



Meeting of the Recreation & Parks Commission

AGENDA

Wednesday, April 19, 2023
at City Hall- Chambers 6:00pm
350 Main St. El Segundo, CA 90245

COMMISSIONERS

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

Aly Mancini	Recreation, Parks & Library Director
Rachel Cummings	Acting Recreation Superintendent
Joseph Casillas	Acting Parks Superintendent
Linnea Palmer	Senior Administrative Analyst
Brandee Thornton	Senior Administrative Specialist

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 Community Services 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 Linnea Palmer, 310-524-2882. 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 – Chairperson Motta

C. ROLL CALL

D. PRESENTATION

1. Employee Spotlight
Aly Mancini, Recreation, Parks and Library Director
2. Egg Hunts & Camp Expo
Rachel Cummings, Acting Recreation Superintendent
Joseph Lormans, Acting Recreation Supervisor- Aquatics
Devon Zamora, Acting Recreation Supervisor- Youth and Teen Programming

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 March 15, 2023. (Commission Action Required)

Recommendation: Approval

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Consideration and Possible Action to Appoint El Segundo resident Jeanette Gant to the Aquatics Subcommittee.

Recommendation:

1. Review and Approval

I. REPORTS

1. REPORTS OF SUBCOMMITTEES

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

2. DIRECTOR REPORTS

- a. Aly Mancini, Recreation, Parks & Library Director

J. COMMISSIONERS COMMENTS

Commissioner Davis

Commissioner Stolnack
Commissioner Lubs
Vice Chairperson Watson
Chairperson Motta

K. DIRECTORS COMMENTS

Aly Mancini, Recreation, Parks & Library Director

L. ADJOURNMENT

Adjourn to the May 17, 2023, Meeting.

POSTED BY: Linnea Palmer

DATE: April 14, 2023

TIME: 5:00 p.m.



RECREATION AND PARKS COMMISSION
Meeting Minutes
Wednesday, March 15, 2023, 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 Lubs.

C. ROLL CALL –

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

ALSO PRESENT –

Aly Mancini, Recreation, Parks and Library Director
Joseph Casillas, Acting Parks Superintendent
Rachel Cummings, Acting Recreation Superintendent
Linnea Palmer, Senior Administrative Analyst
Brandee Thornton, Senior Administrative Specialist

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 act on any item not on the agenda.)*

E. PRESENTATION

1. Employee Spotlight – Eduardo Herrera, Recreation Specialist at the Joslyn Center
Aly shared about Eduardo’s experience

F. CONSENT CALENDAR

1. **APPROVAL OF THE MINUTES** of the Recreation and Parks Commission Meeting of February 15, 2023. (Commission Action Required)

Motioned by Commissioner Lubs and seconded by Commissioner Davis to approve the minutes of the February 15, 2023. Motion carried 4-0.

F. UNFINISHED BUSINESS

1. Recreation ID Card Renewal Program

Rachel Cummings, Acting Recreation Superintendent

Commissioners asked if there was a way for staff to make it easier for residents to sign up for their Recreation ID Card, and a follow up with the possibility of online Recreation ID Renewals. Commissioner Davis asked if a marketing campaign would actually help to boost revenue. He suggested December and January for the media blasts.

Commissioner Lubs asked if folks would need to still come to checkout and how a marketing blast may not be beneficial.

Chairperson Motta asked if Rec ID's can be

Motta asked for follow up with submitting Rec ID renewals online (what the process would be) Speak with Joaquin regarding the storing of personal documents from residents.

H. NEW BUSINESS

1. Review and approve of California native plants garden identified by Lindsay Carron, (Visual Artist) and Joseph Casillas (Acting Parks Superintendent)

Aly Mancini, Recreation, Parks and Library Director

Sam shared his presentation and expressed that Lindsay has a 1k budget for plants from the Cultural Development Fund.

