388.00	\$336.80	1552	
Coastal	60.00	\$516.00	180	
Totals		2697.25	\$29,973.58	11170.00

Events		\$	Number of Events
Future's Waterpolo Tournament	Feb 26th	\$3,605.00	1
Future's Waterpolo Tournament	Feb 27th Trojan WP	\$3,605.00	1
Totals		\$7,210.00	1

Total Revenue	\$73,704.71
Estimated Amount of Visitors in Feb.	15828.00



CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
"El Segundo's Backyard"

INTER-DEPARTMENT CORRESPONDENCE

DATE **March 16, 2022**

TO **Recreation and Parks Commission**

FROM **Christopher Hentzen, Park Maintenance Superintendent**

SUBJECT **Parks Division Report**

Parks, Projects, Improvements

- Routine maintenance continues throughout the parks.
- Musco lighting bulb replacement completed at Richmond Field
- Musco lighting bulb replacement in progress at Rec Park
- Recruitment for Park Facility Maintenance Technician opened
- Recruitment for 2 Part Time Park Maintenance Worker opened
- Annual Reclaimed Water inspection by West Basin in progress.
- Salt water barrier well rehabilitation at Constitution Park in progress.

Tree Report

- The city tree crew performed trimming/tree removals per requests.
- West Coast Arborist in town performing routine tree pruning on numerous streets throughout the city.