



# Regular Meeting of the Recreation & Parks Commission

## AGENDA

Wednesday, October 18, 2023  
City Council Chambers, City Hall  
6:00 pm  
350 Main St. El Segundo, CA 90245

## COMMISSIONERS

Bob Motta	Chairperson
Kelly Watson	Vice-Chairperson
Dave Lubs	Commissioner
Julie Stolnack	Commissioner
Jeanette Gant	Commissioner

Aly Mancini	Recreation, Parks & Library Director
Arecia Hester	Recreation Superintendent
Christopher Hentzen	Parks Superintendent
Brandee Thornton	Senior Administrative Specialist

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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 Recreation Parks and Library 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 Brandee Thornton, 310-524-2774. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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## PUBLIC COPIES & POSTINGS

Agenda Only

Posted at City Hall

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE** – Commissioner Stolnack

**C. ROLL CALL**

**D. PRESENTATION**

1. Employee Spotlight – Jaye O’Riley  
Aly Mancini, Recreation, Parks and Library Director
2. Welcome Back Christopher Hentzen  
Aly Mancini, Recreation, Parks and Library Director

**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 & Parks Commission meeting of September 20, 2023. (Commission Action Required)

**Recommendation:**

1. Approval of the minutes of the Recreation and Parks Commission meeting of September 20, 2023.
2. Alternatively, discuss and take additional action.

**G. UNFINISHED BUSINESS - None**

**H. NEW BUSINESS**

1. Discussion and possible action regarding cancelation of the Regular Meeting of the Recreation and Parks Commission on November 15, 2023 and December 20, 2023.

**Recommendation:**

1. Approval
  2. Alternatively, discuss and take additional action.
2. Recreation Park Renovation City Council Presentation Updates  
Aly Mancini, Recreation, Parks and Library Director

**Recommendation:**

1. Receive and file.

**I. REPORTS**

**1. REPORTS OF SUBCOMMITTEES**

- a. Aquatics Subcommittee
- b. Transportation Subcommittee
- c. Youth Sports Council
- d. Recreation Park Renovation Subcommittee

**2. DIRECTOR REPORTS**

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

**J. COMMISSIONERS COMMENTS**

Commissioner Lubs  
Commissioner Stolnack  
Commissioner Gant  
Vice Chairperson Watson  
Chairperson Motta

**K. STAFF COMMENTS**

Arecia Hester, Recreation Superintendent  
Christopher Hentzen, Parks Superintendent  
Aly Mancini, Recreation, Parks & Library Director

**L. ADJOURNMENT**

Adjourn to the November 15, 2023, Meeting.



# Employee Spotlight

## Jaye O'Riley

Jaye O'Riley was hired in January of 2022 by the Department of Recreation, Parks, & Library as Recreation Leader assigned at the Clubhouse. Jaye is now the Clubhouse Specialist with a main focus on the Front Desk and everything El Segundo Youth Drama. Jaye has been with the department for almost two years and has left their stamp with their positive attitude and incredible work ethic. Jaye's excitement for work is evident in their work and the relationships they create with the community, colleagues, and campers!

In their free time, aside from work and school, Jaye enjoys playing Baldur's Gate 3, watching Survivor, and making beaded animals for their coworkers.



**RECREATION AND PARKS COMMISSION**  
**Meeting Minutes**  
**Wednesday, September 20, 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 Vice Chairperson Watson.

**C. ROLL CALL** –

Commissioner Jeanette Gant	Present
Commissioner Julie Stolnack	Present
Commissioner Dave Lubs	Absent
Vice Chairperson Kelly Watson	Present
Chairperson Bob Motta	Present

**D. PRESENTATION**

1. Employee Spotlight – Michael Kelly

Recreation Supervisor Ryan Delgado shared about Michael's contributions to the Recreation Division and thanked him for his dedication to the team. Michael shared a brief speech.

2. End of Summer Review

Recreation Supervisors, Rachel Cummings, Ryan Delgado, Shawn Green, and acting Recreation Supervisor Joseph Lormans presented on the success of recreation summer activities and 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 act on any item, not on the agenda.)*

Tom Hsieh of the El Segundo Rotary Club informed the Commission of the El Segundo Puzzle Hunt event that will take place from December 4 through December 12. He asked to promote this event at the recreation facilities.