Davis asked what the additional cost would be after the 1k... to do the complete the project. Joseph shared that his guys would be create a soft path so there will be minimal cost.

Sam shared that they are looking at partnering with a nursery. Davis also shared that the Blue Butterfly group would be a great collab.

Joseph also shared that the Women's Rose Garden Club is also intrigued.

Stolnack asked why there is an artist is doing this and not a master gardener. She also inquired about the cost of the signs and the ACC funding it. She mentioned that the Fish and Wildlife org. offers a grant that has funding for this project. She is requesting a master gardener and landscaper. Sam did share that this is the first year that next year they will have more capital next year.

Lubs mentioned that the Parks team will be assisting with the project as well. He then asked if the murals would be the whole fence line. Sam is looking for temporary interpretive murals. Also asked if ACC would approve the murals before print. Sam confirmed it would go to the ACC and Council. Asked about irrigation in the space. Wants to confirm that they are going to need irrigation. The fence on top of the wall will need to be raised.

Motta asked if trees are staying where they are and Joseph confirmed that no trees will be removed.

I. REPORTS

1. REPORTS OF SUBCOMMITTEES

- a. Aquatics Subcommittee – Director mentioned that Councilmember Giroux is looking to increase revenue at the aquatics center. The subcommittee will still include both commissioners and a community member.
- b. Transportation Subcommittee – Director also shared that staff is looking into purchasing an electric shuttle and bringing on a consultant to do a transportation study.
- c. Youth Sports Council – did not meet since the last RPC meeting.

2. DIRECTOR REPORTS

Aly Mancini, Recreation, Parks and Library

Shared about the rewriting of the Joint Use Agreement. She is meeting with the school district on Friday to discuss how to make the agreement more beneficial for both parties.

Motta asked if the rehearsals and shows to take place in the Drama used to do a presentation before their shows to do a quick presentation and he would like that to happen again.

J. COMMISSIONERS COMMENTS

Vice Chairperson Watson - absent

Commissioner Stolnack – a large pine tree fell at Brett field and there are also dead pines at library park and in front of the HS. She is asking if there are diseases and beetles taking out the trees? Joseph confirmed that there is a Pine Beetle that is attaching the trees. She also sang her praises of Eduardo. She enjoyed the women in the west concert and is inquiring about how we can combat the ticket sales but people not showing up. She wants the ACC to look into hosting Ted Talks.

Commissioner Lubs – no comments

Commissioner Davis - no comments

Chairperson Motta – no comments

K. Director's Comments -

Updated the commission on the Phase One Park Renovation. The firm and staff are working out the details and she will let the commission know about the status of things at the next meeting.

She is interviewing project management firms to manage the plunge and rec park renovations.

The city is getting ready to review the strategic plan. She will keep the commission informed about the workshop in April.

L. ADJOURNMENT

Adjourn to the next meeting on April 19, 2023, at 6:00pm.

Meeting adjourned at 7:00pm



Recreation & Parks Commission
Meeting Date: April 19, 2023
Agenda Heading: Aquatics Sub Committee

TITLE:

Appoint El Segundo resident Jeanette Gant to the Aquatics Subcommittee

RECOMMENDATION:

Review and Approval

FISCAL IMPACT:

None

BACKGROUND:

The Aquatics Subcommittee is a sub-committee of the Recreation and Parks Commission and meets monthly to discuss issues related to the Aquatics facilities and programming within the community. Current membership includes:

- Councilmember Lance Giroux
- Commissioner Lee Davis
- Commissioner Kelly Watson
- Director of Recreation, Parks and Library, Aly Mancini
- Senior Administrative Analyst Linnea Palmer
- Recreation Superintendent Arcia Hester
- Acting Recreation Supervisor Joe Lormans

At the City Council meeting on March 7, 2023, Councilmember Lance Giroux recommended adding a community member to the committee.

