



**AGENDA**  
**CITY OF EL SEGUNDO**  
**RECREATION AND PARKS COMMISSION**  
**6:00 PM**  
**CITY COUNCIL CHAMBER**  
**350 MAIN STREET**  
**EL SEGUNDO, CA 90245**  
**JANUARY 15, 2025**

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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](http://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**

**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. **Regular Meeting Minutes from December 18, 2024.**

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Recommendation -

1. Approve the Recreation and Park Regular Meeting Minutes from December 18, 2024.
2. Alternatively, discuss and take other action related to this item.

**B. SPECIAL PRESENTATION**

2. **Department Strategic Plan Presentation**

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Recommendation -

1. Receive and File the Rec., Parks, and Library Strategic Plan Presentation.
2. Alternatively, discuss and take other action related to this item.

**C. UNFINISHED BUSINESS**

**D. NEW BUSINESS**

3. **Employee Spotlight: Bailey Myers**

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Recommendation -

1. Receive and file employee spotlight for Bailey Myers.
2. Alternatively, discuss and take other action related to this item.

4. **Fourth Quarter Department Update**

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Recommendation -

1. Receive and file the fourth quarter update.

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2. Alternatively, discuss and take other action related to this item.

**E. REPORTS - RECREATIONS, PARKS AND LIBRARY DIRECTOR**

**F. REPORTS - RECREATION AND PARKS STAFF**

**G. REPORTS - COMMISSIONERS**

Marc Cavagnolo

Dave Lubs

Julie Stolnak

Vice Chairperson Kelly Watson

Chairperson Bob Motta

**ADJOURNMENT**

POSTED:

DATE: January 10, 2025

TIME: 3:00 PM

BY: Acting Senior Admin. Analyst, Chelsea Shafer

REGULAR MEETING MINUTES OF THE EL SEGUNDO RECREATION & PARKS  
COMMISSION  
WEDNESDAY, DECEMBER 18, 2024

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

ROLL CALL

Chairperson Motta	-	Present
Vice Chairperson Watson	-	Present
Commissioner Cavagnolo	-	Present
Commissioner Lubs	-	Absent ( <i>Arrived at 6:03 pm</i> )
Commissioner Stolnack	-	Present

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

Lauryn Muraida commented on the El Segundo Youth Drama Program's storage issue.

A. CONSENT CALENDAR:

1. MOTION by Vice Chairperson Watson, SECONDED by Commissioner Cavagnolo, approving Regular Committee meeting minutes of November 20, 2024, MOTION PASSED. 4/0/1

B. UNFINISHED BUSINESS

C. NEW BUSINESS

2. Employee Spotlight: Class of 2024

Director Aly Mancini spoke about the achievements from the 2024 Employee Spotlights.

3. Director Advisory Group (DAG) Introduction

Director Aly Mancini update the Commission on a newly formed advisory group made up of staff throughout the department.

4. Drama Storage Update

Director Aly Mancini provided an update on the Drama storage space.

5. Field Allocation Review Working Group

Commissioners discussed interest amongst the members to fill the vacancy on the Field Allocation Review Working Group. Vice Chairperson voiced interest in filling the seat. Vice Chairperson Watson was nominated by Commissioner Lubs, seconded by Commission Cavagnolo  
VOTE: 5/0

D. DIRECTOR'S REPORT

Director Aly Mancini presented the Director's Report to the Commission.

F. STAFF COMMENTS

Park Maintenance Superintendent Chris Hentzen spoke about the El Segundo sign unveiling, ongoing Rec. Park sprinkler repairs, and leaky pipes.

G. COMMISSIONER COMMENTS

Commissioner Cavagnolo updated the Commission on the Aquatics subcommittee meeting.

Commissioner Lubs wished everyone happy holidays.

Commissioner Stolnack promoted the Christmas Eve Dinner at the Joslyn Center.

Vice Chairperson Kelly Watson thanked staff for the various holiday events and wished everyone happy holidays.

Chairperson Bob Motta thanked staff.