**F. CONSENT CALENDAR**

1. APPROVAL OF THE MINUTES of the Recreation and Parks Commission

Meeting of August 16, 2023. (Commission Action Required)

The Commission requested the inclusion of Public Comment responses from the August 16, 2023, meeting to the October Directors Report.

Motioned by Vice Chairperson Watson and seconded by Commissioner Gant to approve the minutes of the August 16, 2023, meeting. Motion carried 4-0.

**G. UNFINISHED BUSINESS – None**

**H. NEW BUSINESS - None**

**J. REPORTS**

**1. REPORTS OF SUBCOMMITTEES**

- a. Aquatics Subcommittee reported that they received public comment at their meeting about difficulty reserving the Wiseburn Aquatic Center parking lot. They reviewed fees and the sponsorship program. The subcommittee also confirmed the Aquatics Manager position has been posted.
- b. Transportation Subcommittee shared about the great community feedback in support of the ES Connect shuttle program. Vice Chairperson Watson would like to with Director Mancini to reevaluate the ordinance that regulates bike usage in Recreation Park. Lastly, Vice Chairperson Watson shared that she is working on a shuttle service through SWOOP for Candy Cane Lane this year.
- c. Youth Sports Council shared that field allocation was discussed at their last meeting.
- d. Recreation Park Renovation Subcommittee met and informed that all of their recommendations for the project were shared with LPA. The commission is looking forward to an update on the project.

**2. DIRECTOR REPORTS**

Vice Chairperson Watson inquired about the lack of reservations at Raytheon Field in August.

**K. COMMISSIONERS COMMENTS**

Vice Chairperson Watson requested more transparency in how field space has been allocated.

Commissioner Stolnack had no comments.

Commissioner Lubs - absent

Commissioner Gant thanked the Recreation Supervisors for their presentation.

Chairperson Motta thanked staff for their work on the summer programs. He also shared his support of the El Segundo Youth Drama Program.

**L. Staff Comments**

Recreation Supervisor Delgado thanked staff and the Commission for their work in serving the public.

**M. ADJOURNMENT**

Adjourn to the next meeting on September 20, 2023, at 6:00 pm.

Meeting adjourned at 8:18pm



## RECREATION, PARKS and LIBRARY DEPARTMENT

**DATE:** October 18, 2023  
**TO:** Recreation and Parks Commission  
**FROM:** Aly Mancini, Director of Recreation, Parks and Library  
**SUBJECT:** Department Report

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### **Recreation Division**

#### ***Joslyn Center, Senior Transportation, & Community Garden***

September Meals Delivered: 438  
September Lyft Pass: 144  
September Lyft Concierge: 367

September Senior Activities: 226 hours  
September Amenity Usage: 134 hours  
September Contracted Classes: 133 hours

Community Garden (West) Active Plots: 16  
Community Garden (East) Active Plots: 22

#### ***Teen Center***

September Attendance: 2,238  
Average Hourly Attendance: 14 teens per hour

The Teen Center continues to be staffed and open for drop-in use 6 days per week and was open a total of 25 days in September. Throughout September, a total of 2,238 teens visited the Teen Center and Teen Center Basketball Court based on the hourly attendance added up for each day of the month. Throughout the month of September, the Teen Center hosted twice daily activities to encourage more attendance. Lastly, the Teen Center hosted the first Teen Advisory Committee Meeting of the 23-24 school year.

#### ***Gordon Clubhouse Facility Use***

The Clubhouse and its various rooms were reserved/activated a total of 86 times totaling, 136 hours in September for recreation activities, youth drama program, camps, Co-op, meetings, and rentals.

September Co-Op: 50 hours / 26 reservations  
September Recreation Classes: 49 hours / 49 reservations  
September Camps: 0 hours  
September Drama: 27 hours / 9 reservations  
September Internal Meetings & Training: 10 hours / 2 reservations  
September Rentals: 0 hours

Total Hours of Activities = 136 hours

### ***Farmers' Market***

The El Segundo Certified Farmers Market runs every Thursday from 3:00 pm to 7:00 pm.

