



City of El Segundo
Recreation & Parks Commission
Regular Meeting Agenda
Wednesday, April 20, 2022

City Council Chambers
350 Main Street
El Segundo, CA 90245

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 Community Services 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 and Parks 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 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.

REGULAR MEETING OF THE RECREATION AND PARKS COMMISSION
Wednesday, April 20, 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 March 16, 2022.** (Commission Action Required)

Recommendation: (1) Approval

F. UNFINISHED BUSINESS

None

G. NEW BUSINESS

1. Draft Bylaws

Recommendation: Review and Approval

2. Pickleball Tournament Update

Recommendation: Receive and File

3. Youth Aquatic Groups Success Criteria

Recommendation: Receive and File

H. REPORTS

1. REPORTS OF SUBCOMMITTEES

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

2. STAFF REPORTS

- a. Arecia 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. COMMISSIONERS COMMENTS

Commissioner Watson
Commissioner Stolnack
Commissioner Lubs
Vice Chairperson Davis
Chairperson Motta

J. ADJOURNMENT

Adjourn to the next Regular Meeting on Wednesday, May 18, 2022 at 6:00 p.m.



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

Wednesday, March 16, 2022, 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	Absent
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

John Jones, Interim Community Services Director
Monse Palacios, Senior Administrative Analyst
Arecia Hester, Recreation Superintendent
Christopher Hentzen, Parks Superintendent
Elias Sassoon, Public Works Director

D. PUBLIC COMMUNICATIONS – None

E. CONSENT CALENDAR –

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

Commissioner Stolnack would like to note a correction on item H (1). Julie thanked Elias for the quick graffiti removal not Kelly. Also, item I (2) the Teen Center attendance numbers were noted incorrectly.

Motioned by Commissioner Stolnack and second by Vice-Chair Davis to approve the minutes as amended for the February 16, 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

G. NEW BUSINESS –

1. Draft Bylaws

Commission reviewed and discussed bylaws.

Staff will update the bylaws as discussed and present a final version for approval in the next regular meeting.

2. Pickleball Proposal

Staff informed the commission of a Professional Pickleball Tournament coming to Recreation Park in June 23- June 26. The tournament will attract up to 600 players and 400 spectators. Court 3 will be reconfigured to accommodate the tournament and the basketball court will be resurfaced. Following the tournament, the courts will return to its original usage.

H. REPORTS-

1. REPORTS OF SUBCOMMITTEES

- a. Aquatics Subcommittee - None
- b. Transportation Subcommittee - None
- c. Youth Sports Council – None

2. STAFF REPORTS

- a. Arecia Hester, Recreation Superintendent
 - Preparing for summer programming.
 - Commissioner Stolnack asked if the Christmas Dinner could possibly be sponsored by other organizations.
 - Chairperson Motta asked city staff to email the commissioners regarding facility closures.
- b. Christopher Hentzen, Parks Maintenance Superintendent
 - Preparing for youth sports baseball season and continue to work on the scoreboards.
 - City Council approved the contract with a new landscaping company, Park Wood Landscape. The contract will begin in May.

Recreation & Parks Commission

City of El Segundo

Bylaws

Passed and Adopted by the Recreation & Parks Commission on April 20, 2022

Approved by the City Council on May 3, 2022

ARTICLE I

Name

The name of this organization shall be the Recreation and Parks Commission.

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 Commission 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 five (5) voting members.

The purpose of Recreation & Parks Commission is to make recommendations to the City Council regarding level of service and policies as well as assists in implementing Recreation & Parks capital improvements, programs, and services.

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 and Vice Chair of the Recreation & Parks Commission shall review the applications with the sole purpose of recommending applicants to City Council. City Council shall interview and select candidates. A candidate may not serve on the Commission without City Council's 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 fifty (50) dollars per meeting.

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

Section II- Special Meetings

Special Meetings of the Commission 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 Chair 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 subcommittee 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 August of each year, Recreation & Parks Commission members will elect a 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 the 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 Chair 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 shall 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 Department Head.

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 the 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 Department Head 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 Department Head 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.

3. DIRECTOR REPORT

- a. John Jones, Interim Community Services Director
 - Introduced himself to the Commission.