Adjourned at 6:33 PM

  
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Chelsea Shafer, Acting Senior Admin. Analyst



# Employee Spotlight

2024 Recreation

Bailey Myers -  
Recreation  
Coordination -  
Aquatics

## RECREATION, PARKS, and LIBRARY DEPARTMENT

**DATE:** January 15, 2024  
**TO:** Recreation and Parks Commission  
**FROM:** Aly Mancini, Director  
**SUBJECT:** Department Report

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### **Council Items**

*December 17, 2024:*

No Recreation, Park, and Library reports.

### **CIP Updates**

*Recreation Park Renovation Project:*

The Schematic Design for the Teen Center and Teen Plaza was approved by Council on December 3rd. Architects have continued making progress toward Design Development. Schematic Design for Fields Renovation is currently being reviewed.

*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:*

The City Attorney's office is currently reviewing guidelines and application materials for use of Measure A funds. Staff will and prepare a report for Council to adopt a resolution for the City to enter into an Annual Allocation Agreement for the funds once attorney review is complete. Staff intends to utilize this funding to replace both playgrounds at Recreation Park.

### **Arts & Culture**

*Joy Around the World*

RPL hosted the annual Joy Around the World event, showcasing culturally diverse performances to celebrate the winter holidays. Four local youth groups were included in the performances, along with six professional acts featuring Mexican folk dance, traditional Indian dance, African harp music, Japanese dance, a Jewish band, and Christmas carolers.

*Staffing*

The City's Cultural Arts Coordinator submitted his resignation on December 19, 2024. Staff will be focused on wrapping up the Cultural Arts Master Plan and preparing transition documents before the position becomes vacant on January 9, 2025.

*1% for the Arts*

Hyundai Motors America paid their 1% for Art fee for their development at 2221 Park Place to the Cultural Development Fund on December 26, 2024 in the amount of \$269,180.

A new development permit application has triggered the CDP 1% for Art. Hispanic Scholarship Fund at 100 N Pacific Coast Hwy has a 1% valuation of \$80,000; option for art on-site of payment in-lieu is to be determined.

## **Fields, Facilities, and Courts**

Attachment A – Checkout Reservation Report – December 2024

## **Social Media**

Attachment B- Social Media Analytics – December 2024

## **Adult Sports**

### *Fall Adult Pickleball Leagues*

- The Winter 2025 league will begin on January 20.
- The 5<sup>th</sup> Annual “Jinglefest” Pickleball Tournament took place on December 7.
  - 165 teams registered (330 participants)
  - \$10,560 in revenue generated

### *Fall Adult Coed Kickball*

- The Tuesday league playoffs took place on December 3.
  - Winner: Yes Chef
- The Thursday league playoffs took place on December 12.
  - Winner: Saved by the Balls
- City Championship was held on December 17 between each of the league winners
  - Fall 2024 Champion: Yes Chef
- 12 teams registered (191 participants)

### *Fall Coed 7v7 Soccer League*

#### Fall

- Fall playoffs began on December 6.
  - Fall 2024 League Champions: El Segundo Brewing Co.
- 9 teams registered (108 participants)

#### Winter

- The Winter 2025 season will begin on January 18.
- Priority registration began on December 26.
- Open registration began on January 2.

## **Youth Sports**

### *Youth Basketball League*

- 28 teams registered (286 participants)
  - 1st/2nd Grade: 80
  - 3rd/4th Grade: 84
  - 5th/6th Grade: 59
  - 7th/8th Grade: 63
- Practices began the week of December 2, with games beginning on December 7.
  - Games for the 5<sup>th</sup>-8<sup>th</sup> grade teams take place at El Segundo High School
  - Practices for the 5<sup>th</sup>-8<sup>th</sup> grade team take place at El Segundo Middle School.

- Games for 1<sup>st</sup>-4<sup>th</sup> grade teams Our 1st – 4th grade take place at El Segundo Middle School
- Practices for the 1<sup>st</sup>-4<sup>th</sup> grade teams take place at the basketball court at the Teen Center
- League was on break Dec.21 through January 6.
- Games resumed on January 11.

**Teen Center**

In December, the Teen Center was open for drop-in use six days a week, totaling 23 operational days. Over the month, the center hosted 1,516 visits from teens. To boost engagement and encourage attendance, the Teen Center started “Thrilling Thursday” events to include crafts, challenges, and trivia.