- September 7, 2023
  - Prepackaged Vendors: 13
  - Produce Vendors: 4
  - Craft Vendors: 3
  - **Total Vendors: 20**
  - **Total Revenue: \$794.44**
  - **New Vendors Started – Chaupain Bakery and LA Lemonade**
  
- September 14, 2023
  - Prepackaged Vendors: 14
  - Produce Vendors: 4
  - Craft Vendors: 4
  - **Total Vendors: 22**
  - **Total Revenue: \$933.48**
  
- September 21, 2023
  - Prepackaged Vendors: 14
  - Produce Vendors: 4
  - Craft Vendors: 2
  - **Total Vendors: 20**
  - **Total Revenue: \$882.33**
  - **Community Booth: El Segundo Boy Scouts**
  
- September 28, 2023
  - Prepackaged Vendors: 14
  - Produce Vendors: 4
  - Craft Vendors: 4
  - **Total Vendors: 22**
  - **Total Revenue: \$909.38**



## Social Media Marketing

Instagram: RPL						
Beginning Month Followers	End Month Followers	Number of Posts	Reach	Impressions	Engagement	Profile Activity
2,883	2,924	14	3,560 unique accounts	28,691	592 unique accounts	778
	Follows: 59	Photos: 14			Content interactions: 1,333	Profile visits: 674
	Unfollows: 18	Reels: 0			Likes: 1,085	External link taps: 102
	Net: 41				Comments: 23	Email taps: 0
		Stories: 11			Saves: 54	Address taps: 2
					Shares: 154	Call taps: 0

Facebook: RPL						
Page Followers	Page Likes	Number of Posts	Reach	Impressions	Engagements	Profile Visits
		15			2,237 post engaged users	735
Begin: 3,284	Begin: 2,820		Page: 36,855	Page: 45,761	Likes: 737	Link taps: 71
End: 3,289	End: 2,830		Post: 31,087	Post: 32,344	Comments: 58	
					Shares: 49	

Instagram: Teen Center						
Beginning Month Followers	End Month Followers	Number of Posts	Reach	Impressions	Engagement	Profile Activity
427	433	6	342 unique accounts	1,719	83 unique accounts	179
	Follows: 9	Photos: 6			Content interactions: 150	Profile visits: 173
	Unfollows: 3	Reels: 0			Likes: 125	External link taps: 5
	Net: 6				Comments: 0	Email taps: 0
		Stories: 0			Saves: 1	Address taps: 1
					Shares: 22	Call taps: 0

## Aquatics Center

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

## Checkout Building

On September 5, Recreation Supervisor Rachel Cummings transferred to the Checkout Building to Supervise Checkout operations and staff. On September 19, a staff meeting and training was held with all Checkout Staff. Other additions and implementations since September 5 include the introduction of a staff cell phone, weekly staff updates, distribution of weekend staff memos, and morning staff coverage at the front desk to assist the Recreation Specialist.

## ***Fields and Courts Use***

Beginning in October, reservations will be tracked by user groups.

### **Tennis, Pickleball, and Volleyball Courts**

The Fall Pickleball League began the week of September 11. The league takes place on Tuesdays, Wednesdays, and Thursdays, and utilizes all of the pickleball courts and on some days additional tennis courts for a few hours. There are 11 different divisions and 85 teams participating in the Fall league. In addition to the leagues, the department offers Pickleball clinics and lessons through contract instructors, Nathan Staso and Scott Crandall which also began the week of September 11.

Fall tennis classes with Jaguar Tennis Academy began the week of September 11 and will continue through December.

The tennis courts are reserved weekday afternoons for El Segundo High School Tennis.

### **Ball Fields**

Stevenson Field was reserved by El Segundo Babe Ruth and Beach City Baseball Academy. The softball field was used for youth sports and the El Segundo Girls Softball team.

Raytheon Field was reserved for El Segundo Girls Softball, El Segundo Little League, and patrons' private soccer leagues.

### **Racquetball Courts**

The Racquetball Courts remain closed due to poor and unsafe conditions.

A detailed report on the use of fields and courts is attached with the number of reservations calculated by hour. (Attachment B).

## **Parks Division**

Park Superintendent, Christopher Hentzen returns to duty.

### ***Parks, Projects, Improvements***

Routine maintenance continues throughout the parks.

Adjust irrigation clocks for cooler temperatures.

Little League World Champion banner hung at Brett Field

Backstop padding hung at Stevenson Field and Softball Field

Sunshade hung at Richmond Field and Softball Field dugouts.

### ***Tree Report***

The city tree crew performed tree trimming / tree removals / tree planting (12) per requests.

West Coast Arborist will be returning soon for grid trimming/removals.

