



AGENDA
CITY OF EL SEGUNDO
RECREATION AND PARKS COMMISSION
6:00 PM
CITY COUNCIL CHAMBER
350 MAIN STREET
EL SEGUNDO, CA 90245
NOVEMBER 20, 2024

REVISED: Revision includes Item B2 PowerPoint presentation and Item C3 PowerPoint presentation
MEMBERS OF RECREATION AND PARKS COMMISSION

Bob Motta, Chairperson
Kelly Watson, Vice-Chairperson
Marc Cavagnolo, Commissioner
Dave Lubs, Commissioner
Julie Stolnack, Commissioner

The Recreation and Parks Commission, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of the Recreation and Parks Commission, regarding any matter on this agenda, that the City received after issuing the agenda packet are available for public inspection at the Checkout Building in Recreation Park, during normal business hours. Such documents may be posted on the City's website at www.elsegundo.org and additional copies will be available at the meeting.

Unless otherwise noted in the agenda, the public can only comment on city-related business that is within the jurisdiction of the Recreation and Parks Commission and/or items listed on the agenda during the Public Communications portion of the Meeting. The time limit for comments is five (5) minutes per person. Before speaking to the Recreation and Parks Commission, please state: your name, residence, and organization/group you represent, if desired. Please respect the time limits.

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATION

El Segundo Youth Drama James and the Giant Peach Preview

PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) *Individuals who have received value of \$50 or more to communicate to the **Recreation and Parks Commission** on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the **Recreation and Parks Commission**. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow action on any item not on the agenda.*

A. CONSENT

1. Recreation and Park Commission Regular Meeting Minutes from October 16, 2024.

Recommendation -

1. Approve Recreation and Parks Commission Regular Meeting Minutes from October 16, 2024.
2. Alternatively, discuss and take other action related to this item.

B. UNFINISHED BUSINESS

2. Employee Spotlight: Charlize Contreras

Recommendation -

1. Receive and File the Employee Spotlight Report.
2. Alternatively, discuss and take other action regarding this item.

C. NEW BUSINESS

3. Recreation Park Renovation Project Phase One - Proposed Teen Center and Teen Plaza Schematic Design

Recommendation -

1. Approve the schematic designs for the Teen Center and Teen Plaza, including the Skatepark.
2. Alternatively, discuss and take other action related to this item.

4. Recreation Program Scholarship Policy

Recommendation -

1. Approve proposed Recreation Program Scholarship Application.
2. Alternatively, discuss and take other action related to this item.

D. REPORTS - RECREATION, PARKS AND LIBRARY DIRECTOR

E. REPORTS - RECREATION AND PARKS STAFF

F. REPORTS - COMMISSIONERS

MARC CAVAGNOLO

DAVE LUBS

JULIE STOLNAK

KELLY WATSON - VICE CHAIRPERSON

BOB MOTTA - CHAIRPERSON

ADJOURNMENT

POSTED:

DATE: 11/20/2024

TIME: 1:30 PM

BY: Chelsea Shafer, Senior Administrative Specialist

REGULAR MEETING MINUTES OF THE EL SEGUNDO RECREATION & PARKS
COMMISSION
WEDNESDAY, OCTOBER 16, 2024

CALL TO ORDER – Chairperson Motta called the meeting to order at 6:00 pm.

ROLL CALL

Chairperson Motta - Present
Vice Chairperson Watson - Present
Commissioner Cavagnolo - Present
Commissioner Lubs - Present
Commissioner Stolnack - Present

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)

Coach Woody provided information to the Commission regarding Lacrosse.

Mr. Rodgeron spoke in favor of Coach Woody's comments regarding Lacrosse.

A. CONSENT CALENDAR:

1. MOTION by Vice Chairperson Watson, SECONDED by Member Lubs, approving Regular Committee meeting minutes of September 18, 2024
MOTION PASSED. 5/0

B. None

C. NEW BUSINESS

2. Employee Spotlight

Ryan Delgado spoke to the achievements of Diego Zavala. Diego Zavala provided comments and thanked staff and the Commission for the recognition.

3. Recreation Scholarship Program Review

Recreation Manager Linnea Palmer provided a presentation on the current policies of the Recreation Scholarship Program. Ms. Palmer requested comments from the commission to be utilized for an updated policy to be provided to the commission at a later meeting. Commissioners provided comments to be reflected in the policy including age availability, annual maximum increases, update scholarship visibility for patrons, proof of hardship, simplifying the application process, and additional enrollment periods.

Staff confirmed that the general agreed upon statements among the Commissioners is to review the policy to include:

- Raising the annual scholarship amount per person per household.
- Increase application periods.
- Scholarship program to provide a distinction between programs that are contracted or in-house. Specifically, a percentage of fees covered for contract classes is to be included;
- Utilize HUD to determine eligibility criteria.

D. DIRECTORS REPORT

Recreation Manager Linnea Palmer provided a brief overview of the Director's Report provided to the Commissioners including the council direction to review the Field Allocation Policy.

Ms. Palmer stated that the Commission has a vacancy on the field allocation subcommittee and the appointment will be agendized for the November Regular meeting.

F. STAFF COMMENTS

Recreation Manager Linnea Palmer disclosed a conversation she had with Lacrosse.

Park Maintenance Superintendent Christopher Hentzen provided no additional comments.

Commissioner Stolnack provided comments regarding the maintenance of the pollinator garden and power washing the Library.

G. COMMISSIONER COMMENTS

Commissioner Cavagnolo had no additional comments.

Commissioner Stolnack had no additional comments.

Commissioner Lubs thanked staff and reiterated the suggestions of percentage per class coverage or maximum classes that can be taken when enrolling in the scholarship program.

Vice Chairperson Watson had no additional comments.

Chairperson Motta had no additional comments.

Adjourned at 7:11 PM

Chelsea Shafer

Chelsea Shafer, Senior Administrative Specialist

Employee Spotlight

2024 Recreation

Charlize Vasquez—
Library Assistant





TITLE:

Recreation Park Renovation Project Phase One- Proposed Teen Center and Teen Plaza Schematic Design

RECOMMENDATION:

1. Approve schematic designs for the Teen Center and Teen Plaza including the Skatepark.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The estimated cost for renovation of the Teen Center and Teen Plaza was included in the adopted FY 2024-25 Budget as part of the CIP:

Amount Budgeted: \$8,704,848.97

Additional Appropriation: None

Account Number(s): 301-400-8202-8421 (Capital Improvement Fund:
Recreation Park Projects)

BACKGROUND:

On August 31, 2022, a Joint Meeting of the City Council and Recreation and Parks Commission was held at the Joslyn Center to consider options for moving ahead with a variety of improvements to Recreation Park. At the meeting, the City Council and the Recreation and Parks Commission directed staff to retain the existing layout of Recreation Park while making needed upgrades using a phased approach. This would include making a series of renovations and updates to each facility or amenity over time as funding is available.

In April 2023, the City executed an agreement with architectural design firm, LPA, Inc. to provide conceptual design plans for Phase One of the Recreation Park Renovation Project. The projects included in Phase One were determined to be:

1. Renovations to the Teen Center Interior and Teen Plaza, including the basketball/multi-use court and skate park.
2. Renovations of the pickleball, tennis, volleyball and paddle ball courts.
3. Renovations to Stevenson, George Brett and softball fields, including irrigation improvements.
4. Demolition and re-design of lawn bowling, horseshoes and bag toss areas.

In September 2023, staff returned to the City Council to present conceptual designs and Rough Order of Magnitude costs provided by LPA for the tasks below:

Task	Basic Option	Upgraded Options
George Brett & Softball Fields	\$4.4 million	\$9.5 million
Stevenson Field	\$3.8 million	
New LED lighting per field	\$2 million	
Pickleball, Tennis, Volleyball and Paddle Ball Courts	\$3.8 million	\$5.1 million
Teen Center Interior	\$3.6 million	\$4.8 million
Teen Plaza (Skate Park and Basketball/Multi-Use Court)	\$4.2 million	
Shuffleboard/Bag Toss	\$1.5 million	

The Council ultimately directed staff to focus on the following tasks of the Phase One Improvements: renovations to the Teen Center Interior, Teen Plaza, George Brett Field and the softball field, without new LED lighting.

After staff was unable to reach an agreeable proposal for ongoing services with LPA, Inc., MIG was selected in March 2024 to complete final plans and specifications for the selected tasks. The initial cost estimate from MIG for the selected tasks was \$13.5 million. The City Council further prioritized the tasks within Phase One and directed staff to begin the Teen Center and Teen Plaza renovations.

During early discussions about proposed renovations to the Teen Center and Teen Plaza, City Council considered the possibility of relocating the skate park to another site within Recreation Park. However, after surveying the teens, the Park Renovation Subcommittee, and the Recreation Park Commission, it was determined that there was no support for moving the skate park outside the Teen Plaza. Staff was then directed to establish the footprint of the Teen Plaza prior to focusing on the interior improvements of the Teen Center. In subsequent meetings with the Park Renovation Subcommittee, Recreation and Parks Commission, and City Council MIG presented three options for the Teen Plaza improvements. Ultimately, MIG was directed to continue schematic design drawings utilizing the Option 2 footprint.

Option 2: Retain the general footprint of the Teen Plaza but include complete demolition of both the skate park and the basketball/multi-use court to allow for grading and a new

concrete basketball/multi-use court. This option also includes resizing the basketball/multi-use court and shifting its orientation slightly.

- Estimated multi-use court and non-programmed space square footage:6,560 sq.ft.
- Estimated skate park square footage:7,090 sq.ft.
- Estimated Cost: \$1,602,450

Partnering with MIG, the Recreation, Parks, and Library Department hosted a community workshop at the Teen Center and attended El Segundo Middle School lunch periods to garner community feedback for the Teen Center and Teen Plaza. After reviewing feedback, the architects and designers were able to produce a schematic design which is inclusive of MIG's assessment along with community and stakeholder input. Estimated costs for the improvements are included.

DISCUSSION:

Through receiving community feedback, MIG determined that the teens desired enhancements that would assist in improving the overall aesthetics and functionality of the facility, making the Teen Center a more enjoyable space for the community. Through their team of landscape architects, civil, geotechnical, and environmental engineers, and skatepark designers, MIG produced schematic design drawings to address their plans for demolition and remodeling of the Teen Center and Teen Plaza. The schematic design addresses ADA accessibility, drainage, grading, seating opportunities, functionality, bike and accessible parking, lighting, and facility modernization.

It is important to note that a separate plan for actual interior furnishings and finishes will be developed at a later date in conjunction with staff and teen participants input.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

Strategy C: Maintain an innovative General Plan to ensure responsible growth while preserving El Segundo's quality of life and small-town character.

PREPARED BY: Linnea Palmer, Recreation Manager

REVIEWED BY: Aly Mancini, Director of Recreation, Parks, and Library

APPROVED BY: Aly Mancini, Director of Recreation, Parks, and Library

ATTACHED SUPPORTING DOCUMENTS:

1. ESP_20241113_Recreation and Parks Commission.pptx

Recreation Park Renovation Project - Phase One Proposed Teen Center and Teen Plaza **Schematic Design**

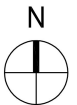
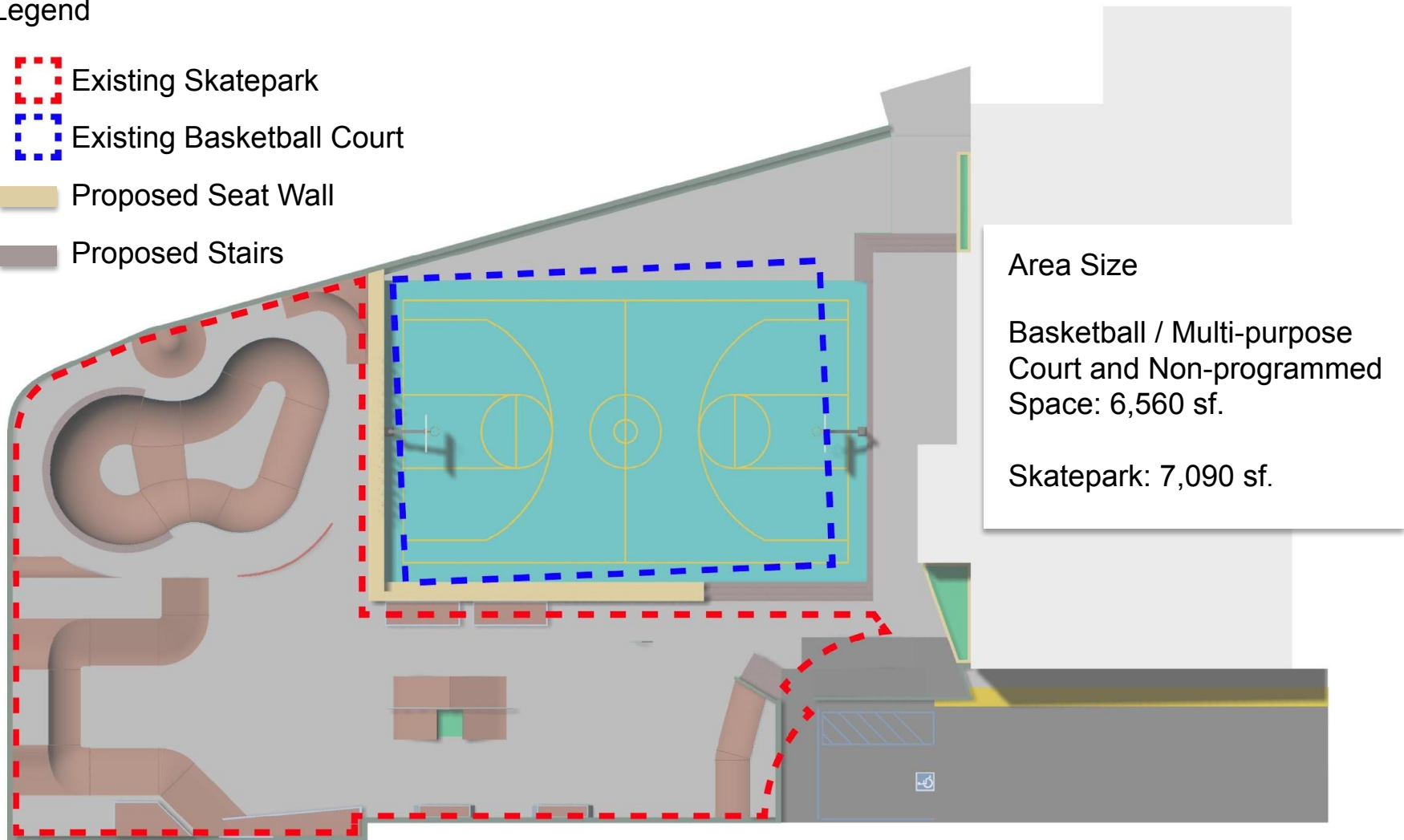
November 20, 2024



Option 2 – New Basketball / Multi-Purpose Court

Legend

- Existing Skatepark
- Existing Basketball Court
- Proposed Seat Wall
- Proposed Stairs

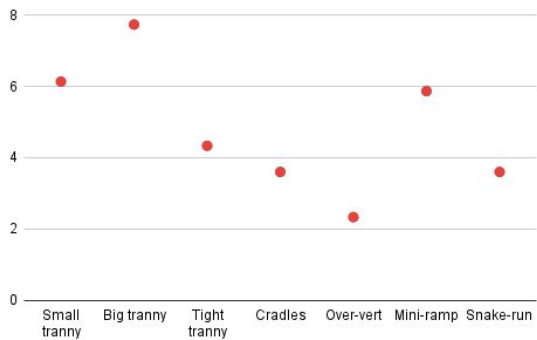




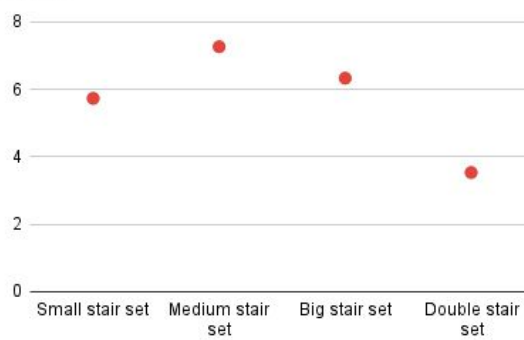
CONCRETE SKATEPARK DESIGN FEATURE PRECEDENTS