- b. Elias Sassoon, Public Works Director
 - Informed the commission of the Wiseburn Aquatics Center temporary closure due to the heaters. It appears the heaters will need to be replaced for larger size heaters. Elias is working alongside with a mechanical engineer and a repair consulting firm to bring answers to the city. A final report will be provided in the upcoming weeks.
 - The Plunge design was approved by city council. The agreement with the deigns firm will be executed as soon as possible.

I. COMMISSIONER COMMENT

Commissioner Stolnack - Thanked Elias for all his work and quick response to issues.

Commissioner Lubs – None

Vice Chairperson Davis - Thanked Elias and his team for working on the Aquatic Center issue.

Chairperson Motta - Thanked the entire commission and city staff for working together and completing the bylaws.

K. ADJOURNMENT –

The meeting was adjourned at 7:38p.m. The next Regular Commission Meeting is scheduled for Wednesday, April 16, 2022 at 6:00 p.m. via Zoom.



**CITY OF EL SEGUNDO
COMMUNITY SERVICES DEPARTMENT**

INTER-DEPARTMENT CORRESPONDENCE

DATE: April 20, 2022
TO: Recreation and Parks Commission
FROM: Arcia Hester, Recreation Superintendent
SUBJECT: Recreation Division Report

Aquatics- March

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

Joslyn Center- March

Outreach volunteers helped deliver a total of 614 meals in March.

Teen Advisory Committee (TAC)

The TAC held their third meeting of the 2022 term in-person at the Clubhouse on Monday, March 7. During their meeting, staff announced the new TAC Leadership Team for 2022. This team was voted on by their peers in the previous meeting. The leadership team will watch City Council Meetings and Recreation & Parks Commission Meetings monthly and report any information they find important to the rest of the group each meeting.

On Sunday March 20, the Teen Advisory Committee hosted and participated in a beach clean-up at El Segundo Beach. 15 teens came out to partake in a day of community service.

Teen Center

The Teen Center continues to be staffed and open for drop-in use 6 days per week. Throughout February, an overall of 3,503 teens visited the Teen Center and Teen Center Basketball Court based on the hourly attendance added up for each day of month.

Clubhouse

The Clubhouse and its various rooms were reserved/activated a total of 89 times in March for recreation activities and camps, Co-op, meetings, and rentals.

March:

Co-Op = 30
Recreation Classes = 52
Internal Meetings = 7
Rental = 0
Special Events = 0

Classes and Camps

Spring Break Camp registration opened on March 1 for residents and March 8 for non-residents. Spring Class registration opened on March 7 for residents and March 14 for non-residents. The Spring Recreation Activity Guide was published on February 23.

On Saturday and Sunday, March 26, and March 27, the El Segundo Fire Department in collaboration with the El Segundo Community Services Department hosted a 2-day Fired Up! Girls' Empowerment Camp for teens ages 12-18. This was the first time the City offered this camp, and it was a huge success. A total of 23 girls participated in the camp and partook in rigorous activities such as climbing ladders, using power tools, putting on turnouts and

PPE, using the fire hose, and more. Additionally, the camp was led by an all-women team in the fire-service delg from El Segundo and other agencies. Campers were also given informational lectures about how they can pursue a career in the fire service industry.

Sports- March

Pickleball Leagues started at the end of March and we had 42 teams registered. The session will end the third week of May. The Spring Fling Round Robin had 124 teams. the tournament was a one-day event. Saturday's - Pickleball Drop-In program participants number has increased from 36 to 64. We have added another day for the Pickleball Drop-In program which will occur on Friday mornings, the first session will start in April.

ACTIVITY (February)	# RESERVATIONS
Pickleball	1208
Tennis	937

7v7 Adult Coed Soccer League

Adult Coed 7v7 Soccer League

Our A League had a total of five teams and 69 participants
 The B League had a total of six teams and 68 participants
 League finals for both A and B League will be played on Friday, April 22nd

Registration for the spring season will begin soon with the new season starting on Friday, May 13th

Adult Basketball League

Our league registration and games will all take place in April

Registration for the spring season closed on Wednesday, April 6h
 Numbers within our B League have dropped significantly. Most of our league participants were company based groups and are now working remotely.
 This league will take place on Tuesday evenings at 7:00pm and 8:00pm with one team having a bye each week.
 Opening night was Tuesday, April 12th*