Meetings of the Aquatics Subcommittee will be held in person at the Rose Garden Room and the El Segundo Public Library on the third meeting of every month at 10:00 a.m. These meetings will be subject to Brown Act requirements. Meetings for the Aquatics sub-committee will resume in May.

PREPARED BY: Linnea Palmer, Senior Administrative Analyst

REVIEWED BY: Aly Mancini, Recreation, Parks, & Library Director

APPROVED BY:



RECREATION, PARKS & LIBRARY DEPARTMENT

DATE: April 19, 2023
TO: Recreation and Parks Commission
FROM : Aly Mancini, Director of Recreation, Parks and Library
SUBJECT: Department Report

Staff Training and Development

Monthly Meetings

Some of the full-time staff attended an Emotional Intelligence training which was presented by Brian Beamish of the Centre of Organization Effectiveness. This training taught the four core skills of Emotional Intelligence and how to rate these skills, the impact of Emotional Intelligence on job performance, tips for improving the four core skills, and how to effectively receive and give feedback.

Recreation Division

Joslyn Center and Senior Transportation

February Meals Delivered: 428
February Lyft Pass: 83
February Lyft Concierge: 300

Teen Center

February Attendance: 1696
Average Hourly Attendance: 13.3 teens

February:
Dungeons & Dragons = 8 hours / 4 reservations
Teen Pickleball= 6 hours / 4 reservations
Champ Camp= 8 hours / 4 reservations
Rentals= 5 hours / 1 reservation

The Teen Center continues to be staffed and open for drop-in use 6 days per week and was open a total of 22 days in February. Throughout February, a total of 1,696 teens visited the Teen Center and Teen Center Basketball Court based on the hourly attendance added up for each day of month.

Gordon Clubhouse Facility Use

February Co-Op: 88 Hours / 26 Reservations
February Recreation Classes: 55 Hours / 51 Reservations
February Drama: 50.5 Hours / 23 Reservations
February Internal Use: 20.5 Hours / 4 Reservation
February Private Rentals: 23 Hours / 5 Reservations

The Clubhouse and its various rooms were reserved/activated a total of 98 times totaling, 215.5 hours in February for recreation activities, youth drama program, camps, Co-op, meetings, and rentals. On Valentine's Day the Clubhouse hosted the annual Tiny Tot Tea Party serving over 115 community members. 76 tickets were sold with a profit of \$760, tickets were not needed for children under the age of 2.

Total Clubhouse Reservations: 109
Total Number of Hours: 237

Youth and Adult Sport Leagues

Adult Coed 7v7 Soccer: Season starting on Friday, April 14th
Adult Basketball: Season starting on Tuesday, April 11th.

Youth Basketball:

Our season concluded on Thursday, March 2nd with our two league championship games taking place at the UCLA Health Training Center (Los Angeles Lakers training facility)

- o 5th/6th Grade Champion: Ducks (Coach: Ryan Booker)
- o 7th/8th Grade Champion: Nuggets (Coach: Dylan Bucher)

Registration numbers for the 2019-2020 season

- o 1st 2nd Grade: 60 (+16 from '19-'20)
- o 3rd 4th Grade: 58 (-16 from '19-'20)
- o 5th 6th Grade: 67 (+22 from '19-'20)
- o 7th 8th Grade: 53 (-20 from '19-'20)
- TOTAL: 238 (+2 from '19-'20)

This was our first season back since the pandemic. Hoping to see numbers improve within our older divisions for next season and continue to grow

Youth Basketball All-Star practices began on Monday, February 27th

- o Teams practiced on Monday and Wednesday evenings through March 22nd

A total of 24 kids played in one of two SCMAF tournaments on Saturday, March 25th

- § 5th/6th Grade: City of Carson
 - Coached by Ryan Booker and Jack Pintens
 - Finished in second place

- § 7th/8th Grade: City of South Gate
 - Coached by Terrence Wilson and Tyler Fujii
 - 3rd place finish

This is the best that each of our teams has done in the last seven years

Pickleball:

Winter Pickleball League: Ended in late March with approximately 75 teams

Spring Pickleball League: Season starting Wednesday, April 12th.