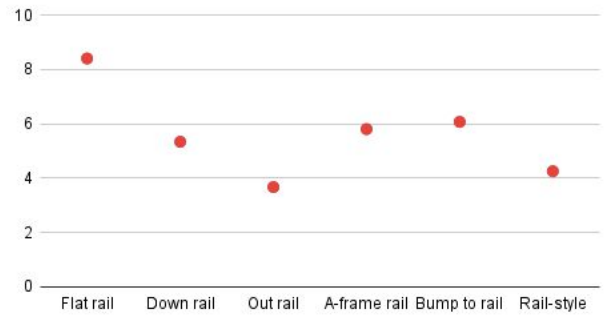
Transition



Stairs



Rails

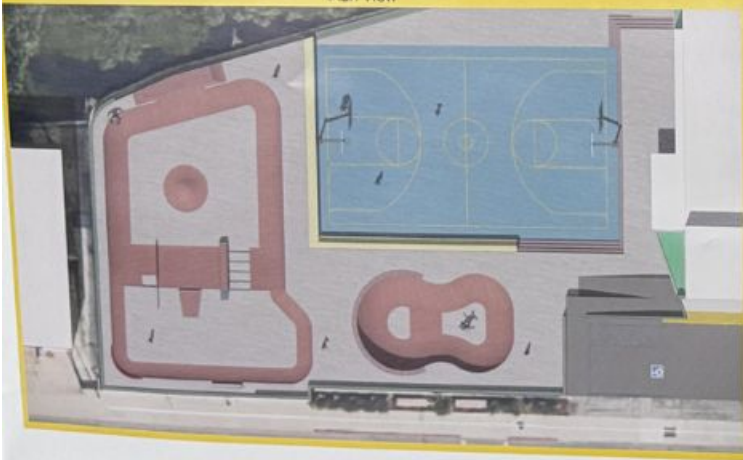


Option A - Sunken Flow/Plaza Area & Smaller/Shallower Bowl

Perspective View from Northeast

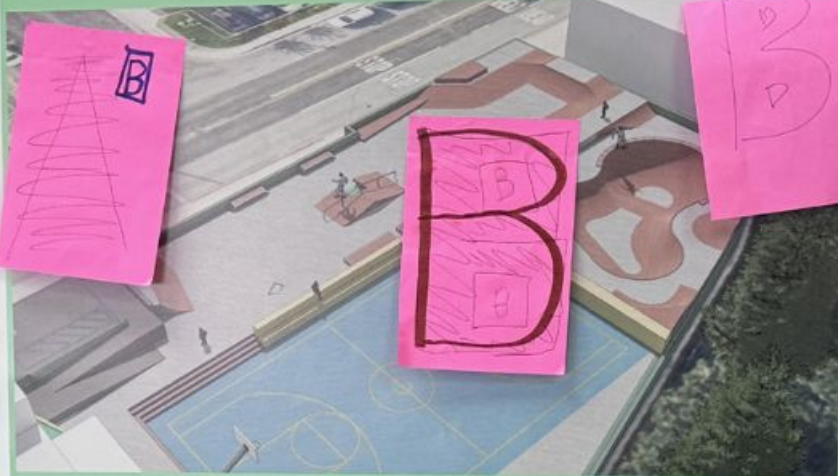


Plan View



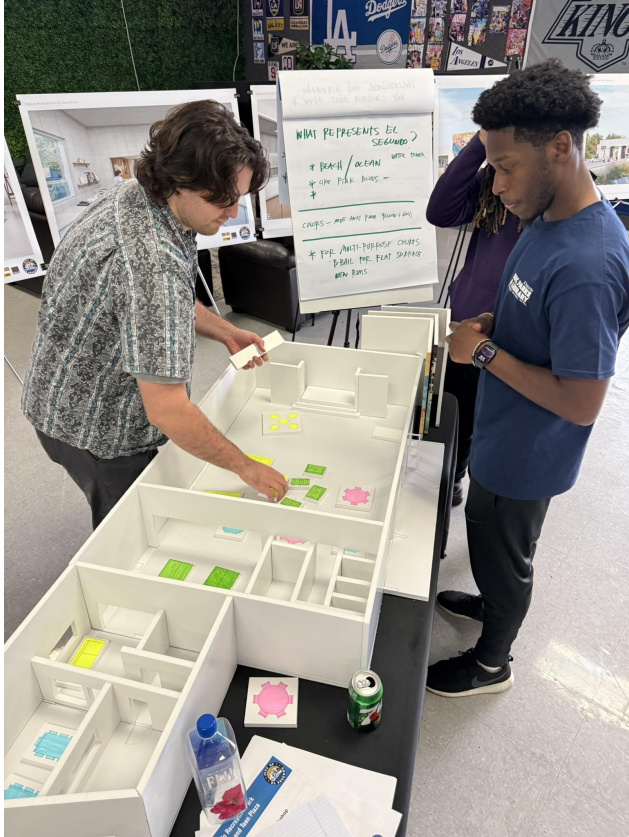
Option B - Elongated Street Area & Larger Bowl

Perspective View from Northeast



Plan View





* LIKE HOW OPEN FOR MULTIPLE
USE AT SAME TIME

* CONSIDER OVERNIGHT

* CONSIDER SKYLIGHTS

* CONSIDER MANUAL - IF POWER GOES OUT

* lots of outlets @ sides of room

* E-BIKE PARKING OUTSIDE - LOCKERS

* MUSIC - SPEAKERS OUTSIDE + INSIDE

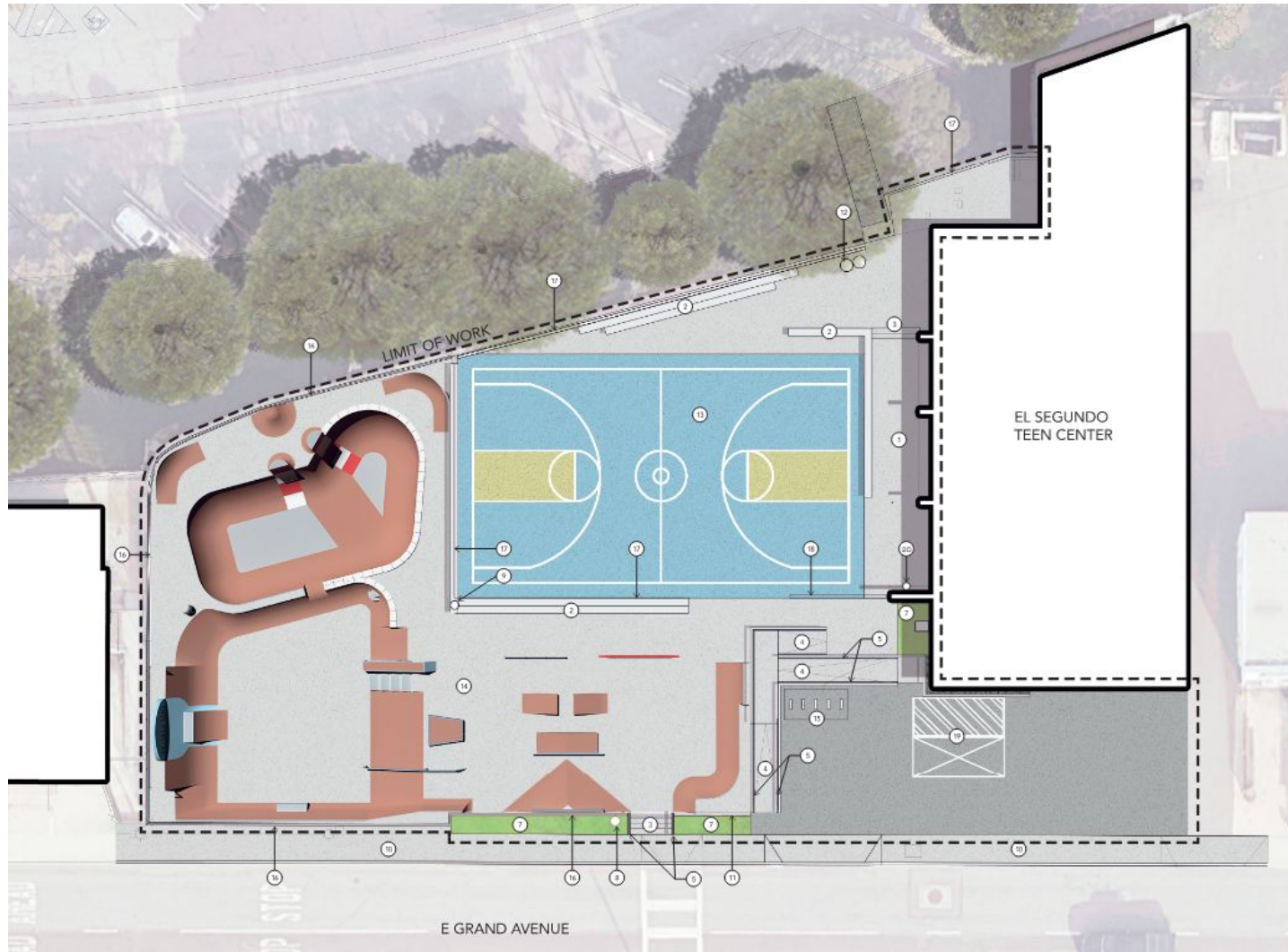
* CABLE MANAGEMENT

Teen Plaza Findings

- Users prefer Skatepark Option B with elongated street area and larger bowl
- Fencing around the multi-purpose court is desired
- Lockable bicycle parking needed
- Most users are advanced skateboarders
- Users are also beginners and scooter riders
- Most desired use the multi-purpose court is for basketball
- Good lighting was requested

Teen Center Findings

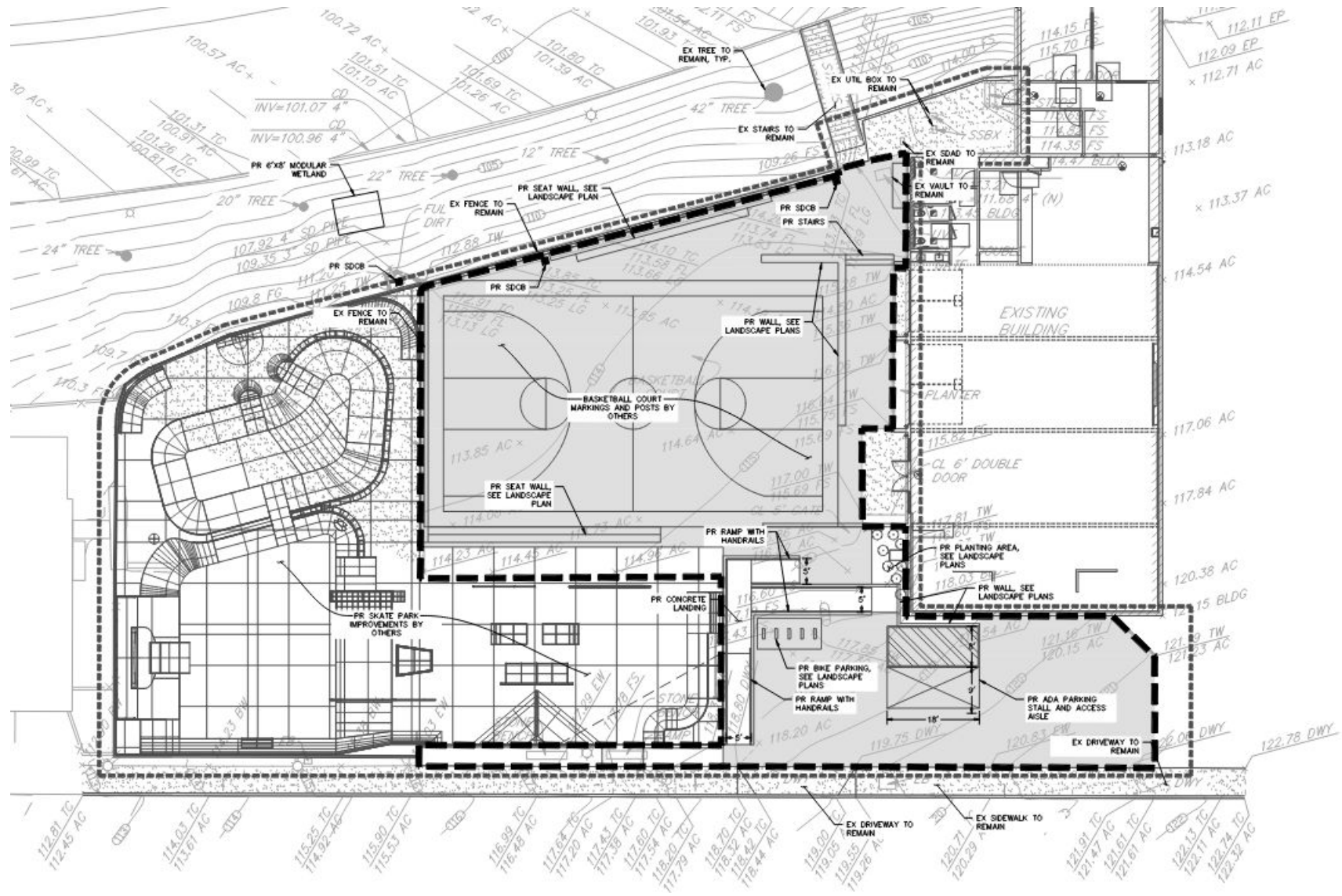
- Preference to keep space open and flexible with comfortable seating arranged around media centers for group entertainment
- Preferred activities are table games, video gaming, and watching movies along with hanging out and lounging
- Preference for durable materials
- Operable windows are needed for good ventilation
- Better acoustics and open shelving are needed
- Exterior mural should represent the entire City including the beach and the ocean and be completed by a local artist
- The mural project will be completed by the Arts and Culture Committee