*Last night marked the first adult basketball league activity since March 8th 2020

The A League has a total of six teams participating with games being played on Thursday evenings at 7:00pm, 8:00pm and 9:00pm. Opening night was Thursday, April 14th

Social Media Stats

Facebook – March 2022 – 25 New Followers, 2607 Followers

Instagram – March 2022 –44 New Followers, 2211 Followers

Lyft

Type	November	December	January	February	March
PASS/APP	7	29	73	88	109
CONCIERGE	41	45	53	61	101



AQUATICS CENTER March Report

Programming		\$	Number of Participants
We had a lifeguard course scheduled this month with 8 registrants. This course had to be cancelled due to the temperature of the competition pool.			
Contract Classes			
	Naomi's Hiit Water Aerobics	\$6,438.00	725
	Alyson's S'WET	\$238.00	26
	Swim with Me (Adaptive)	\$1,925.04	6
	Carols Aqua Fitness	\$68.00	8
Staff Guided Lessons			
	Group Lessons	\$6,784.50	142
	Private Lesson	\$2,040.00	26
	JG Prep	\$2,500.00	28
Totals		\$19,993.54	961

Public Lap Swimming		\$	Number of Customer Lane Reservations
Since March 6th, the only lap swim we have available is in the instructional pool for very limited hours. The instructional pool consists of four lanes that are 2' to 4'6" deep.			
March Lap Swimming			
	Reservations	\$1,596.00	1266
	Drop in	\$216.00	111
	Parent & Me Drop In	\$172.00	21
Totals		\$1,768.00	1287

Recreation Swim/Youth Events		\$	Number of Individual Participants
Aquatics Center Recreation Swim		\$908.00	304
Totals		\$908.00	304

Annual Membership Sales at the Aquatics Center		\$	Memberships sold
Wiseburn Rec IDs	Adult ID	\$300.00	20
Wiseburn Rec IDs	Infant ID	\$5.00	1
Wiseburn Rec IDs	Youth ID	\$180.00	18
Wiseburn Rec IDs	Senior ID	\$5.00	1
El Segundo Rec IDs	Adult ID	\$390.00	26
El Segundo Rec IDs	Infant ID	\$5.00	1
El Segundo Rec IDs	Senior ID	\$25.00	5
El Segundo Rec IDs	Youth ID	\$200.00	20
Totals		\$1,110.00	92

Membership Sales		\$	Passes Purchased to use towards Lane Rentals
Punch Passes			
	10 Punch Pass	\$695.00	15
	20 Punch Pass	\$310.00	6
	30 Punch Pass	\$2,115.00	24
Membership Passes			
	30 Day	\$388.00	11
	90 Day	-\$160.00	0
	Annual	\$1,000.00	4
Totals		\$4,348.00	60

Permit Groups	Short Lane Hours	\$	Estimated Participants (4 to 5 per lane)
Unfortunately, this month we had the Competition Pool heater go out on March 5th. Since then, we have been unable to accommodate any of our permit groups with the limited space that we have.			
Alpha	165.00	\$2,357.50	660
Beach Cities	95.00	\$1,472.50	380
SCAQ	102.00	\$1,071.00	510
South Bay United	141.00	\$930.60	564
Tower 26	54.50	\$572.25	218
Trojan	100.00	\$860.00	400
Coastal	30.00	\$258.00	90
Totals	687.50	\$7,521.85	2822.00

Events		\$	Number of Events
There were two reservations from Wittenberg Women's Water Polo Team that had to be cancelled due to pool temp closure.			
Inversion(Drop Testing)	March 11th	\$179.00	1
Totals		\$179.00	1

Total Revenue	\$35,828.39
Estimated Amount of Visitors in March.	5374.00



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

INTER-DEPARTMENT CORRESPONDENCE

DATE **April 20, 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.
- Received Tree City USA 20 year recognition.
- Musco lighting bulb replacement in progress at Rec Park
- Recruitment for Park Facility Maintenance Technician opened.
- Recruitment for 2 Part Time Park Maintenance Worker position opened.
- Scoreboard at Softball Field repaired.

Tree Report

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