Recreation Guide & Marketing

The online Spring Recreation Activity Guide was published on February 29. The guide includes many of the department's program offerings from April through June, and also features summer camp offerings. The Recreation Guide can be viewed online at elsegundorecparks.org.

Instagram Followers: 2,553

Facebook Followers: 3,154

Special Events

Star Party took place on Friday, March 17th at Hilltop Parking Lot. There were approximately 400 community members who came out for a night under the stars.

Farmer's Market

The El Segundo Farmers' market has about 15-16 vendors coming out every week. We have a kid's table with treats, crafts and giveaways, as well as flyers and brochures from the department on our farmers' market booth table. This encourages the crowd to come up to staff and ask questions about our upcoming programming and to be more social with El Segundo employees. During March we provided decorations and kids' crafts for St. Patrick's Day. Some vendors and store fronts were decorated and part of the St. Patrick's Day festivities.

In the months of April and May, Farmer's Market will be inviting contractors associated with Clubhouse to have a booth to promote their upcoming classes for the Spring/Summer.

- March 2nd, 2023

- Prepackaged Vendors: 9

- Produce Vendors: 3

- Craft Vendors: 4

- Total Vendors: 16

- Total Revenue: \$699.28

- Activity: Provided chalk and coloring pages with crayons

- March 9th, 2023

- Prepackaged Vendors: 10

- Produce Vendors: 4

- Craft Vendors: 3

- Total Vendors: 17

- Total Revenue: \$756.18

- Activity: Make a Butterfly Day! Kids were given a craft kit that guided them to make a butterfly.

- March 16th, 2023

- Prepackaged Vendors: 12

- Produce Vendors: 4

Craft Vendors: 2

Total Vendors: 18

Total Revenue: \$760.99

- Activity: St. Patrick's Day Fun! Kids were given craft kits to make Shamrock ornaments. We also passed out Shamrock lollipops and chocolate gold coins.

*2 New Vendor added- Sinful Indulgence & Moktu LA

• March 23rd, 2023

Prepackaged Vendors: 12

Produce Vendors: 4

Craft Vendors: 2

Total Vendors: 18

Total Revenue: \$756.18

- Activity: Kids decorated a flowerpot and were given windmills.

*New vendor added- Brittney Bakes

• March 30th, 2023

Prepackaged Vendors: 12

Produce Vendors: 4

Craft Vendors: 0

Total Vendors: 16

Total Revenue: 668.26

- Activity: Kids were given coloring pages and crayons.

- Note: This farmers market was a little bit on the slower side because it started raining for about 15 minutes. We also had a community booth that promoted the El Segundo 5k/10k.

Aquatics Center

A detailed report for use of the Aquatic Center is attached. (Attachment A).

Fields and Courts Use

A detailed report for the use of fields and courts is attached. (Attachment B).

Parks Division

Maintenance

- Parks staff participated in Emotional Intelligence Training.
- Big Dog Park – Hillside damage due to rain and repairs were completed by staff.
- Rec Park Girls Softball Field - Snack bar and restrooms water is off due to a broken water line inside the walls. City received estimate and will begin work shortly.
- Weed abatement is taking place throughout the city parks.
- New Irrigation controller installed at Candy Cane Park.
- Routine maintenance throughout the parks.

Trees

- Tree removal – Dead Pine Tree at Library Park was removed due to Pine beetle.
- Tree was replaced with a Silk Oak Tree.

- In response to the question regarding size of the trees planted. City plants 24 inch and 36 inch boxed trees since staff can handle those sizes without a small crane or heavy equipment.
- Park Tree Supervisor Santos Haro is going to work with Jaclyn Paetzold, Recreation Marketing Specialist, to disseminate information on why the city removes trees.