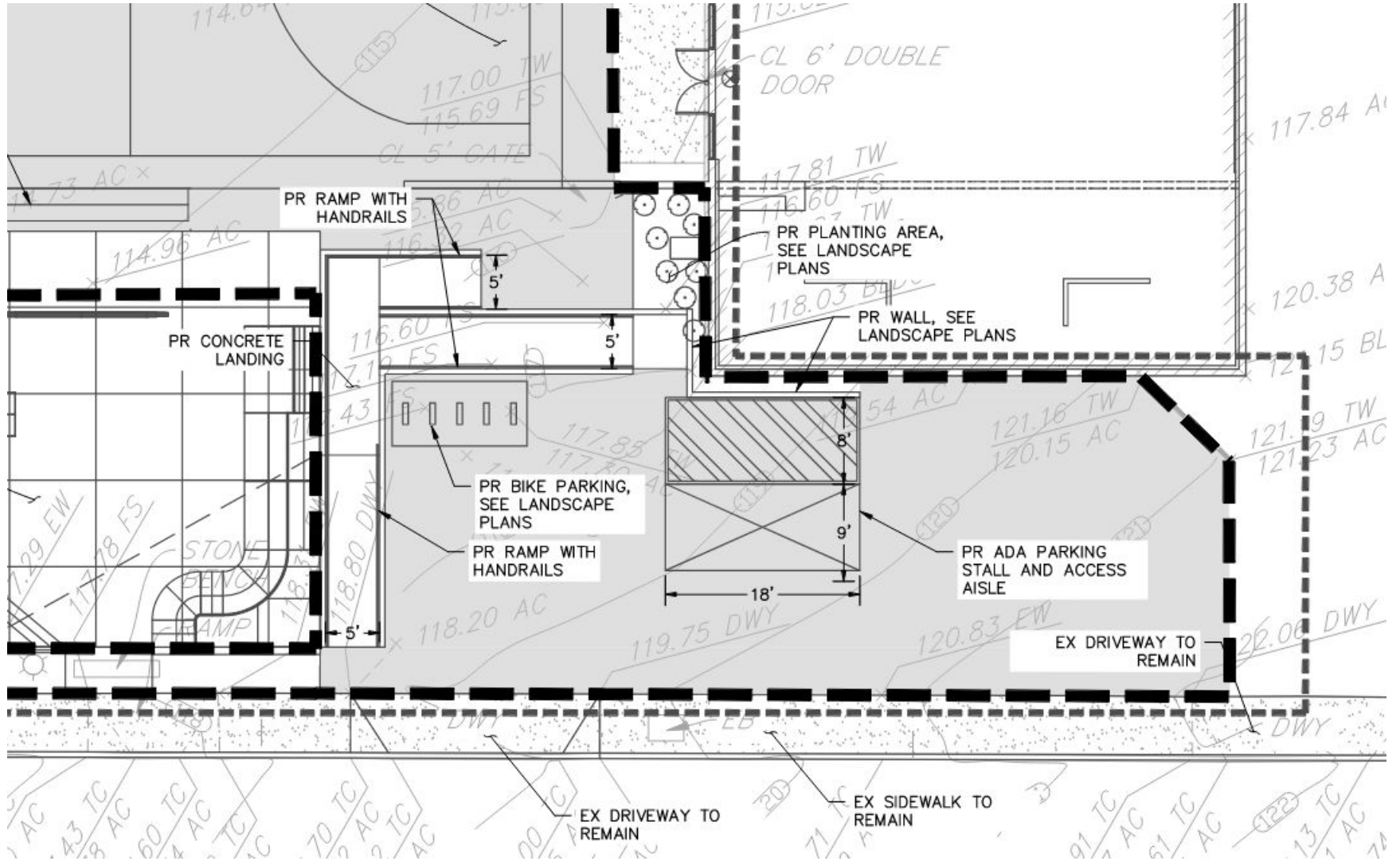


KEYNOTES

- ① Concrete Pavement
- ② Cast-in-place Concrete Seatwall
- ③ Cast-in-place Concrete Steps
- ④ Concrete Ramp
- ⑤ Handrail at Ramp
- ⑥ Handrail at Steps
- ⑦ Planting Area
- ⑧ (E) Light to Remain
- ⑨ Security Light
- ⑩ (E) Concrete Walk to Remain
- ⑪ Monument Sign
- ⑫ Trash Receptacle
- ⑬ Multipurpose court
- ⑭ Skate Park
- ⑮ Bike Rack
- ⑯ 42" High Perimeter Fence
- ⑰ 8' High Court Fence
- ⑱ 20' Wide Sliding Gate
- ⑲ ADA Parking
- ⑳ Bottle Filler







CL 6' DOUBLE DOOR

PR RAMP WITH HANDRAILS

PR PLANTING AREA, SEE LANDSCAPE PLANS

PR CONCRETE LANDING

PR WALL, SEE LANDSCAPE PLANS

PR BIKE PARKING, SEE LANDSCAPE PLANS

PR RAMP WITH HANDRAILS

PR ADA PARKING STALL AND ACCESS AISLE

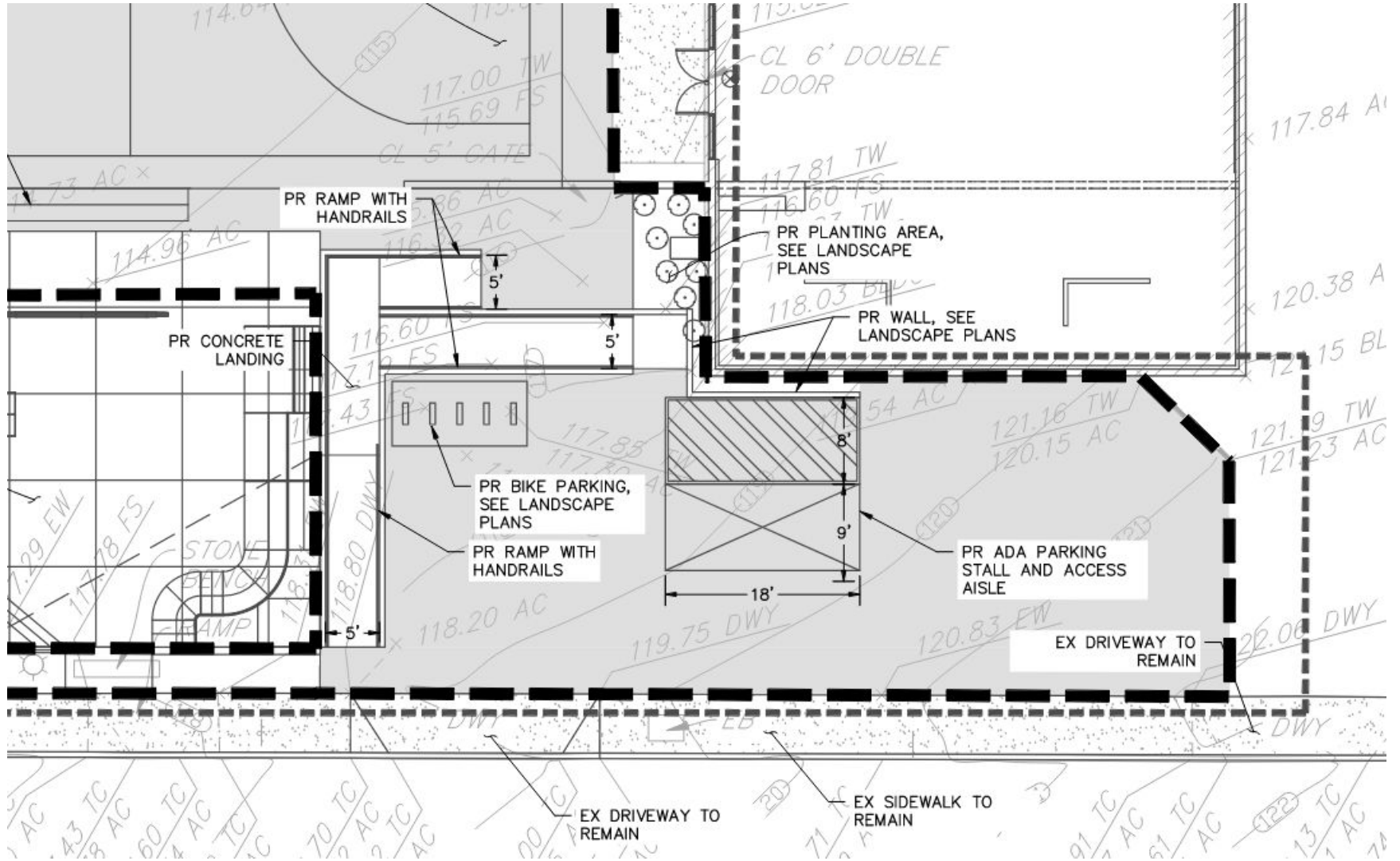
EX DRIVEWAY TO REMAIN

EX DRIVEWAY TO REMAIN

EX SIDEWALK TO REMAIN

STONE BENCH

RAMP





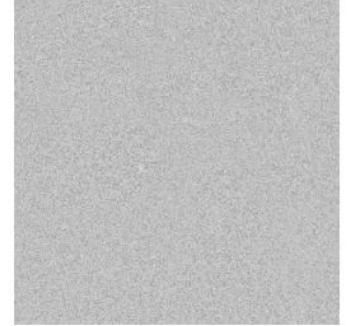
10 42" HIGH PERIMETER FENCE
SCALE: N.T.S.



7 MONUMENT SIGN
SCALE: N.T.S.



4 CONCRETE RAMP
SCALE: N.T.S.



1 CONCRETE PAVEMENT
SCALE: N.T.S.



11 8' HIGH COURT FENCE
SCALE: N.T.S.



8 TRASH RECEPTACLE
SCALE: N.T.S.



5 HANDRAIL AT STEPS AND RAMP
SCALE: N.T.S.



2 CAST-IN-PLACE CONCRETE SEATWALL
SCALE: N.T.S.



12 BOTTLE FILLER
SCALE: N.T.S.



9 BIKE RACK
SCALE: N.T.S.



6 SECURITY LIGHT
SCALE: N.T.S.



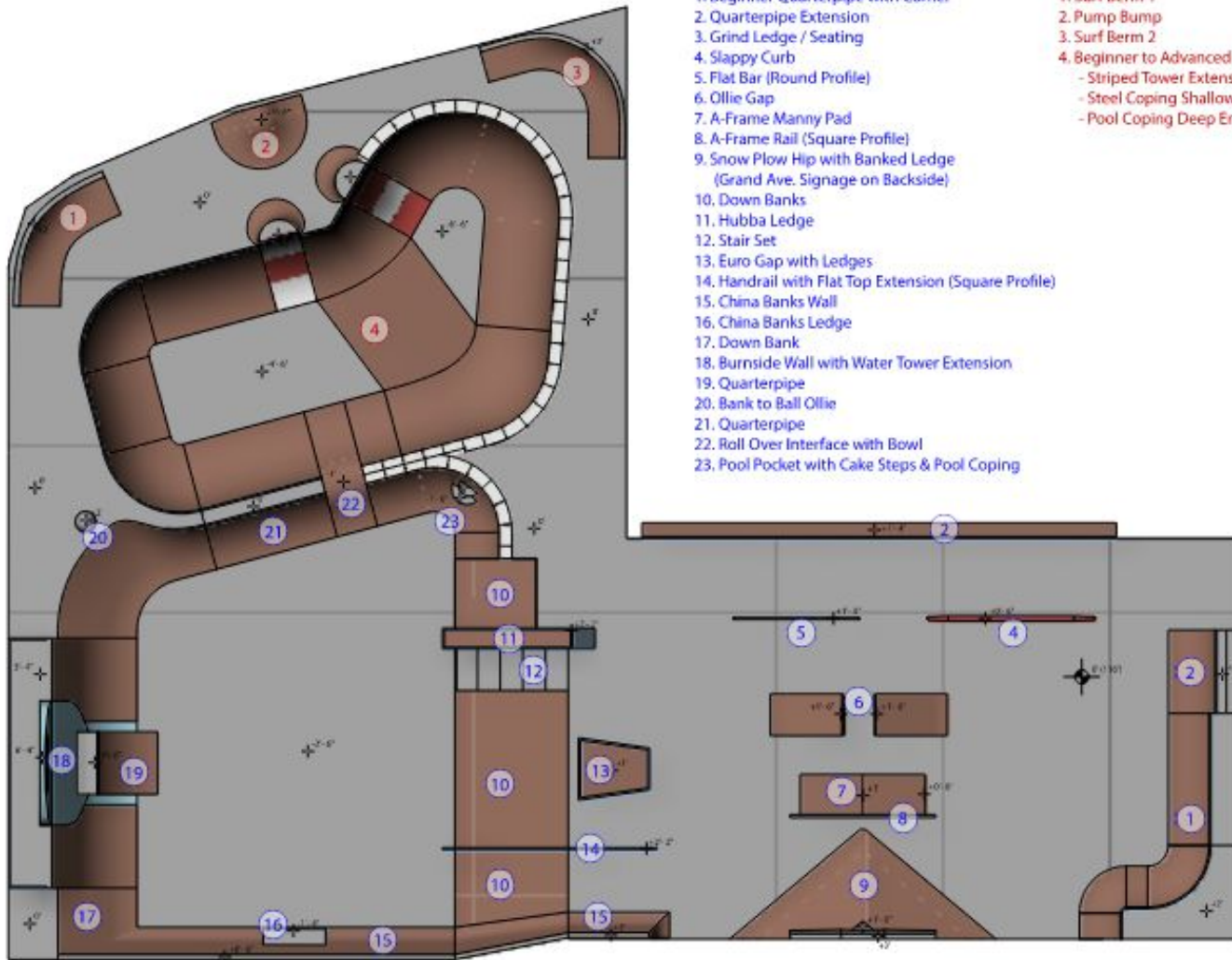
3 CAST-IN-PLACE CONCRETE STEPS
SCALE: N.T.S.

STREET AREA (~65% PARK SF)

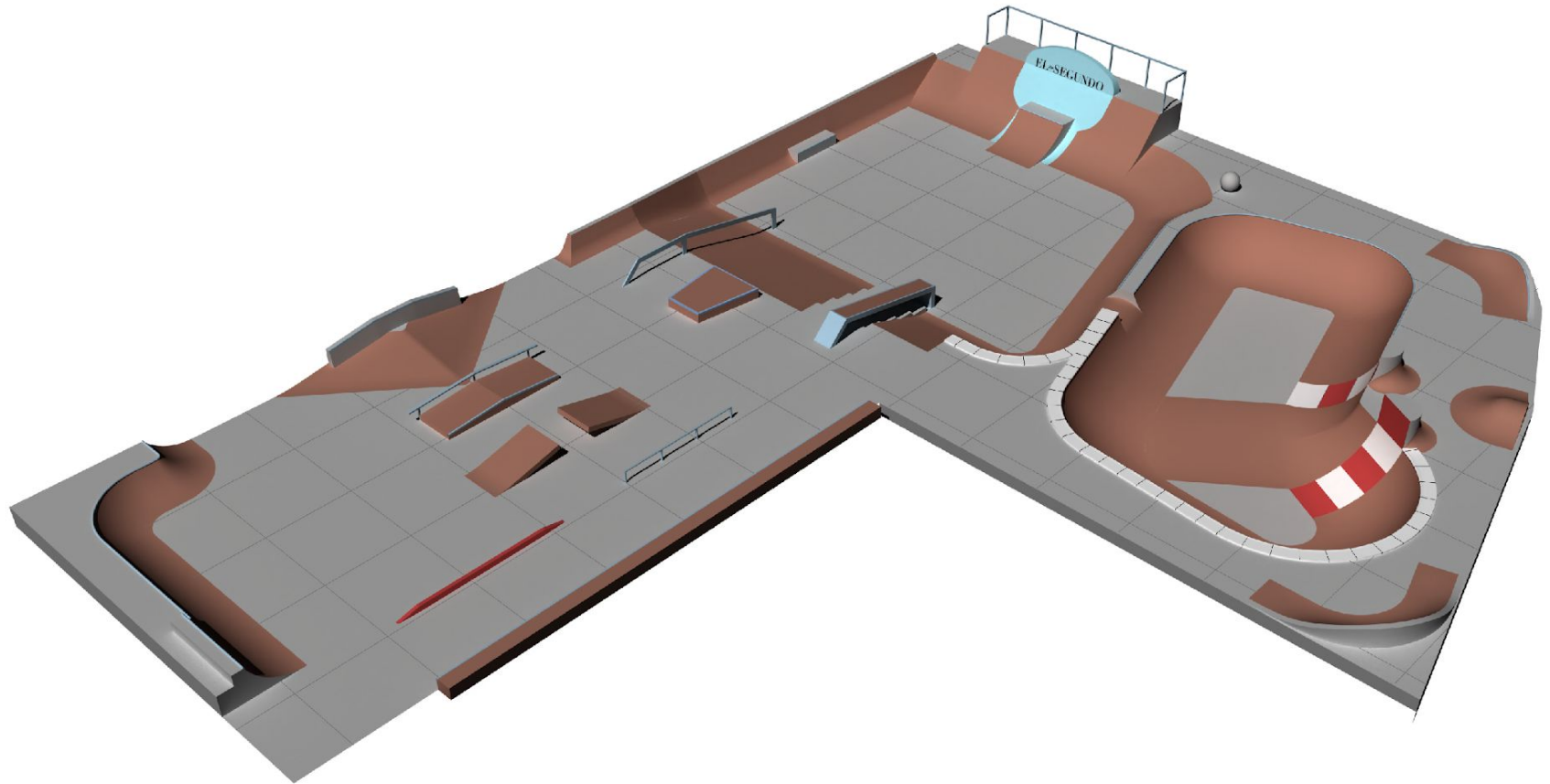
1. Beginner Quarterpipe with Corner
2. Quarterpipe Extension
3. Grind Ledge / Seating
4. Slappy Curb
5. Flat Bar (Round Profile)
6. Ollie Gap
7. A-Frame Manny Pad
8. A-Frame Rail (Square Profile)
9. Snow Plow Hip with Banked Ledge
(Grand Ave. Signage on Backside)
10. Down Banks
11. Hubba Ledge
12. Stair Set
13. Euro Gap with Ledges
14. Handrail with Flat Top Extension (Square Profile)
15. China Banks Wall
16. China Banks Ledge
17. Down Bank
18. Burnside Wall with Water Tower Extension
19. Quarterpipe
20. Bank to Ball Ollie
21. Quarterpipe
22. Roll Over Interface with Bowl
23. Pool Pocket with Cake Steps & Pool Coping