### **Recreation Commissioner Follow-Up**

1. Vice Chairperson Watson requests a follow-up relating to the ordinance banning bicycles in Recreation Park.
2. Vice Chairperson Watson requests a follow-up relating to the brevity of the August 16, 2023, Recreation and Parks Commission minutes.
3. Chairperson Motta requests a follow-up relating to the Recreation Park Renovation Project that was presented to the City Council by LPA in September.
4. Vice Chairperson Watson requested a follow-up about the lack of reservations at Raytheon Field in August.

### **ATTACHMENTS**

- Attachment A – Aquatics Center Detailed Report
- Attachment B – Fields and Court Use Detailed Report



## AQUATICS September Report

Aquatics Center Instructional Programming		\$	Number of Participants
Contract Classes			
Naomi's Hiit Water Aerobics	\$	6,952.00	631
Swim With Me Adaptive Swim	\$	3,792.00	10
<b>Totals</b>	<b>\$</b>	<b>10,744.00</b>	<b>641</b>

Aquatics Center Public Drop In Programming		\$	Number of Customer Lane Reservations
Public Swim			
Reservations	\$	9,952.00	5922
Lap Swim Drop in	\$	518.00	358
Recreation Swim	\$	2,006.00	644
<b>Totals</b>	<b>\$</b>	<b>12,476.00</b>	<b>6924</b>

Annual Membership Sales at the Aquatics Center		\$	Memberships sold
Wiseburn Rec IDs	Adult ID	\$ 150.00	13
Wiseburn Rec IDs	Senior ID	\$ 10.00	2
Wiseburn Rec IDs	Youth ID	\$ 30.00	3
Wiseburn Rec IDs	Infant ID		
<b>Totals</b>		<b>\$ 190.00</b>	<b>18</b>

El Segundo Rec IDs	Adult ID	\$ 165.00	16
El Segundo Rec IDs	Senior ID	\$ 15.00	3
El Segundo Rec IDs	Youth ID		
El Segundo Rec IDs	Infant ID	\$ -	0
<b>Totals</b>		<b>\$ 180.00</b>	<b>19</b>

Membership Sales		Passes Purchased to use towards Lane Rentals	
El Segundo Resident Punch Passes			
10 Punch Pass	\$	177.00	7
20 Punch Pass	\$	196.00	4
30 Punch Pass	\$	1,260.00	18
El Segundo Resident Membership Passes			
30 Day	\$	40.00	1
90 Day			
Annual	\$	800.00	4
Wiseburn Resident Punch Passes			
10 Punch Pass	\$	70.00	2
20 Punch Pass	\$	65.00	1
30 Punch Pass	\$	450.00	7
Wiseburn Resident Membership Passes			
30 Day	\$	60.00	3
90 Day	\$	55.00	1
Annual	\$	200.00	1
Non-Resident Punch Passes			
10 Punch Pass	\$	1,860.00	41
20 Punch Pass	\$	1,190.00	14
30 Punch Pass	\$	3,600.00	33
Non-Resident Membership Passes			
30 Day	\$	580.00	12
90 Day	\$	720.00	5
Annual	\$	3,000.00	6
<b>Totals</b>	<b>\$</b>	<b>14,323.00</b>	<b>160</b>