Commission Requests and Follow Up

Commissioners requested a report and update on subcommittee appointments and their term lengths. A report will be presented in April relating to this topic.

Attachment A



AQUATICS March Report

Aquatics Center Instructional Programming		\$	Number of Participants
Contract Classes			
	Naomi's Hiit Water Aerobics	\$3,184.00	347
	Carol's Aqua Fitness	\$84.00	2
Staff Guided Lessons			
	Group Lessons	\$5,438.00	92
	Private Swim Lessons	\$0.00	0
Lifeguard Certification Course			
	Blended Learning Course	\$2,400.00	12
Totals		\$11,106.00	453

Aquatics Center Public Drop In Programming		\$	Number of Customer Lane Reservations
Public Swim			
	Reservations	\$7,504.00	4088
	Lap Swim Drop in	\$610.00	308
	Recreation Swim	\$156.00	90
Totals		\$8,270.00	4486

Annual Membership Sales at the Aquatics Center		\$	Memberships sold
Wiseburn Rec IDs	Adult ID	\$210.00	15
Wiseburn Rec IDs	Senior ID	\$5.00	1
Wiseburn Rec IDs	Youth ID	\$150.00	15
Wiseburn Rec IDs	Infant ID	\$10.00	2
Totals		\$375.00	33

El Segundo Rec IDs	Adult ID	\$285.00	20
El Segundo Rec IDs	Senior ID	\$5.00	1
El Segundo Rec IDs	Youth ID	\$180.00	18
El Segundo Rec IDs	Infant ID	\$0.00	0
Totals		\$470.00	39

Membership Sales		Passes Purchased to use towards Lane Rentals	
El Segundo Resident Punch Passes			
	10 Punch Pass	\$107.00	5
	20 Punch Pass	\$114.00	4
	30 Punch Pass	\$675.00	8
El Segundo Resident Membership Passes			
	30 Day	\$40.00	1
	90 Day	\$110.00	2
	Annual	\$600.00	3
Wiseburn Resident Punch Passes			
	10 Punch Pass	\$123.00	4
	20 Punch Pass	\$0.00	0
	30 Punch Pass	\$135.00	3
Wiseburn Resident Membership Passes			
	30 Day	\$0.00	0
	90 Day	\$0.00	0
	Annual	\$200.00	1
Non-Resident Punch Passes			
	10 Punch Pass	\$853.00	24
	20 Punch Pass	\$825.00	10
	30 Punch Pass	\$2,925.00	22
Non-Resident Membership Passes			
	30 Day	\$240.00	5
	90 Day	\$400.00	3
	Annual	\$1,600.00	3
Totals		\$8,947.00	98