BOWL & FLOW AREA (~35% PARK SF)

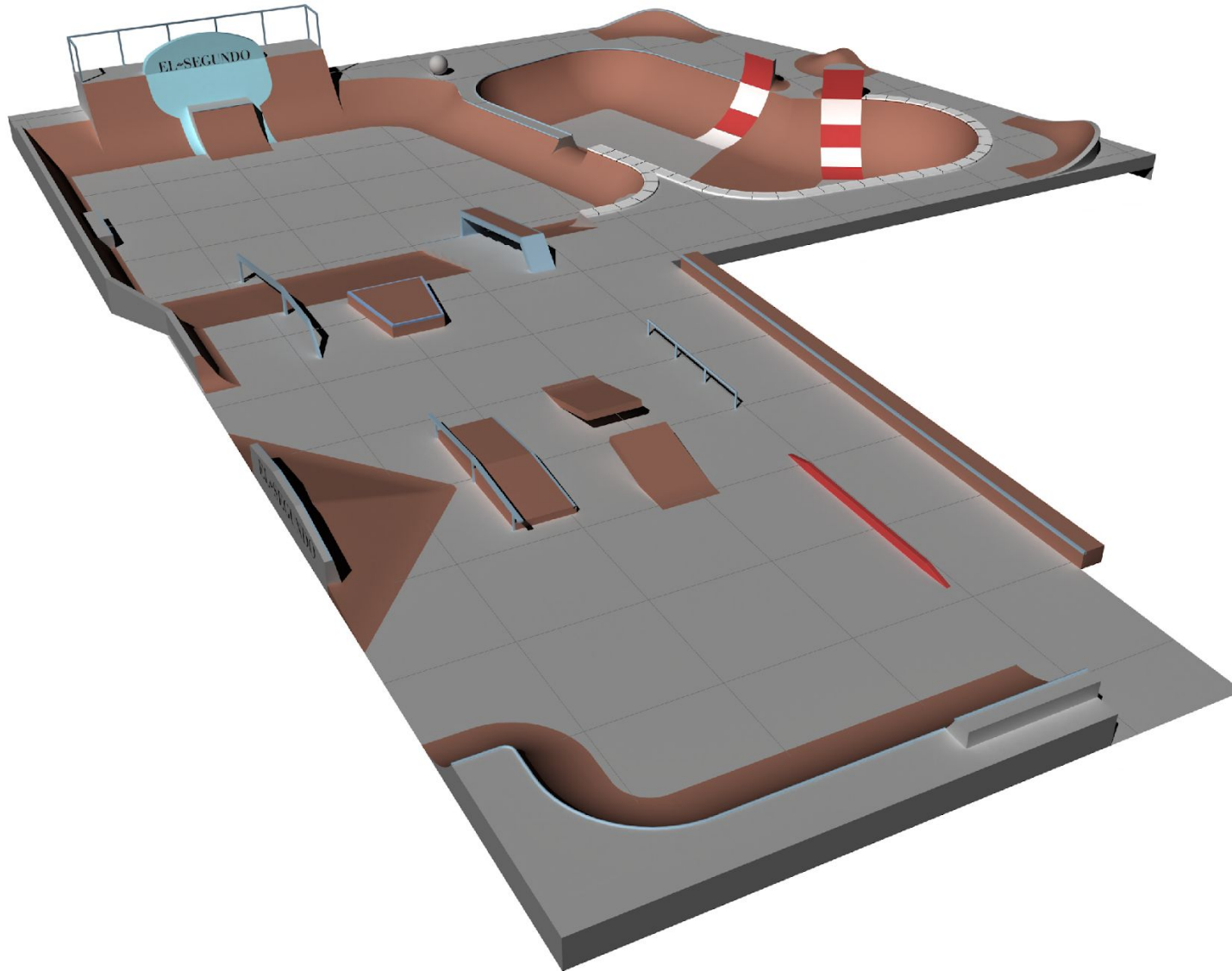
1. Surf Berm 1
2. Pump Bump
3. Surf Berm 2
4. Beginner to Advanced Hipped Bowl
- Striped Tower Extensions,
- Steel Coping Shallow End
- Pool Coping Deep End