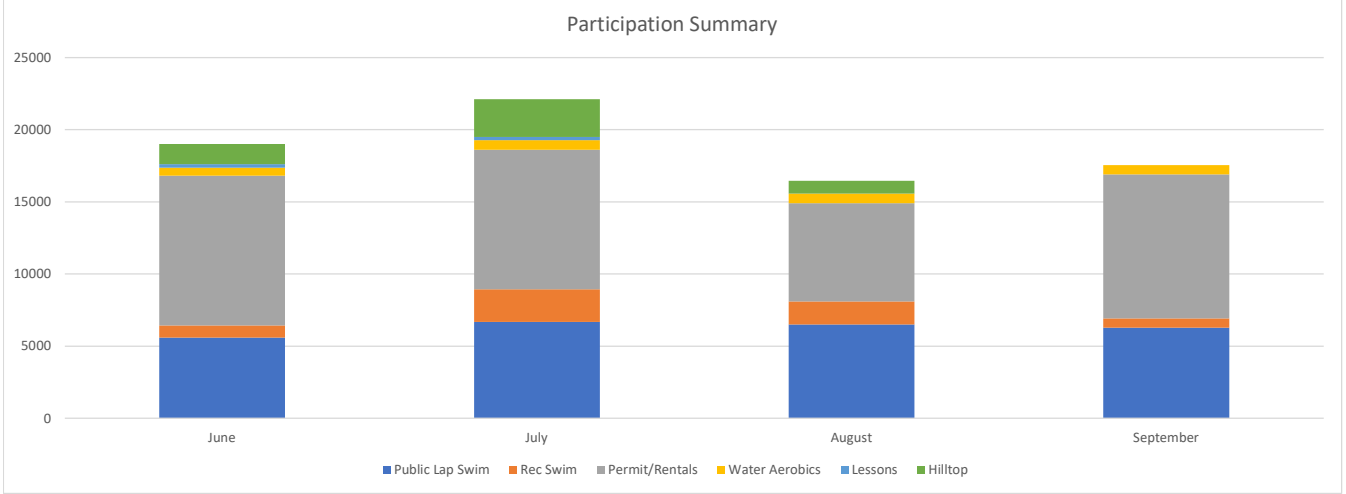
Aquatics Center Permit Groups	Lane Hours	\$	Estimated Participants (4 to 5 per lane)
Alpha	886.00	\$ 13,533.00	3544
Beach Cities	478.00	\$ 7,409.00	1912
SCAQ	404.50	\$ 6,296.00	1618
South Bay United	500.00	\$ 2,745.00	1000
Tower 26	183.00	\$ 2,836.00	549
Trojan	560.00	\$ 4,816.00	1120
Coastal	120.00	\$ 792.00	240
<b>Totals</b>	<b>3131.50</b>	<b>\$ 38,427.00</b>	<b>9983.00</b>

Events	\$	Number of Events
<b>Totals</b>	<b>\$ -</b>	<b>0</b>

<b>TOTAL</b>	<b>\$ 76,340.00</b>	<b>Estimated Amount of Visitors in September</b>	<b>17745.00</b>
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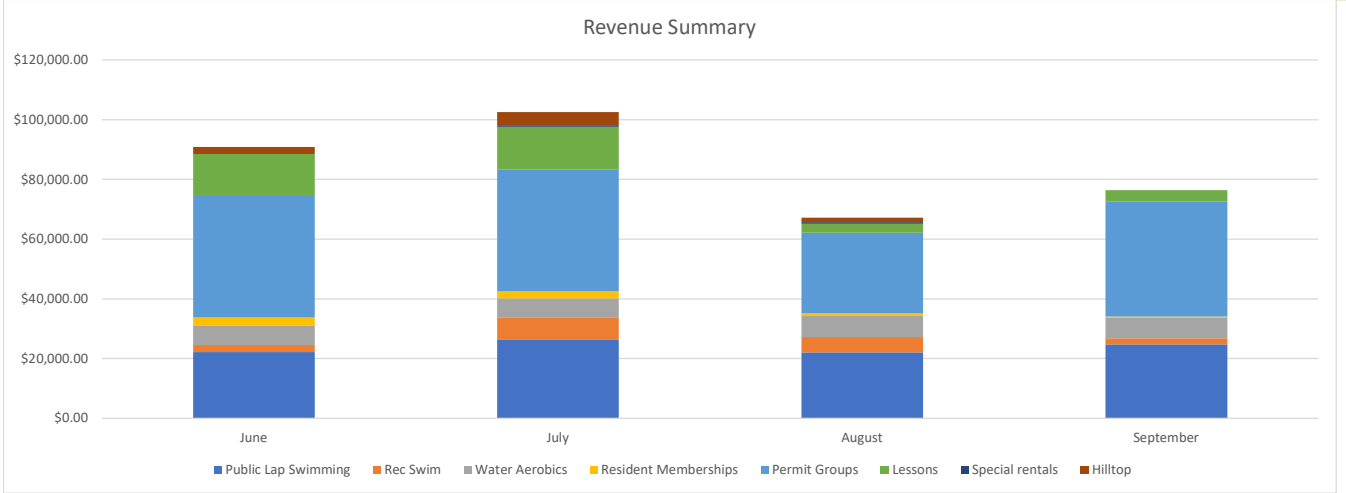
Monthly Statistics	May		June		July		August	
	Revenue	Participation	Revenue	Participation	Revenue	Participation	Revenue	Participation
Water Aerobics	\$ 6,480.00	555	\$ 6,568.00	673	\$ 7,122.00	650	\$ 6,952.00	631
Lesson Programming	\$ 13,761.50	226	\$ 14,262.00	213	\$ 3,004.00	9	\$ 3,792.00	10
Lap Swimming	\$ 22,144.00	5599	\$ 26,264.00	6673	\$ 22,096.00	6495	\$ 24,793.00	6280
Family/Rec Swim	\$ 2,378.00	837	\$ 7,309.00	2282	\$ 5,118.00	1601	\$ 2,006.00	644
Annual Membership Sales	\$ 2,715.00	233	\$ 2,390.00	206	\$ 790.00	67	\$ 370.00	37
Rentals/Permit Groups	\$ 41,027.60	10384	\$ 40,765.10	9659	\$ 27,038.30	6818	\$ 38,427.00	9983
Hilltop	\$ 2,344.00	1405	\$ 4,480.00	2614	\$ 1,500.00	893		
<b>TOTAL</b>	<b>\$90,850.10</b>	<b>19,239</b>	<b>\$102,038.10</b>	<b>22,320</b>	<b>\$66,668.30</b>	<b>16,533</b>	<b>\$76,340.00</b>	<b>17,585</b>