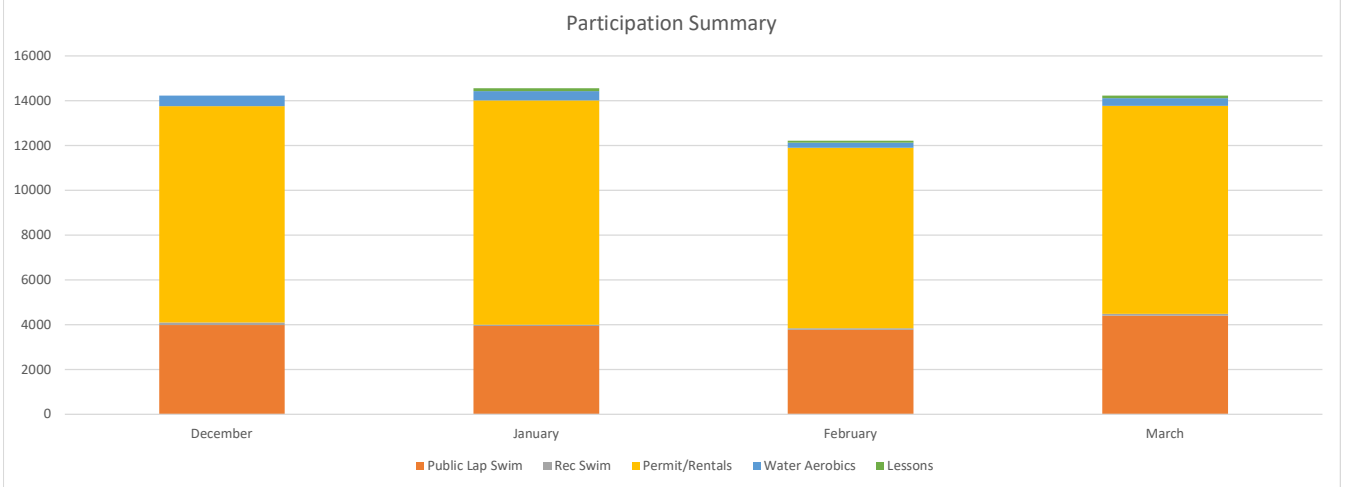
Aquatics Center Permit Groups	Short Lane Hours	\$	Estimated Participants (4 to 5 per lane)
Alpha	765.50	\$11,599.75	3062
Beach Cities	400.00	\$6,200.00	1600
SCAQ	437.50	\$6,781.25	1750
South Bay United	518.00	\$3,418.80	1036
Tower 26	245.00	\$3,797.00	735
Trojan	430.00	\$3,698.00	860
Coastal	120.00	\$1,032.00	240
Totals		2916.00	\$36,526.80
			9283.00

Events		\$	Number of Events
Culver High Rental	3/27, 3/29, 3/31	\$558.00	1
Totals		\$558.00	1

TOTAL		Total Revenue	Estimated Amount of Visitors in March
		\$66,252.80	14359.00

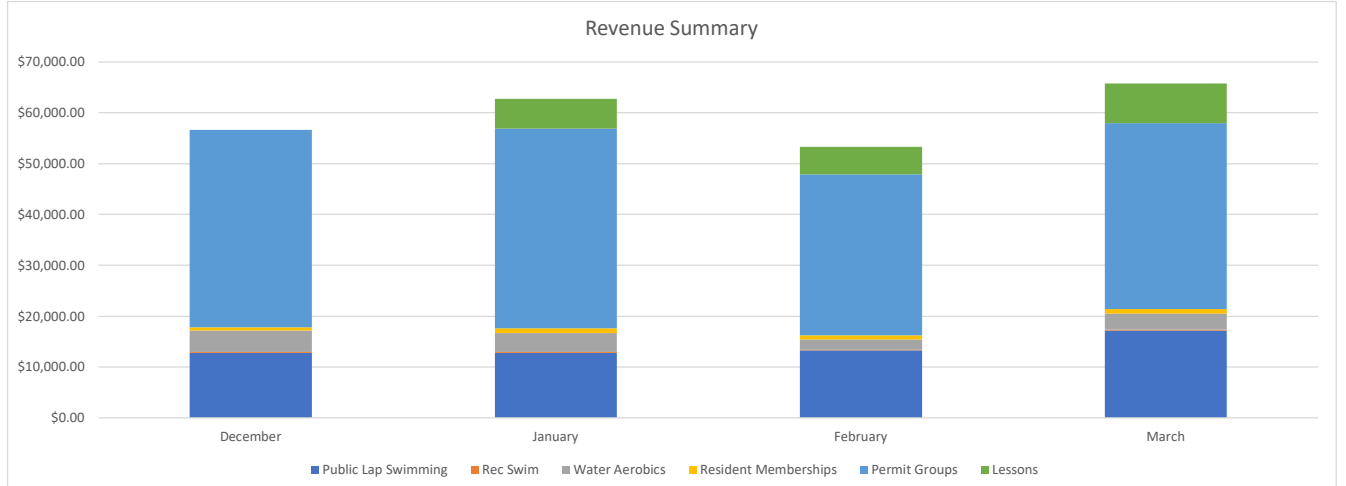
Monthly Statistics	December		January		February		March	
	Revenue	Participation	Revenue	Participation	Revenue	Participation	Revenue	Participation
Water Aerobics	\$4,190.00	484	\$ 3,718.00	408	\$ 2,040.00	224	\$ 3,184.00	347
Lesson Programming			\$5,856.06	132	\$5,475.54	103	\$ 7,838.00	104
Lap Swimming	\$12,809.00	3981	\$12,800.00	3940	\$13,255.00	3764	\$17,217.00	4396
Family/Rec Swim	\$170.00	118	\$170.00	64	\$172.00	82	\$156.00	90
Annual Membership Sales	\$660.00	70	\$955.00	85	\$745.00	72	\$845.00	72
Rentals/Permit Groups	\$38,794.35	9651	\$39,256.85	10010	\$31,654.60	8049	\$36,526.80	9283
	\$56,623.35	14,304	\$62,755.91	14,639	\$53,342.14	12,294	\$65,766.80	14,292