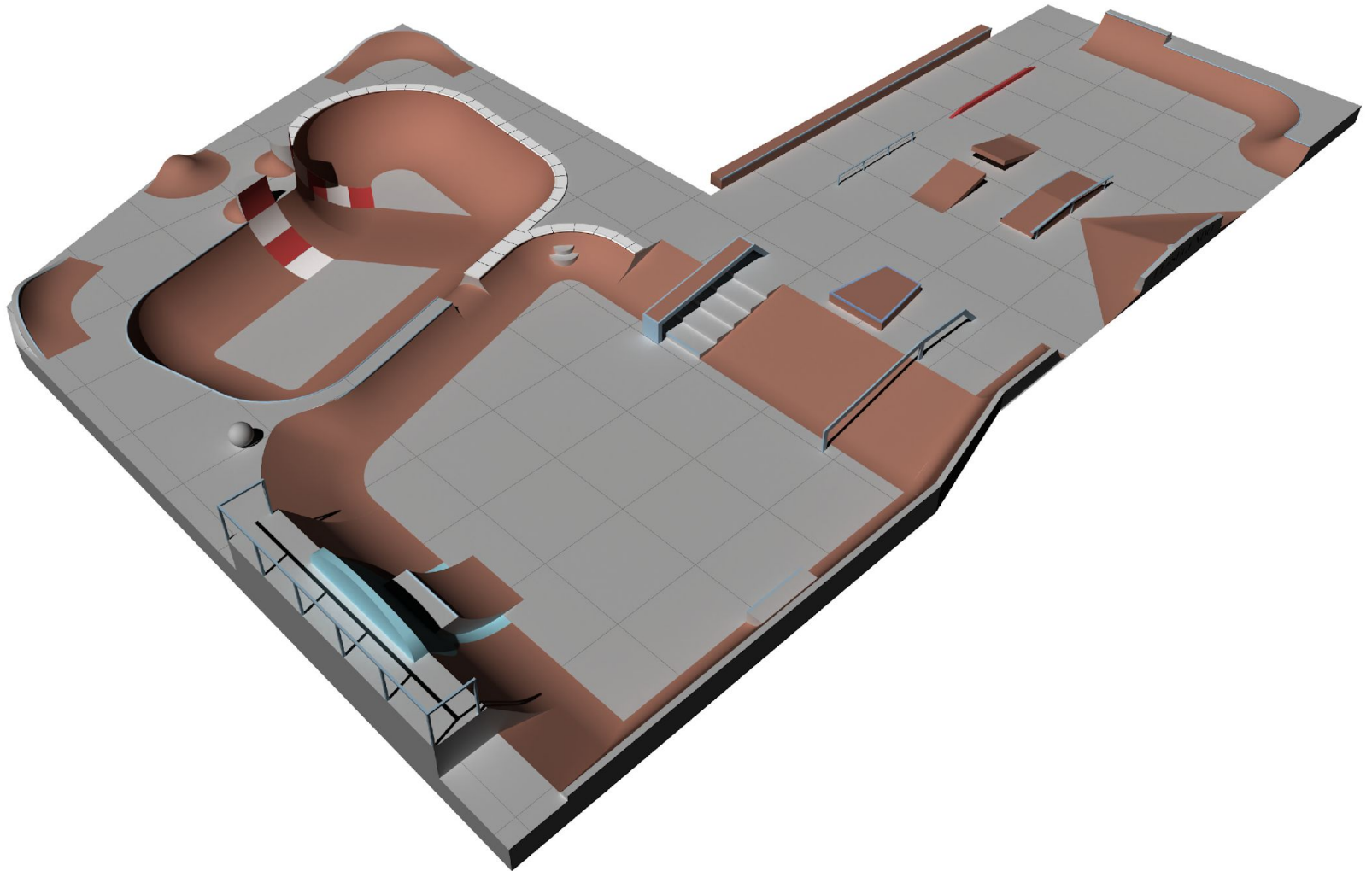
Northeast view of skatepark



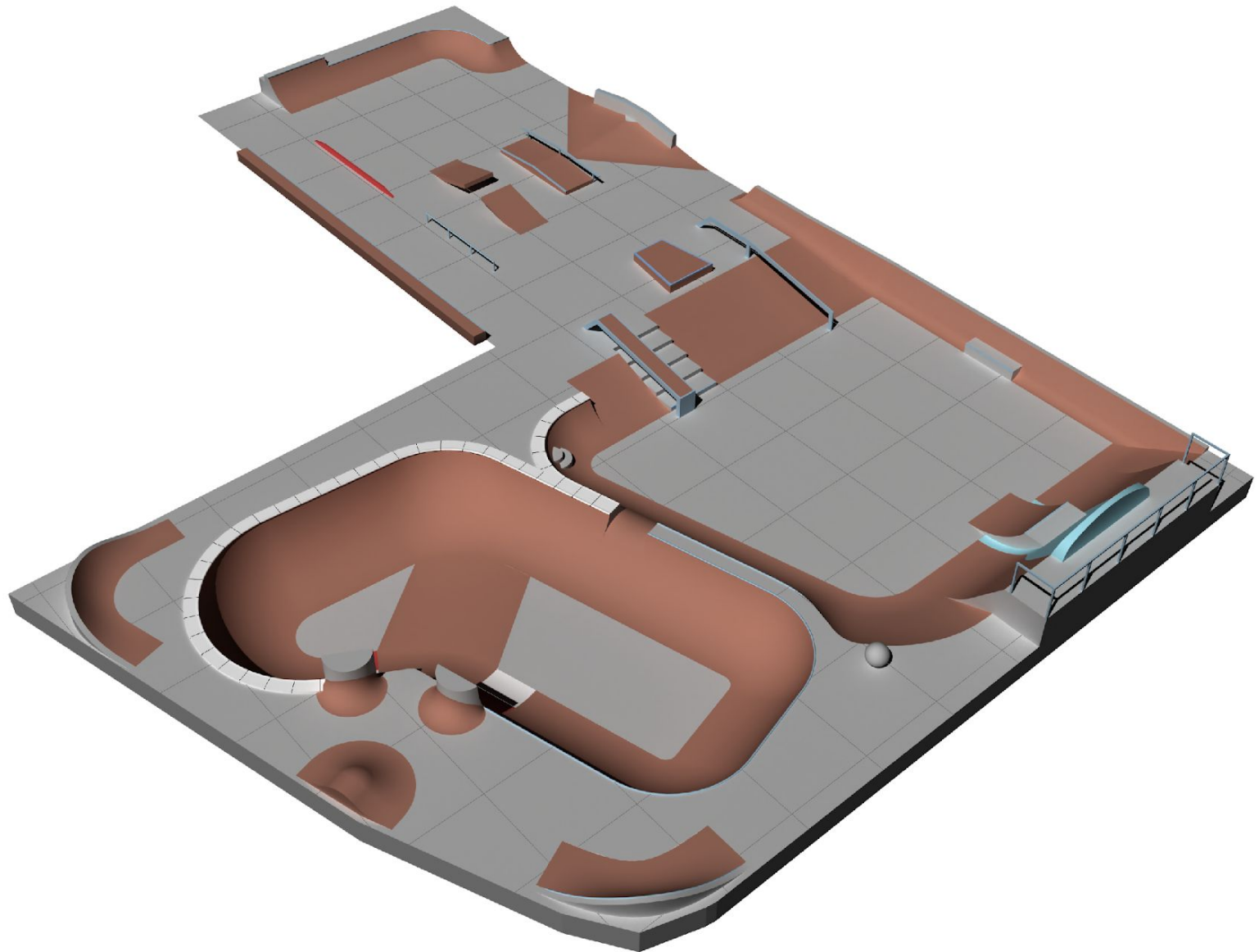
Southeast view of skatepark

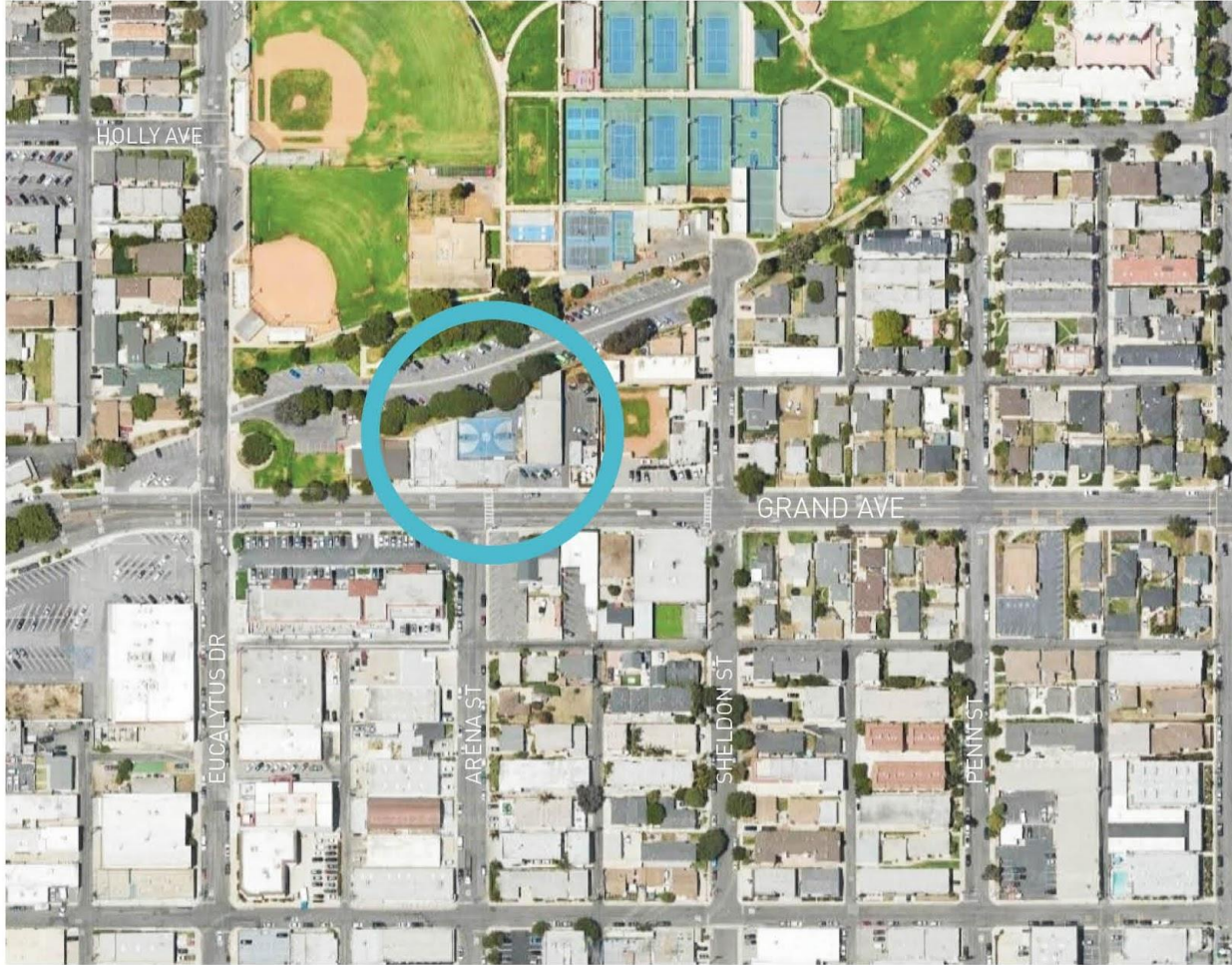


Southwest view of skatepark



Northwest view of skatepark





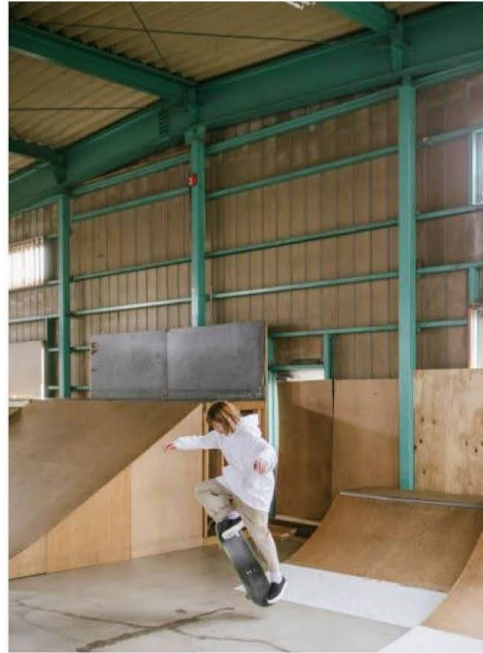
El Segundo Teen Center

405 E Grand Ave
El Segundo, CA

Existing



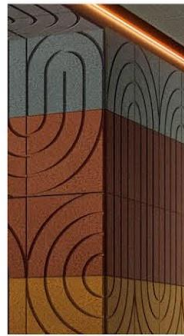
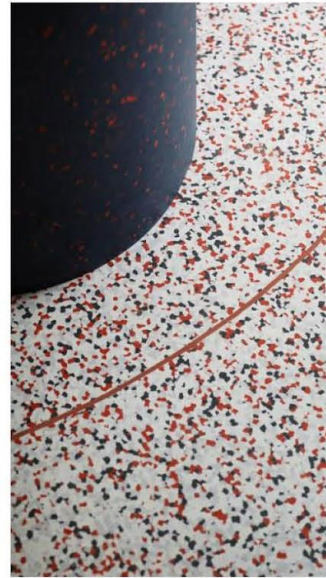
Inspiration

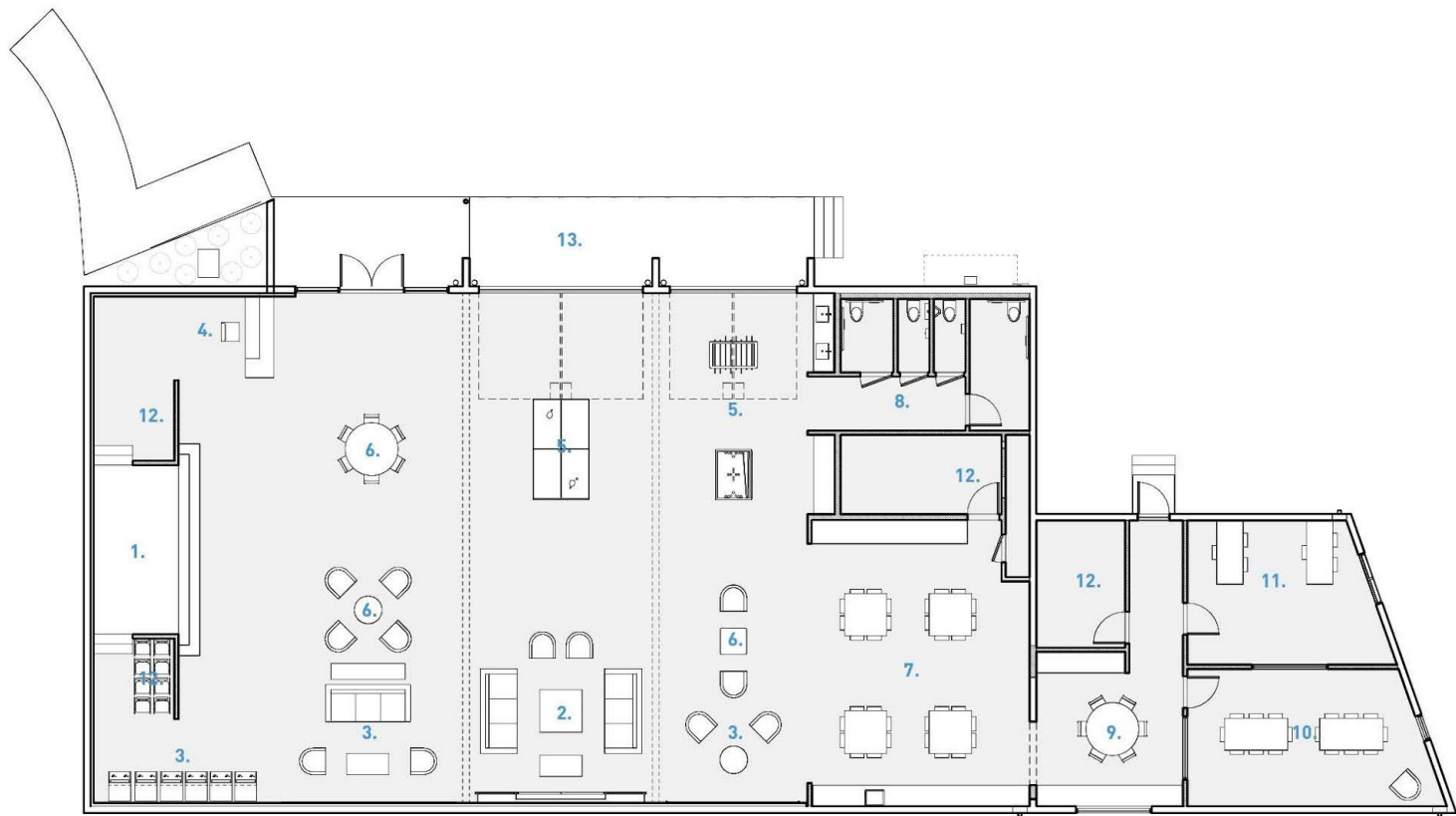


Arrangements

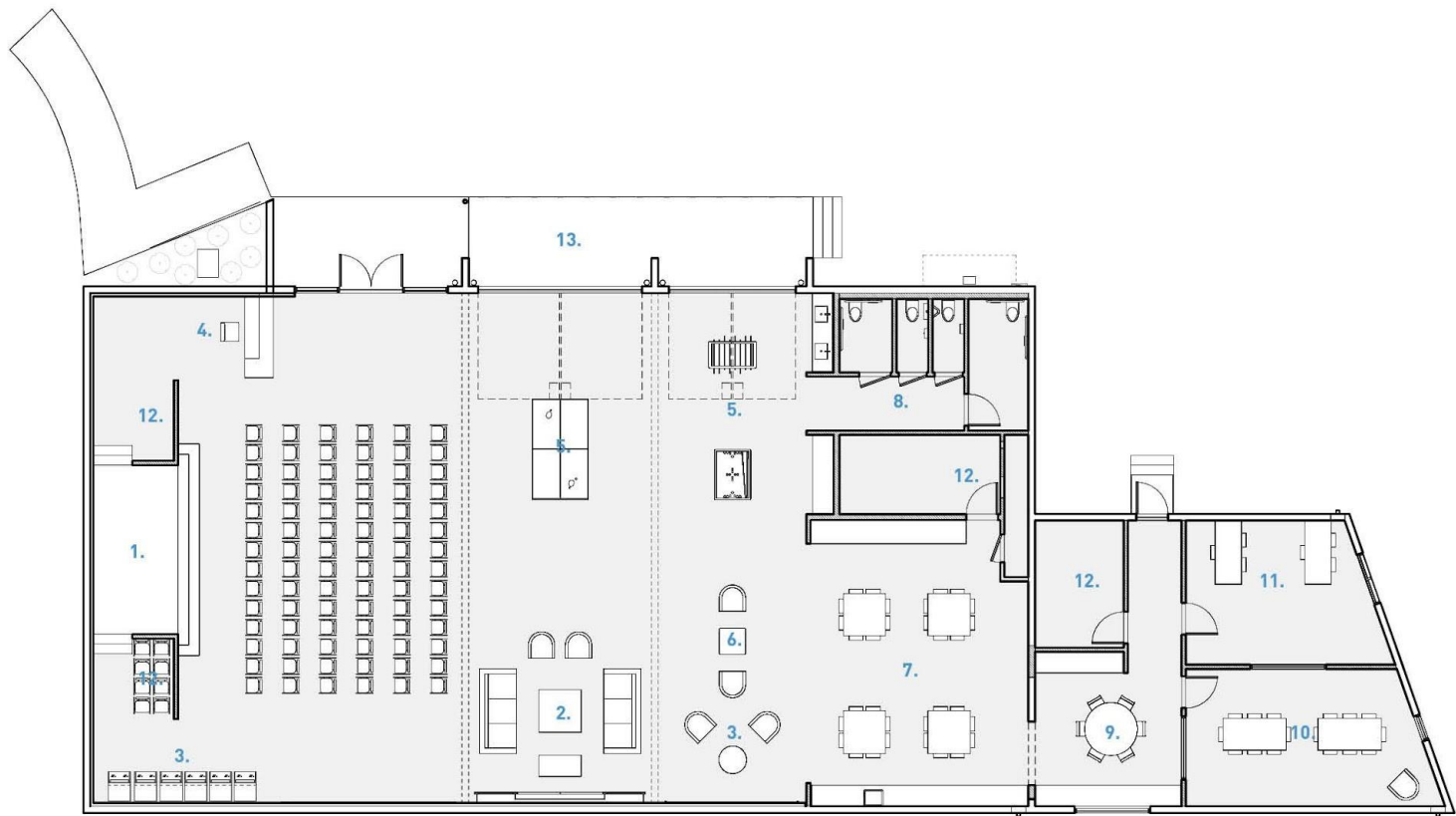


Materiality

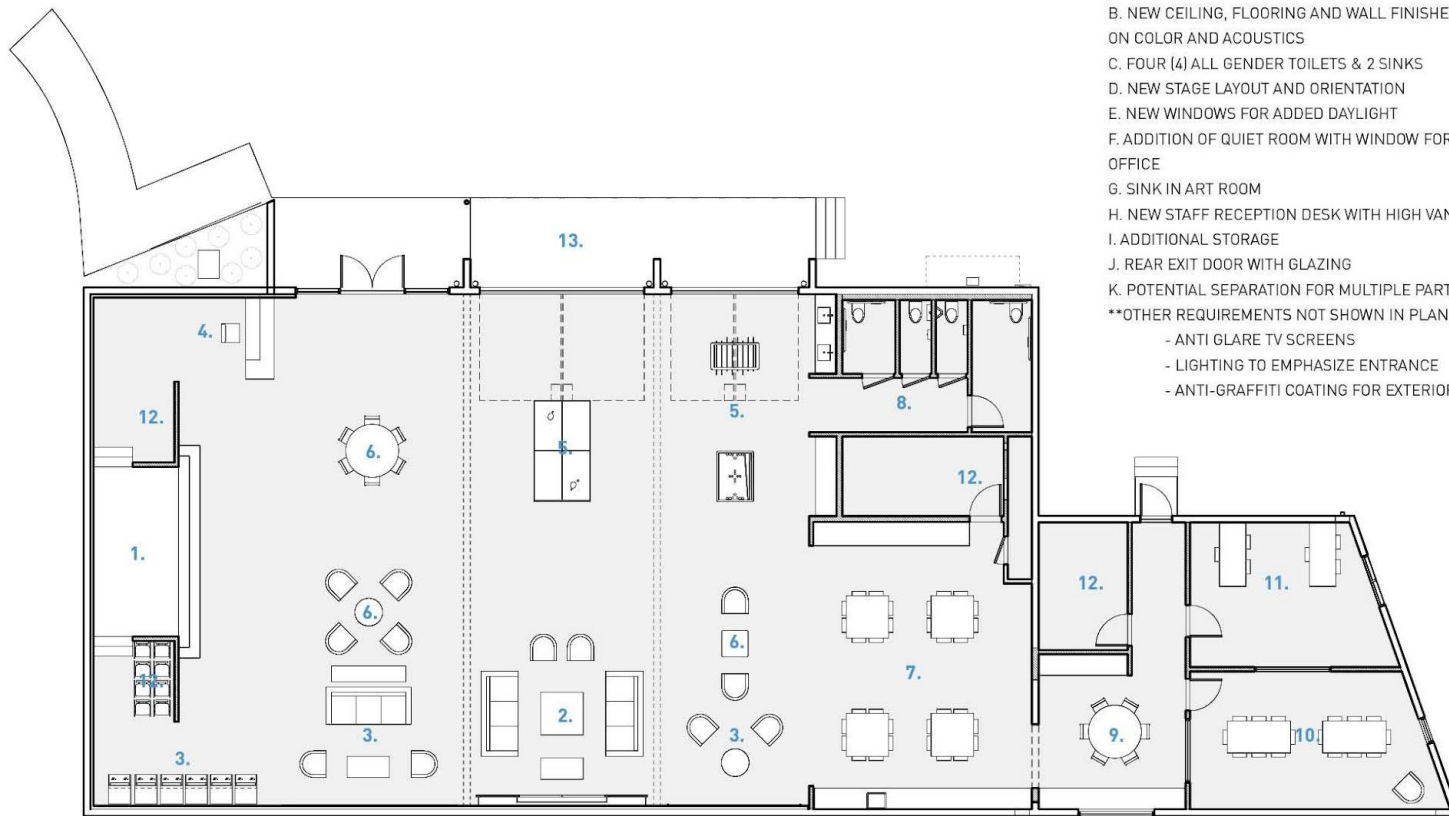




1. STAGE 2. ENTERTAINMENT 3. VIDEO GAMING 4. RECEPTION 5. GAMES 6. SEATING AREA
 7. ART ROOM 8. BATHROOMS 9. GAME ROOM 10. QUIET ROOM 11. OFFICE 12. STORAGE 13. OUTDOOR AREA