**Participation Summary**



**Total Participation June-September 75,677**

**Revenue Summary**



**Total Revenue June-September \$335,896.50**

## Facility Report Summary - September 2023

**Racquet Sport Courts**

Facility	Total Reservations	Amount paid
Paddle Tennis	44	\$230.00
<b>Total</b>	<b>44</b>	<b>\$230.00</b>
Pickleball Court 1	323	\$ 1,525.00
Pickleball Court 2	307	\$ 1,470.00
Pickleball Court 3	314	\$ 1,280.00
Pickleball Court 4	320	\$ 1,490.00
Pickleball Court 5	282	\$ 1,205.00
Pickleball Court 6	281	\$ 1,485.00
Pickleball Court 7	287	\$ 1,050.00
Pickleball Court 8	288	\$ 1,455.00
<b>Total</b>	<b>2402</b>	<b>\$ 10,960.00</b>
Tennis Court 1	223	\$ 1,360.00
Tennis Court 2	262	\$ 1,030.00
Tennis Court 3	212	\$ 810.00
Tennis Court 4	193	\$ 975.00
Tennis Court 5	210	\$ 415.00
<b>Total</b>	<b>1100</b>	<b>\$ 4,590.00</b>
Jaguar Tennis Academy	95	\$ 14,010.00
Scott Crandall - Pickleball	64	\$ 10,000.00
Racquetball Court 1	0	0
Racquetball Court 2	0	0
<b>Total</b>	<b>0</b>	<b>\$ -</b>
Volleyball Court 1	41	\$0.00
Volleyball Court 2	41	\$0

Total	82	\$	-
Basketball Court	4.5	\$	-
Total	4.5	\$	-
Hockey Rink	93	\$	710.00
Total	93	\$	710.00

### Field Reservations

Facility	Total Reservations		Amount paid
George Brett Field	167	\$	-
Total	167	\$	-
Stevenson Field	61.5	\$	244.00
Total	61.5	\$	244.00
Softball Field	208	\$	-
Total	208	\$	-
Campus El Segundo( 1/2 field)	36	\$	791.00
Total	36	\$	791.00
Campus El Segundo(full field)	402	\$	3,803.00
Total	402	\$	3,803.00
Richmond Field	110	\$	-
Total	110	\$	-

### Other Facility Reservations

Facility	Total Reservations		Amount paid
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Skate Circle	26.5	\$	330.00
Total	26.5	\$	330.00

Lawn Bowling	0		
Total	0	\$	-

Checkout Grass Area	10		
Total	10	\$	-

Picnic Tables	184	\$	3,807.00
Total	184	\$	3,807.00

BBQ Area	21	\$	1,988.00
Total	21	\$	1,988.00

Fire Circle	41	\$	2,782.00
Total	41	\$	2,782.00

### Raytheon Facilities

Facility	Total Reservations		Amount paid
Ball Field 1	24	\$	-
Total	24	\$	-
Ball Field 2	0		
Total	0	\$	-
Full Soccer Field	39	\$	1,220.00
Total	39	\$	1,220.00
Picnic Areas	0	\$	-
Total	0	\$	-