Participation Summary



Total Participation December-March 55,529

Revenue Summary



Total Revenue December-March \$238,488.20

Attachment B

Facility Report Summary - March 2023

Racquet Sport Courts

Facility	Total Reservations	Amount paid
Paddle Tennis	43	\$270.00
Total	43	\$270.00
Pickleball Court 1	296	\$ 1,290.00
Pickleball Court 2	288	\$ 1,245.00
Pickleball Court 3	154	\$ 1,205.00
Pickleball Court 4	304	\$ 1,390.00
Pickleball Court 5	216	\$ 675.00
Pickleball Court 6	197	\$ 625.00
Pickleball Court 7	194	\$ 445.00
Pickleball Court 8	52	\$ 505.00
Pickleball Court 9	0	\$ -
Total	1701	\$ 7,380.00
Tennis Court 1	243	\$ 920.00
Tennis Court 2	260	\$ 860.00
Tennis Court 3	243	\$ 985.00
Tennis Court 4	218	\$ 850.00
Tennis Court 5	247	\$ 425.00
Total	1211	\$ 4,040.00
Jaguar Tennis Academy	154	\$ 950.00
Scott Crandall - Pickleball		\$ 165.00
Racquetball Court 1	1	10
Racquetball Court 2	0	0
Total	1	\$ 10.00
Volleyball Court 1	33	\$0.00
Volleyball Court 2	33	\$0
Total	66	\$ -
Basketball Court	6	\$ 157.00
Total	6	\$ -
Hockey Rink	12	\$ 152.00
Total	12	\$ 152.00

Field Reservations

Facility	Total Reservations	Amount paid	
George Brett Field	242		
Total	242	\$	-
Stevenson Field	145		
Total	145	\$	-
Softball Field	253	\$	-
Total	253	\$	-
Campus El Segundo(1/2 field)	35	\$	1,598.00
Total	35	\$	1,598.00
Campus El Segundo(full field)	392	\$	6,551.00
Total	392	\$	6,551.00
Richmond Field	217	\$	-
Total	217	\$	-

Other Facility Reservations

Facility	Total Reservations	Amount paid	
Skate Circle	0	\$	-
Total	0	\$	-
Lawn Bowling	6.5	\$	25.00
Total	6.5	\$	25.00
Checkout Grass Area	13		
Total	13	\$	-
Picnic Tables	35	\$	828.00
Total	35	\$	828.00
BBQ Area	0		
Total	0	\$	-
Fire Circle	13	\$	870.00
Total	13	\$	870.00

Raytheon Facilities

Facility	Total Reservations	Amount paid
Ball Field 1	81	\$ -
Total	81	\$ -
Ball Field 2	81	\$ -
Total	81	\$ -
Full Soccer Field	81	\$ -
Total	81	\$ -
Picnic Areas	0	\$ -
Total	0	\$ -