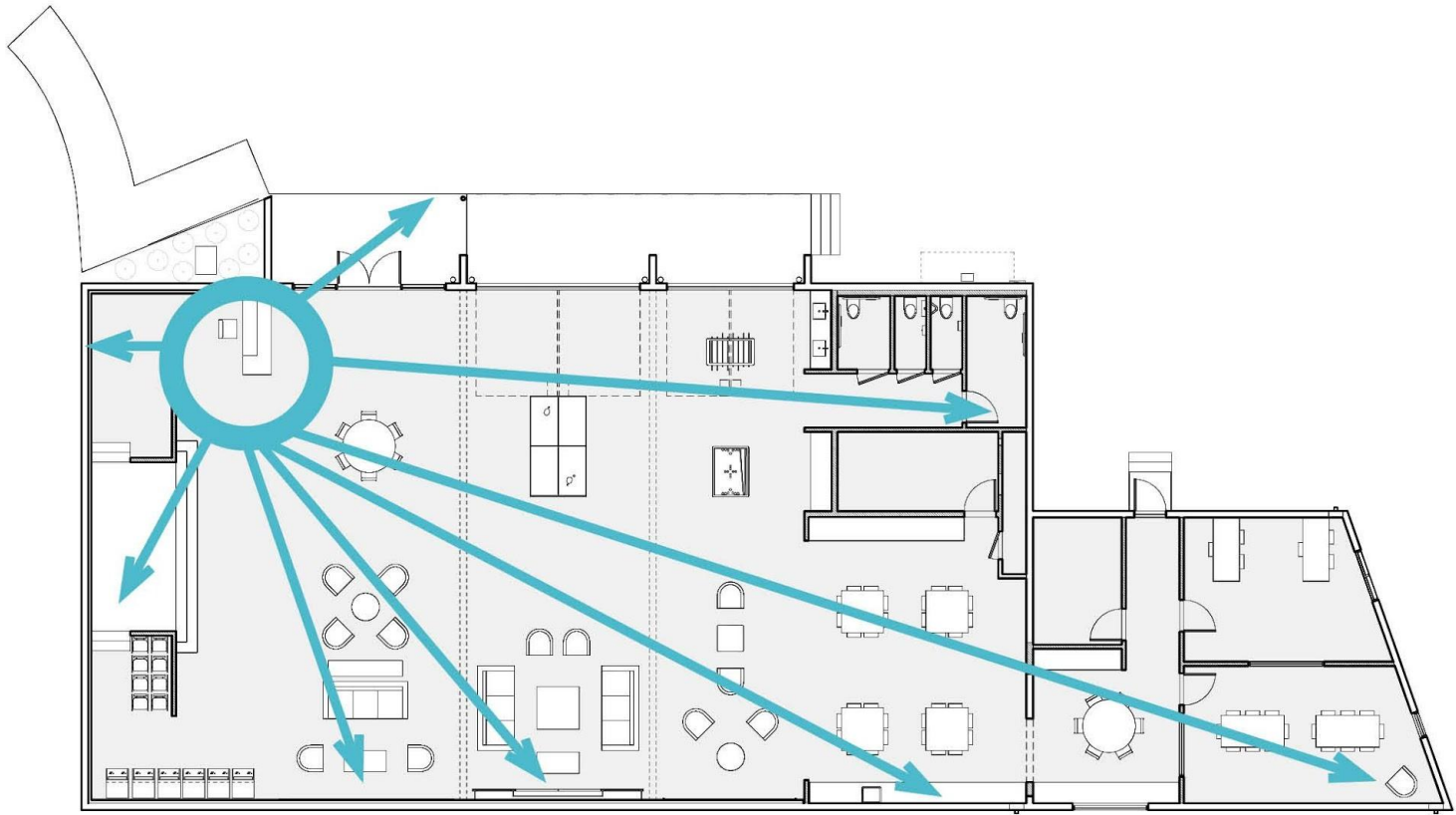
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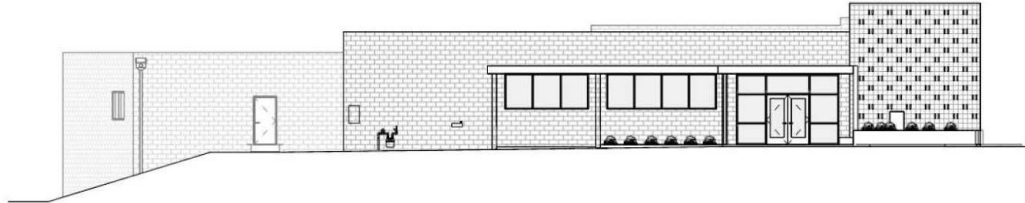


NEW PLAN ADJUSTMENTS

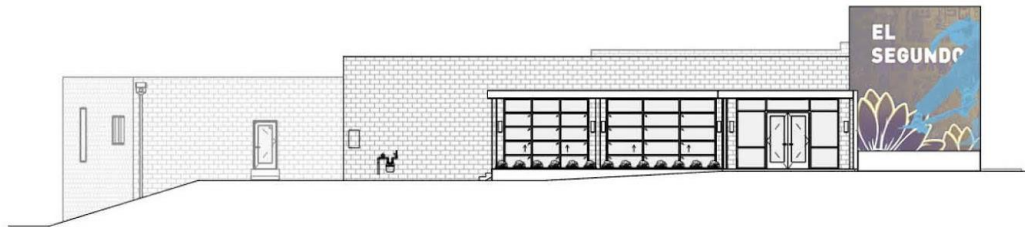
- A. ENHANCED CONNECTION BETWEEN INT / EXT BY ADDITION OF ROLL UP DOORS
- B. NEW CEILING, FLOORING AND WALL FINISHES WITH AN EMPHASIS ON COLOR AND ACOUSTICS
- C. FOUR (4) ALL GENDER TOILETS & 2 SINKS
- D. NEW STAGE LAYOUT AND ORIENTATION
- E. NEW WINDOWS FOR ADDED DAYLIGHT
- F. ADDITION OF QUIET ROOM WITH WINDOW FOR VISIBILITY TO STAFF OFFICE
- G. SINK IN ART ROOM
- H. NEW STAFF RECEPTION DESK WITH HIGH VANTAGE TO ALL SPACES
- I. ADDITIONAL STORAGE
- J. REAR EXIT DOOR WITH GLAZING
- K. POTENTIAL SEPARATION FOR MULTIPLE PARTIES
- **OTHER REQUIREMENTS NOT SHOWN IN PLAN
 - ANTI GLARE TV SCREENS
 - LIGHTING TO EMPHASIZE ENTRANCE
 - ANTI-GRAFFITI COATING FOR EXTERIOR WALLS

1. STAGE 2. ENTERTAINMENT 3. VIDEO GAMING 4. RECEPTION 5. GAMES 6. SEATING AREA
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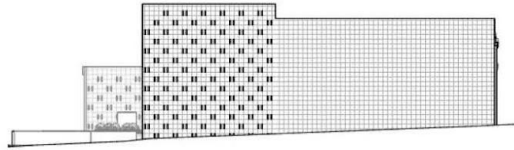




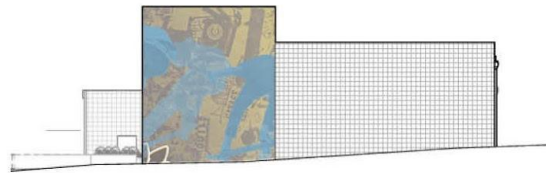
EXISTING WEST ELEVATION



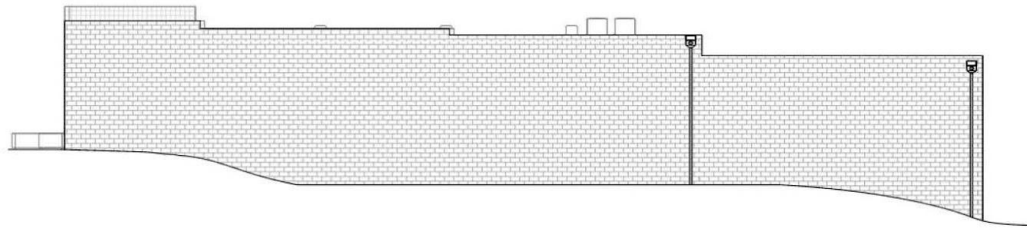
PROPOSED WEST ELEVATION



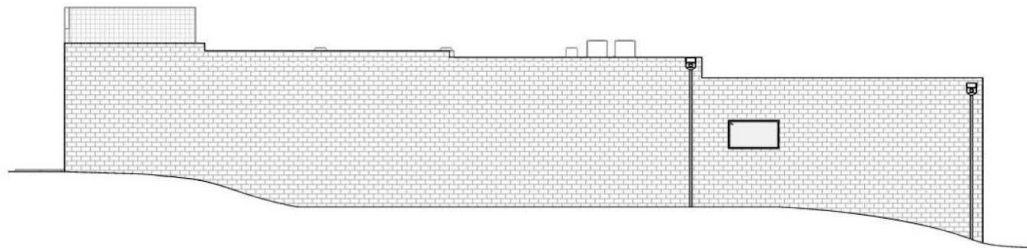
EXISTING SOUTH ELEVATION



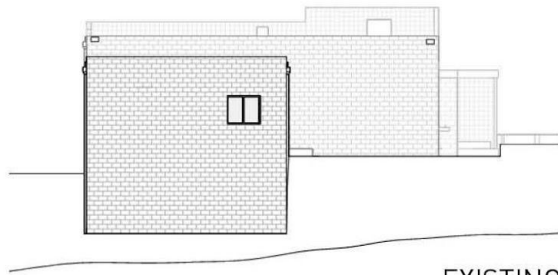
PROPOSED SOUTH ELEVATION



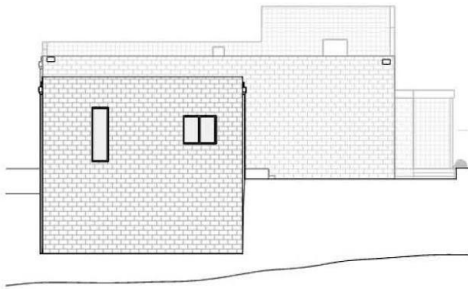
EXISTING EAST ELEVATION



PROPOSED EAST ELEVATION



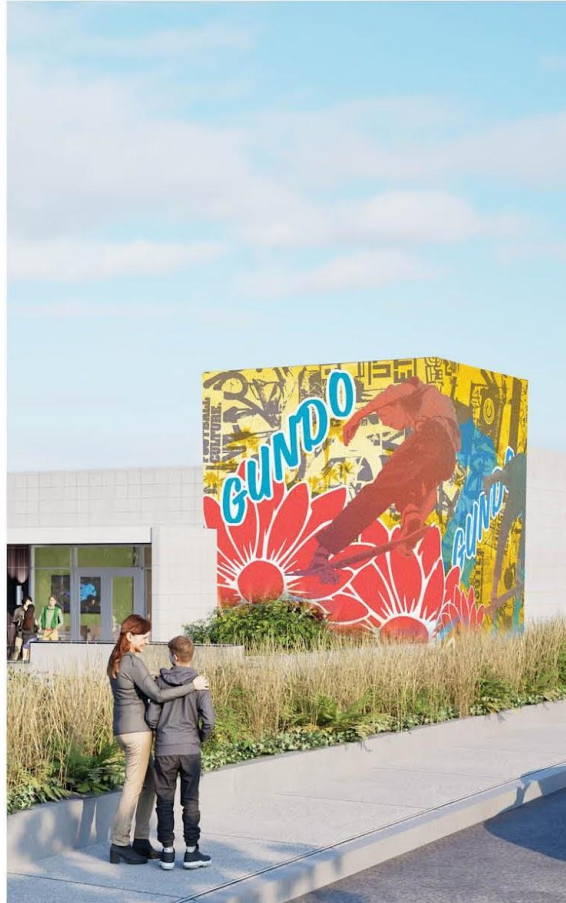
EXISTING NORTH ELEVATION



PROPOSED NORTH ELEVATION







Mural Studies













Teen Plaza Renovation

Demolition	1	Lump Sum	\$ 140,000.00	\$ 140,000.00
Skatepark	1	Lump Sum	\$ 625,000.00	\$ 625,000.00
Basketball Court	1	Lump Sum	\$ 65,000.00	\$ 65,000.00
Site Development	1	Lump Sum	\$ 242,000.00	\$ 242,000.00
Stormwater Treatment (Measure W)	1	Lump Sum	\$ 55,000.00	\$ 55,000.00
ADA Ramp and Parking	1	Lump Sum	\$ 60,000.00	\$ 60,000.00
Sub-Total				\$ 1,187,000.00
General Conditions, Bonds & Insurance, Overhead & Profit	0.15	Percent		\$ 178,050.00
Contingency	0.2	Percent		\$ 237,400.00
Total				\$ 1,602,450.00

Teen Center Renovation

Building Interior and Exterior	5233	SF	\$ 400.00	\$ 2,093,200.00
Total - Low Range				\$ 2,093,200.00
Building Interior and Exterior	5233	SF	\$ 450.00	\$ 2,354,850.00
Total - High Range				\$ 2,354,850.00



Recreation and Parks Commission Agenda Statement
Meeting Date: November 20, 2024
Agenda Heading: Unfinished Business

TITLE:

Recreation Program Scholarship

RECOMMENDATION:

1. Approve proposed Recreation Program Scholarship Application,
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in the adopted FY 2024-25 Budget.

Program Expenditure: \$6,000

Additional Appropriation: None

Account Number(s):001-300-5201-3881 (Rec Classes & Camps)

BACKGROUND:

On December 19, 2018, Recreation staff presented the Recreation and Parks Commission with the El Segundo Recreation and Parks Program Scholarship. The scholarship program was established to offer financial assistance for residents to participate in programs offered by the Recreation, Parks and Library Department. El Segundo individuals or families facing financial challenges can apply to receive discounted registration fees based on financial need. The application process includes a scholarship application, proof of residency and submittal of income tax returns or income information to be reviewed by the Recreation Manager or designee.

Eligibility is determined according to the annual Los Angeles County Income Limits that have been established by the Department of Housing and Community Development; those falling in the categories of Low Income, Very Low Income, or Extremely Low Income are currently eligible. HUD Very Low-Income limits are based on 50% of the median family income estimated from Los-Angeles-Long Beach-Glendale, CA. The current median family income in the Los-Angeles-Long Beach-Glendale area is \$98,200. Income limits for family sizes are calculated by applying percentage adjustments to the final 4-person very low-income limit.

Recreation Program Scholarship Policy

November 20, 2024

Page 2 of 3

Los Angeles County Area Median Income: \$98,200	Acutely Low	10350	11800	13300	14750	15950	17100	18300	19450
	Extremely Low	29150	33300	37450	41600	44950	48300	51600	54950
	Very Low Income	48550	55450	62400	69350	74900	80450	86000	91550
	Low Income	77700	88800	99900	110950	119850	128750	137600	146500
	Median Income	68750	78550	88400	98200	106050	113900	121750	129600
	Moderate Income	82500	94300	106050	117850	127300	136700	146150	155550

Family Size adjustments and Final VLIL for Los Angeles- Long Beach – Glendale, CA HUD Metro FMR Area								
	1- person	2- person	3- person	4- person	5- person	6- person	7- person	8- person
Family Size Adjustment	\$69,350 * .70	\$69,350 * .80	\$69,350 * .90	\$69,350 * 1	\$69,350 * 1.08	\$69,350 * 1.16	\$69,350 * 1.24	\$69,350 * 1.32
Very Low income limit	\$48,545	\$55,480	\$62,415	\$69,350	\$74,898	\$80,446	\$85,994	\$91,542
FY 2024 FINAL VLIL	\$48,550	\$55,450	\$62,400	\$69,350	\$74,900	\$80,450	\$86,000	\$91,550

Currently, the Department has two application periods during the year (September and April) during which individuals or families apply and prove eligibility to receive discounted registration fees based on financial need. Qualified applicants are notified by the Department and a “flag” is placed on their CivicRec account that applies a special discount rate upon checkout. El Segundo residents from all age groups can apply. Once an applicant is deemed qualified and funds are available, the applicant currently receives \$200 per household per year in credit and is allowed to register for recreation programs at 50% of the specified program rate.

On October 16, 2024 the Recreation and Parks Commission made recommendations to the Recreation division for updates to the current program. Program areas reviewed by the commission were application period, scholarship amount, processes, and applicant eligibility.

DISCUSSION:

The Department is recommending accepting applications quarterly, prior to each registration period. Awards would be given in January, March, May, and August. The application process would include a scholarship application, proof of residency and submittal of income tax returns or proof of income to be reviewed by the Recreation Manager or designee. Eligibility would be determined according to the annual Los Angeles County Income Limits that have been established by the Department of Housing and Community Development; those falling in the categories of Very Low Income or

Extremely Low Income would be eligible. Scholarships would only be available if funds are available. Qualified applicants would be notified by the Department and would submit all requested classes to the designee for registration. El Segundo residents from all age groups can apply. Once an applicant is deemed qualified and funds are available, the applicant would be allowed to register for staff led recreation programs at 50% of the specified program rate and contract led programs at 70% of the specified program rate. Applicant awards will be limited to \$200 per individual with a maximum of \$600 per calendar year. Once funds have been exhausted, applicant will be notified of the next application period that they are eligible.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

Strategy B: Implement Diversity, Equity, and Inclusion (DEI) initiatives to cultivate representation and opportunities for all the members of the community.

PREPARED BY: Linnea Palmer, Recreation Manager

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

APPROVED BY: Aly Mancini, Director Recreation, Parks, and Library

ATTACHED SUPPORTING DOCUMENTS:

1. Recreation Scholarship Application



Recreation, Parks, & Library Department Recreation Program Scholarship Application

Dear Resident,

The City of El Segundo Recreation, Parks, and Library Department makes every effort to provide the very best customer service to our residents. The Recreation Program Scholarship Program provides funding for programs and services offered by the Recreation, Parks, and Library Department to families and individuals in need. Scholarships of up to **\$200** per resident, with a maximum of \$600 per household per year, are offered to residents who meet eligibility criteria. The Recreation Manager will review each application submitted and makes award decisions based on the information provided in this application.

Due to limited funding, some applications may be denied. However, all applicants are strongly encouraged to apply again during the next award period. Applications do not roll-over and applicants must re-apply at every new award period. Awarded funds also do not roll over. Unused scholarship funds will be returned to the scholarship fund for the next award period. Application and award periods are listed below:

- | | |
|--|-----------------------|
| a. Period 1 - Application submittals: August- December | Award: January |
| b. Period 2 - Application submittals: January- February | Award: March |
| c. Period 3 - Application submittals: March- April | Award: May |
| d. Period 4 - Application submittals: May- July | Award: August |

Applications will be available at the Joslyn Senior Center Outreach Office Desk and online at elsegundorecparks.org
Applications must be submitted to the Joslyn Senior Center Outreach Office, mailed applications will not be accepted.

Return all applications in a sealed envelope to:

Joslyn Senior Center
Attn: Linnea Palmer, Recreation Manager
339 Sheldon Street
El Segundo, CA 90245
310-524-2705

For any additional scholarship questions, please contact Recreation Manager Linnea Palmer at 310-524-2882 or lpalmer@elsegundo.org

Applicant Information					
First Name:		Last Name:		Date	
Home Address:					
City:		State:		Zip:	
Email:				Phone number:	
Minor Name(s): If applying for child(ren)					
What will scholarship be used for?					
Have you or members of your family participated in City of El Segundo Recreation programs before? If so, please list.					
***** For office only - Date submitted					

Funding Criteria

Applicant must fall within these income brackets related to the number of people in your household:

Number of People in Household	1	2	3	4	5	6	7	8
Income Guidelines	\$48,550 or less	\$55,450 or less	\$62,400 or less	\$69,350 or less	\$74,900 or less	\$80,450 or less	\$86,000 or less	\$91,550 or less

Documents that must be attached to this application:

- 1. Two Proofs of Residency**
- 2. Copy of most recent Income Tax Return or two most recent paystubs**



Program Scholarship decisions cannot be made without the required residency and income or tax information.



RECREATION, PARKS, and LIBRARY DEPARTMENT

DATE: November 20, 2024
TO: Recreation and Parks Commission
FROM: Aly Mancini, Director
SUBJECT: Department Report

Council Items

October 15, 2024:

City Council directed staff to review the Athletic Field/Facility Use and Allocation Policy. Once the policy is reviewed and revised, the council has directed that the report be returned to the Recreation & Parks Commission and then City Council for approval.

Director Mancini provided an update on the Joint Use Agreement between the City of El Segundo and the El Segundo Unified School District.

November 5, 2024:

City Council authorized the City Manager to approve and execute a Public Works Construction Contract with Knorr Systems International to repair the El Segundo Wiseburn Aquatics Center heaters. The contracted amount is \$613,724 with an additional contingency of \$86,276. Repair of the heaters is scheduled for July and August 2025.

CIP Updates

Recreation Park Renovation Project:

Community Workshops for teens were held on October 24th at the El Segundo Teen Center and October 30th from 11:20 am-12:50 pm at the El Segundo Middle School. Teens worked with staff and consultants to provide input into the design of the Teen Center and Skatepark.

Hilltop Park Project:

An architect has been retained by Public Works to submit plans to address the abandoned reservoirs at Hilltop Park. Public Works presented the project to the Park Renovation Subcommittee. Additional design plans for the open space will be presented to the Recreation and Park Commission at a later date.

Playground Replacement Project:

On July 31st, Parks, Recreation, and Finance staff met to discuss Measure A and Proposition A Maintenance Funds. Staff are currently reviewing guidelines and preparing a report for the Council to adopt a resolution for the City to enter into an Annual Allocation Agreement for the funds. Staff intends to utilize this funding to replace both playgrounds at Recreation Park.

Clutters Park

Director Mancini and Public Works Director, Elias Sassoon, performed a site visit of Clutters Park to determine potential improvements to improve viewing and seating opportunities for park visitors. Additionally, the Arts and Culture Committee will request funding approval from the City Council to establish public art at the location in conjunction with updates and repairs to other amenities.

Arts and Culture

- The Cultural Development Fund received a 1% for Art payment of \$49,500 by Industrious for their development at 2100 E Grand Ave.
- A new development permit application has triggered the CDP 1% for Art. California Smash at 815 N Nash Street will be electing to do art on-site with a 1% valuation of \$23,014.
- Hyundai Motors America has updated its CDP agreement. Originally electing to commission art on-site, they have opted to pay the 1% fee-in-lieu instead. Their 1% for Art fee is \$269,180.
- A Cultural Excursion was held on October 9th to the Academy Museum of Motion Pictures. The trip had 34 senior residents attend.
- The library's exhibition, "El Segundo: Second Look," by artist Curtis Green, closed. The Library is preparing for its next exhibition, which will open on November 14th and feature photography from Da Vinci students.
- New professional photos were taken of completed public art projects in El Segundo, updating the library of images to include artworks installed since 2022, including the sculptures at Beyond Meat, L'Oreal, and Embassy Suites.

Aquatics

Programming:

In October 2024, El Segundo Aquatics hosted Water Aerobics, Adaptive Swim lessons, Lap Swimming, and Recreation Swim for 8,009 participants. The pool also hosted 9,781 participants of user groups. October also hosted the annual Pumpkin Poolooza with over 200 participants.

Staff Training:

In October, 10 staff trainings were hosted, providing training to all staff.

(Attachment A – October 2024 Stats)

Youth and Adult Sports

Fall Adult Pickleball Leagues:

Pickleball Leagues (October 2024)

Total number of teams	109
Total number of divisions	14
Total number of participants (rostered)	1,308
Team registration revenue	\$37,320.00
Schedule	<ul style="list-style-type: none">• Tuesday night• Wednesday morning/night• Thursday morning/night

Fall Adults Coed Kickball:

Coed Kickball (October 2024)

Total number of teams	12
Total number of participants	191
Schedule	<ul style="list-style-type: none">• Tuesday evenings• Thursday evenings
Utilized Courts	Softball field – Recreation Park

Fall Coed 7v7 Soccer League:

Coed 7v7 Soccer (October 2024)

Total number of teams	9
Total number of participants	108
Schedule	Friday nights
Utilized Courts	South end of the West Field at Campus El Segundo

Coed Youth Basketball:

Coed Youth Basketball (October 2024)

1st / 2nd Grade Registrants	77
3rd / 4th Grade Registrants	80
5th / 6th Grade Registrants	50
7th / 8th Grade Registrants	53

Fields, Facilities, and Courts

Staff will meet with three recreation software companies to demo their software programs against the department's needs.

(Attachment B – Checkout Reservation Report – October 2024)

Social Media

(Attachment C- Social Media Analytics – October 2024)

Teen Center

In October, the Teen Center remained fully staffed and open for drop-in use six days per week, totaling 26 operational days. Over the month, the center was visited by 1,816 teen patrons. The Teen Center organized a Halloween-themed Haunted Escape Room for the community. Additionally, as part of the Halloween Frolic, the Teen Center hosted “Nightmare on Main Street,” a haunted walk-through experience designed for families and older kids. For October, the average hourly attendance was approximately 14 teens per hour.

Gordon Clubhouse Facility

Drama:

- Performance – James and the Giant Peach
 - Rehearsals: Mondays, Wednesdays, Fridays (9/9 – 11/21)
 - Participants: 11 Residents/ 10 Non-residents (21 total)
 - Tech Week: 11/18 – 11/21
 - Shows: 11/22 – 11/24

Clubhouse Reservations:

Clubhouse Hourly Totals / # of Reservations		
Activity	# Hours	# of Reservations
Co-op	65	21
Recreation Classes	83	80
Camps	0	0
Drama	39	13
Internal meetings & Training	10	2
Rentals	9	1
Family Wellness	74	23
Total Reservations		140
Total # of Hours		280

Classes:

Classes	Number of Participants	Session Dates
Gymnastics Academy	8	9/9 - 11/4
Gymnastics (Sand Cruisers)	2	9/9 – 11/4
Gymnastics (Intro to Sand Cruisers)	3	9/9 – 10/7
	4	9/9 – 11/4
Gymnastics (Big & Little)	5	9/9 – 11/4
Zumba! – Mondays	3	9/9 – 9/30
	2	9/9 – 12/16
Backstage Sewing	4	10/15 – 11/12
Tutus and Taps	12	9/10 – 11/12
Ballet and Tap	4	9/10 – 11/12
Tapping for Fun and Exercise – Beginner	15	9/17 – 12/3
Zumba! – Wednesdays	3	9/11 – 9/25
	1	9/11 – 12/18
Tapping for Fun and Exercise – Intermediate	12	9/19 – 12/5
Hippity Hop	10	9/12 – 11/14
Art Lab – Thursdays	14	9/19 – 10/17
Art Lab – Fridays	5	9/20 – 10/18
Music with Ms. Pam	13	9/20 – 11/8
Cooking	6	10/1 – 10/29

Joslyn Center***Facility rentals:***

- 93 Reservations
- 120.5 hours
- Revenue: \$1252.00

Dial-A-Ride

- Concierge Rides – 508
- Lyft Pass Rides – 274

Outreach

- Meals delivered – 589
- In Home Service Hours – 32

Classes	# of Participants
Beginner Line Dancing	16
Intermediate Line Dancing	15
50 Minute Fitness	39
Pilates	37
Core Xpress	13
Senior Fit	12
Art Journaling	2
Creative Hand Stitching	2

Joslyn & Senior Club Activities

Activity	Day of the week	Participants
Pinochle	Mondays	28
Canasta	Tuesdays	24
Bridge	Thursdays	32
General Meetings/ Luncheon	3 rd Tuesday of the Month	34
Board Meeting	1 st Tuesday of the Month	7
Sit-N-Knit	2 nd Sunday of the Month	24
Thursdays at the Movies	Thursdays	14
Chess Club	Wednesdays	19
	Total	182

Day Trippers Excursion Program

The El Segundo Day Trippers visited the Getty Villa on Saturday, October 19. 18 Day trippers enjoyed several hours at the Villa.

Special Events

The Recreation Department hosted our Annual Halloween Frolic on Main Street on Saturday, October 26. The streets were busy with volunteers from the National Charity League assisting at games, rides and handing out candy to kids in costume. Volunteers from the El Segundo Kiwanis Club assisted in judging the Halloween Contest while Grace Dance Studio put on a "Thriller" dance performance. Over 1500 people were estimated in attendance.

Farmer's Market

October 3, 2024

Prepacked Vendors	15
Produced Vendors	5
Craft vendors	3
	Total Vendors 23
	Total Revenue \$934.10

Weekly Craft: Scratch art masks

October 10, 2024

Prepacked Vendors	15
Produced Vendors	5
Craft vendors	3
	Total Vendors 23
	Total Revenue \$1,121.70

Weekly Craft: Cat magnets

*Community Booth: Fire Department
Police Department
Disaster Prep (ESFD)*

October 17, 2024

Prepacked Vendors	13
Produced Vendors	5
Craft vendors	1
	Total Vendors 19
	Total Revenue \$963.40

Weekly Craft: Halloween bracelets

Community Booth: Fire Department

October 24, 2024

Prepacked Vendors	12
Produced Vendors	5
Craft vendors	3
	Total Vendors 20
	Total Revenue \$947.70

Weekly Craft: Pumpkin decorating

Parks

Park Inspections:

Parks staff will begin monthly formal park inspections to conduct site visits to assess any needed repairs or maintenance. A monthly report including proposed plans to address issues will be provided to the Recreation and Parks Commission.

(Attachment D: Park Inspection Matrix – October 2024)

Parks, Projects, and Improvements:

- Routine maintenance continues throughout the parks.
- Compost bin placed at Recreation Park for month of October.
- Lamp replacement at Campus El Segundo completed.
- Soccer season field lining continues.
- Library Park irrigation repair, new meter installed with a shut off valve.
- Downtown flower poles repainted, and solar lights attached.
- Community Clean Up Event- Blue butterfly planting at Memory Row
- Relocated dog bag station at Holly Kansas Park.
- New slide ordered for Holly Kansas Park.
- Irrigation repair at Imperial strip.
- Irrigation repair at Washington Park.
- Stage platform for Holiday tree constructed at City Hall.

Tree Report:

- City tree crew trimmed trees per residents' requests.
- Tree removals 8, tree planting 3.
- Palm trimming at Campus El Segundo completed

ATTACHMENTS

Attachment A: Aquatics Stats Report – October 2024

Attachment B: Checkout Reservation Report – October 2024

Attachment C: Social Media Analytics – October 2024

Attachment D: Park Inspection Matrix – October 2024



Total AC
Lane
hours:
10044

October 2024 Report

Aquatics Center Instructional Programming		Lane Hours	\$	Number of Participants
Contract Classes				
	Naomi's Hiit Water Aerobics	184	\$ 8,074.00	733
	Saul Gonzalez - Swim With Me	48	\$ 2,052.00	5
Swim Lessons				
	Group	0		On break until January
	Semi-Private and Private	0		
Totals			\$ 10,126.00	738

Aquatics Center Public Drop In Programming			\$	Number of Customer Lane Reservations
Public Swim				
	Reservations	6557	\$ 10,572.00	6908
	Lap Swim Drop in	508	\$ 607.00	351
	Recreation Swim	144	\$ 550.00	206
Totals			\$ 11,729.00	7465

Annual Membership Sales at the Aquatics Center			\$	Memberships sold
Wiseburn Rec IDs	Adult ID		\$ 45.00	3
Wiseburn Rec IDs	Senior ID		\$ 15.00	3
Wiseburn Rec IDs	Youth ID		\$ 20.00	2
Wiseburn Rec IDs	Infant ID		\$ -	0
Totals			\$ 80.00	8

El Segundo Rec IDs	Adult ID		\$ 75.00	5
El Segundo Rec IDs	Senior ID		\$ 10.00	3
El Segundo Rec IDs	Youth ID		\$ 50.00	5
El Segundo Rec IDs	Infant ID		\$ -	0
Totals			\$ 135.00	13

Membership Sales			\$	Passes Purchased to use towards Lane Rentals
El Segundo Resident Punch Passes				
	10 Punch Pass		\$ 240.00	7
	20 Punch Pass		\$ 182.00	3
	30 Punch Pass		\$ 733.00	8
El Segundo Resident Membership Passes				
	Annual		\$ 1,100.00	3
Wiseburn Resident Punch Passes				
	10 Punch Pass		\$ 115.00	3
	20 Punch Pass		\$ 82.00	1
	30 Punch Pass		\$ 338.00	4
Wiseburn Resident Membership Passes				
	Annual			0
Non-Resident Punch Passes				
	10 Punch Pass		\$ 1,084.00	29
	20 Punch Pass		\$ 1,791.00	18
	30 Punch Pass		\$ 4,492.00	33
Non-Resident Membership Passes				
	Annual		\$ 4,700.00	9
Totals			\$ 14,857.00	118

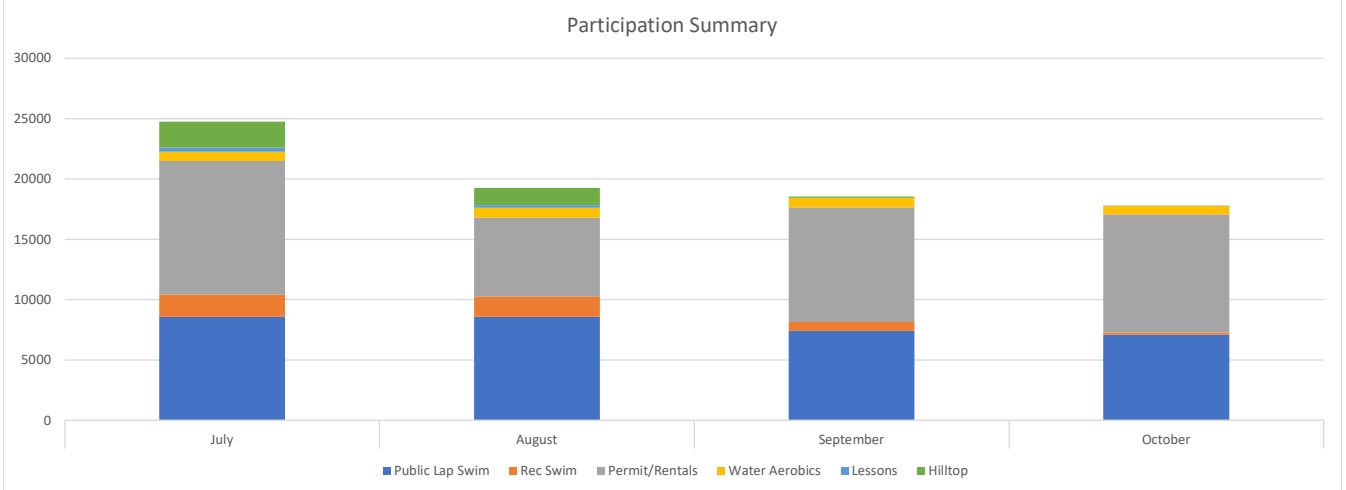
Aquatics Center Permit Groups		Lane Hours	\$	Estimated Participants (4 to 5 per lane)
Alpha		965.00	\$ 17,370.00	3860
Beach Cities		499.50	\$ 8,559.00	1998
SCAQ		429.50	\$ 7,731.00	1718
South Bay United		478.00	\$ 4,684.40	956
Tower 26		156.50	\$ 2,817.00	469.5
Trojan		270.00	\$ 2,646.00	540
Coastal		120.00	\$ 1,176.00	240
Totals		2918.50	\$ 44,983.40	9781.50

Events			\$	Number of Participants
Pumpkin Poolooza			\$ 1,705.00	200
Totals			\$ 1,705.00	200

Total Revenue		Estimated Amount of Visitors in October	
TOTAL \$ 83,615.40		18323.50	

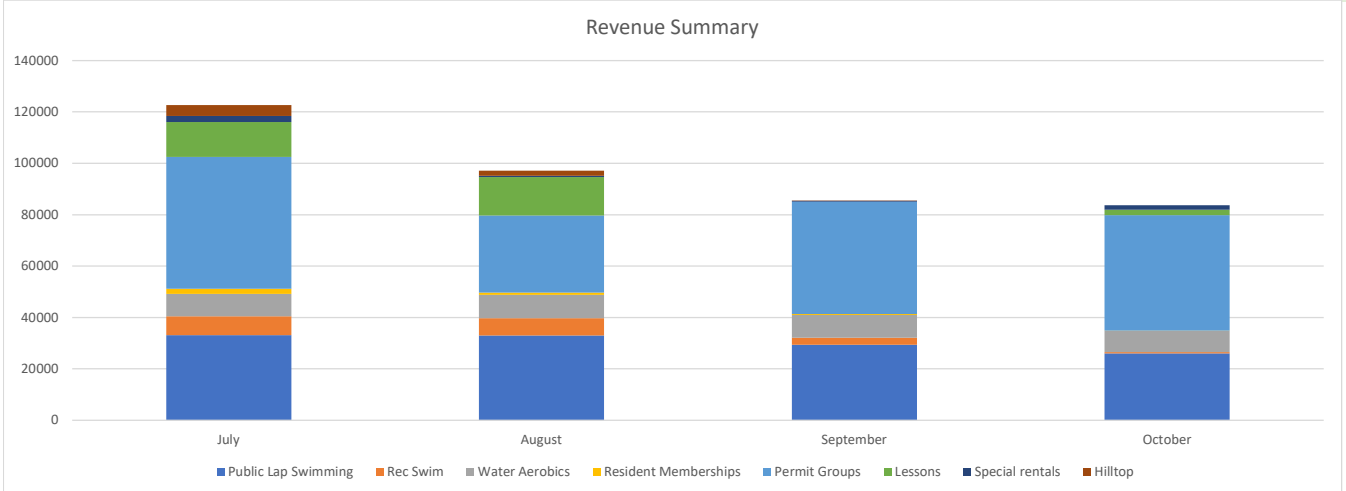
Monthly Statistics	July		August		September		October	
	Revenue	Participation	Revenue	Participation	Revenue	Participation	Revenue	Participation
Water Aerobics	\$ 8,672.00	783	\$ 9,054.00	829	\$ 8,830.00	799	\$ 8,074.00	733
Lesson Programming	\$13,650.00	336	\$14,922.50	231	\$0.00	0	\$2,052.00	5
Lap Swimming	\$33,074.00	8577	\$32,936.00	8577	\$29,410.00	7391	\$26,036.00	7065
Family/Rec Swim	\$ 7,397.00	1849	\$ 6,738.00	1688	\$ 2,671.00	753	\$ 550.00	206
Annual Membership Sales	\$2,075.00	172	\$920.00	78	\$360.00	29	\$215.00	21
Rentals/Permit Groups	\$ 51,236.30	11055	\$ 30,086.00	6510	\$ 43,749.40	9502	\$ 44,983.40	9781
Special Events/Rentals	\$ 2,315.00	113	\$ 543.00	278	\$ 440.00	268	\$ 1,705.00	200
Hilltop	\$ 4,267.00	2144	\$ 1,898.00	1416	\$ 114.00	88	\$ -	0
	\$118,419.30	22,885	\$95,199.50	17,913	\$85,020.40	18,474	\$83,615.40	18,011

Participation Summary



Total Participation July-October 77,283

Revenue Summary



Total Revenue July-October \$382,254.60

Facility Report Summary - October 2024

Racquet Sport Courts

Facility	Total Hours Reserved	Amount paid
Paddle Tennis	32	\$ 310.00
Total	32	\$ 310.00

Pickleball Court 1	364.3	\$ 2,080.00
Pickleball Court 2	295.3	\$ 1,680.00
Pickleball Court 3	363.3	\$ 1,800.00
Pickleball Court 4	318.3	\$ 1,540.00
Pickleball Court 5	317	\$ 1,690.00
Pickleball Court 6	267	\$ 1,530.00
Pickleball Court 7	320	\$ 1,180.00
Pickleball Court 8	290	\$ 1,490.00
Total	2535.2	\$ 12,990.00

Tennis Court 1	228	\$ 2,360.00
Tennis Court 2	261	\$ 2,400.00
Tennis Court 3	202	\$ 1,540.00
Tennis Court 4	217	\$ 2,240.00
Tennis Court 5	298.3	\$ 1,060.00
<i>ESUSD Total hours</i>	200	\$ -
Total	1406.3	\$ 9,600.00

Volleyball Court 1	106.15	\$ -
Volleyball Court 2	106.15	\$ -
Total	212.3	\$ -

Basketball Court	4.3	\$ 165.00
Total	4.3	\$ 165.00

Hockey Rink	117.3	\$ -
Total	117.3	\$ -

Field Reservations

Facility	Total Hours Reserved	Amount paid
George Brett Field		
AYSO	135.5	\$ -
ESLL	24	\$ -
Private Rentals	0	\$ -
City Internal Reservations	0	\$ -

Total	159.5	\$	-
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Stevenson Field

ESHS	0	\$	-
Babe Ruth	99.5	\$	-
Private Rentals	0	\$	-
City Internal Reservations	0	\$	-
Total	99.5	\$	-

Softball Field

ESHS	4	\$	-
ESGS	156	\$	-
Private Rentals	0	\$	-
City Internal Reservations	94	\$	-
Total	254	\$	-

Campus El Segundo(1/2 field)

AYSO	0	\$	-
ESLAX	0	\$	-
Private Rentals	41.5	\$	1,586.00
City Internal Reservations	24	\$	-
Total	65.5	\$	1,586.00

Campus El Segundo(full field)

ESHS	38	\$	-
AYSO	289.5	\$	-
ESLAX	0	\$	-
ESLL	0	\$	-
ES Football & Cheer	0	\$	-
Private Rentals	125.5	\$	5,000.97
City Internal Reservations	10	\$	-
Total	463	\$	5,000.97

Richmond Field

ESHS	10	\$	-
ESGS	18	\$	-
AYSO	82	\$	-
ESLL	0	\$	-
Private Rentals	21	\$	1,807.50
City Internal Reservations	0	\$	-
Total	131	\$	1,807.50

Center Street Bakalyar Field

ESHS	0	\$	-
ESGS	0	\$	-
AYSO	0	\$	-
ESLL	136	\$	-

Private Rentals	16 \$	1,040.00
City Internal Reservations	0 \$	-
Total	152 \$	1,040.00

Center Street Walton Field

ESHS	0 \$	-
ESGS	0 \$	-
AYSO	0 \$	-
ESLL	136 \$	-
Private Rentals	16 \$	1,040.00
City Internal Reservations	0 \$	-
Total	152 \$	1,040.00

Other Facility Reservations

Facility	Total Hours Reserved	Amount paid
Skate Circle	0 \$	-
Total	0 \$	-
Hilltop Park Picnic Areas	0 \$	-
Total	0 \$	-
Checkout Grass Area	0 \$	-
Total	0 \$	-
Bounce House (Total not Hours)	13 \$	687.50
Total	13 \$	687.50
Picnic Tables		
Total	0 \$	-
BBQ Area	30.3 \$	1,966.50
Total	30.3 \$	1,966.50
Fire Circle	45 \$	3,070.45
Total	45 \$	3,070.45
Lawn Bowling	12 \$	136.00
Total	12 \$	136.00

Raytheon Facilities

Facility	Total Hours Reserved	Amount paid
Ball Field 1		
ESLL	0 \$	-

ESGS	52 \$	-
Total	52 \$	-

Ball Field 2

ESLL	0 \$	-
ESGS	0 \$	-
Total	0 \$	-

Raytheon Field

AYSO	14	
Private	17.5 \$	533.75
Total	31.5 \$	533.75



Update Notes

- *Court washing took place on October 1 and 7
- *Campus lights were replaced and fixed on 11/1

RPL INSTAGRAM

	Previous Month	October
Followers end month	3,391	3,425
Number of posts	11	13

RPL FACEBOOK

	Previous Month	October
Followers end month	3,417	3,434
Number of posts	11	13

Park Inspection Matrix - October 2024

Acacia	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	10/30/2024	Chris Hentzen	Walkways	Need power wash	Schedule power wash	12/1/2024
	10/30/2024	Chris Hentzen	Picnic Tables	Need power wash	Schedule power wash	12/1/2024
	10/30/2024	Chris Hentzen	Open Grass	Bare spot in turf	Replant sod, apply Weed and Feed	12/15/2024
	10/30/2024	Chris Hentzen	Other Ground Cover	Weeds and bare spots in mulch	Weed and add mulch	12/1/2024
10/30/2024	Chris Hentzen	Other	New tree needed near playhouse structure	Plant new tree	1/1/2025	
Candy Cane Constitution	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	11/5/2024	Travis Morris	Park Signage	update/replace	Department wide sign replacement	6/1/2025
11/5/2024	Travis Morris	Garbage Cans	Paint/replace	Replace trash cans	3/1/2025	
11/5/2024	Travis Morris	Fencing	update/replace	Replace fencing	CIP	
Dog	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
Freedom	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	11/5/2024	Travis Morris	Walkways	DG Paths low and washed out	Repair pathways	CIP
	11/5/2024	Travis Morris	Benches/Seating	Benches need paint	Repaint benches	4/1/2025
	11/5/2024	Travis Morris	Park Signage		Department wide sign replacement	6/1/2025
	11/5/2024	Travis Morris	Garbage Cans	need to be updated/replaced	Replace trash cans	3/1/2025
11/5/2024	Travis Morris	Other Ground Cover	needs trimming, replacement, and new cover in planters.	Replant	3/1/2025	
Hilltop	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	10/31/2024	Chris Hentzen	Play Equipment	Swing Repair	Replace swing	12/15/2024
	10/31/2024	Chris Hentzen	Play Surfacing	Holes in surfacing	Patch repair	5/1/2025
	10/31/2024	Chris Hentzen	Picnic Tables	Tables dirty	Schedule power wash	12/1/2024
	10/31/2024	Chris Hentzen	Garbage Cans	Need additional trash cans	Add 2 trash cans south side. Move can to paving slab.	
	10/31/2024	Chris Hentzen	Water fountains	Not operational south side	Replace	5/1/2025
10/31/2024	Chris Hentzen	Other Ground Cover	Bare mulch spots	Add mulch	12/1/2025	
Holly Valley	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	10/31/2024	Chris Hentzen	Play Equipment	Swing damaged	Replace swing	12/1/2025
10/31/2024	Chris Hentzen	Other Ground Cover	Bare mulch	Add mulch	12/1/2025	
Imperial	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
Independence	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	11/5/2024	Travis Morris	Walkways	DG and borders need replaced	Replace/repair	CIP
11/5/2024	Travis Morris	Park Signage	update/replace	Department wide sign replacement	6/1/2025	

	11/5/2024	Travis Morris	Fencing	update/replace	Replace	CIP
Library	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
Recreation	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	11/7/2024	Joseph Cassilas	Picnic Tables	Some tables damaged	Replace all damaged tables	6/1/2025
	11/7/2024	Joseph Cassilas	Benches/Seating	Dug out benches need replaced	replace	6/1/2025
	11/7/2024	Joseph Cassilas	Garbage Cans	Trash cans need to be replaced	Replace	3/1/2025
	11/7/2024	Joseph Cassilas	Fencing	Checks okay but Fence poles need replacing. Tennis courts and Stevenson field.	Replace	CIP
Sycamore	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	10/30/2024	Chris Hentzen	Play surfacing	External Damage	Submitted to FEMA	
	10/30/2024	Chris Hentzen	Picnic Tables	Replace concrete tables	Replace	8/1/2025
	10/30/2024	Chris Hentzen	Other	Restake new tree	Restake	12/1/2025
Imperial Strip	Date	Staff	Area	Assessment	Plan of Action	Target Completion Date
	11/5/2024	Travis Morris	Walkways	Could use new D.g. and Borders	Replace/repair	CIP
	11/5/2024	Travis Morris	Park Signage	Could use update / replacement	Department wide sign replacement	6/1/2025
	11/5/2024	Travis Morris	Fencing	Needs to be replaced	Replace/repair	CIP
	11/5/2024	Travis Morris	Other Ground Cover	Could use a trim/replacement	Trim, replace	3/1/2025