**Gordon Clubhouse**

The Clubhouse and its various rooms were reserved/activated a total of 123 times totaling, 263 hours in November for recreation activities, youth drama program, camps, Co-op, Family Wellness Studio, meetings, and rentals.

Contract Classes	Number of Participants
Gymnastics Ninja Gym	5
Gymnastics Academy	5
Gymnastics Sand Cruisers	2
Gymnastics Big & Little	4
Gymnastics Intro to Sand Cruisers	0
Zumba! – Mondays	5
Zumba! – Mondays	2
Backstage Sewing	0
Tutus and Taps	0
Ballet and Tap	0
Tapping for Fun and Exercise - Beginner	15
Zumba! – Wednesdays	9
Zumba! – Wednesdays	8
Tapping for Fun and Exercise - Intermediate	12
Hippity Hop	0
Art Lab – Thursdays	6
Art Lab - Fridays	6
Cooking	7
Cake Design	3

*El Segundo Youth Drama*

The El Segundo Youth Drama Program presented Nutcracker REMIXED with 27 participants including 14 residents and 13 non-residents.

## **Joslyn Center**

### *Facility Rentals*

The following facility rentals took place at Joslyn Center during the month of November:

- 14 External Reservations – 24.5 hours - \$747.00
- 44 Internal Reservations – 87 Hours

### *Dial-A-Ride*

- Concierge Rides – 478
- Lyft Pass Rides – 283

### *Meals Outreach*

- Meals Delivered – 484
- In Home Service Hours – 32

The following is the breakdown of contract class registration for December 2024. Contract class instructors receive 70% of registration fees and the City receives 30% of the registration fees.

Contract Classes	Number of Participants
Beginner Line Dancing	17
Intermediate Line Dancing	15
50 Minute Fitness	42
Pilates	35
Core Xpress	14
Senior Fit	13
Art Journaling	2
Creative Hand Stitching	2

Senior Programs	Number of Participants
Pinochle	18
Canasta	25
Bridge	20
General Meetings/Luncheon	34
Board Meeting	7
Sit-N-Knit	24
Thursday Movies	8
Chess Club	16

## **Day Trippers**

The El Segundo Day Trippers visited the Natural History Museum on December 14. The museum is the largest natural and historical museum in the Western United States. 12 senior participants learned about the ancient natural and cultural worlds, saw rare fossils and full dinosaur skeletons.

## **Special Events:**

The Joslyn Center and Rotary Club hosted the annual Holiday Luncheon on December 24<sup>th</sup> that served 72 participants at the center and seven participants who had meals delivered. Guests were treated to a holiday meal and enjoyed music and games.

## **Farmers' Market**

### **Dec 5, 2024**

- Prepackaged Vendors: 13
- Produce Vendors: 5
- Craft Vendors: 3

Total Vendors: 21

Total Revenue: \$1,409

### **Dec 12, 2024**

- Prepackaged Vendors: 10
- Produce Vendors: 5
- Craft Vendors: 1

Total Vendors: 16

Total Revenue: \$670.00

Weekly Craft: Snow globe ornament craft

Community Booth – Food Pantry

### **Dec 19, 2024**

- Prepackaged Vendors: 13
- Produce Vendors: 5
- Craft Vendors: 2

Total Vendors: 20

Total Revenue: \$811.40

Community Booth – Food Pantry

*No farmers Market on 12-26-24*

## **Parks**

### *Park Inspections*

Attachment C: Park Inspection Matrix – December 2024

### *Parks, Projects, Improvements*

- Routine maintenance continues throughout the parks
- Horsey play equipment piece at Holly Kansas Park has been removed due to damage. A replacement piece has been ordered.
- Removed holiday decorations from City Hall/Library
- Initiated ballfields infield renovations
- Clubhouse storage improvements

## *Trees*

- City tree crew removed tree at 325 Grand
- Removed Holiday Tree from Civic Center Plaza

## **Aquatics**

### *Programming*

City led programs served 6976 participants, while user group rentals engaged and additional 8599 participants.

30 participants registered for a Lifeguard Training to be held in January which will generate \$5,350 in revenue.

### *Staffing*

Three new lifeguards were successfully onboarded in December. To support team development, 10 training sessions were conducted, providing current staff with opportunities to enhance their skills.

Attachment D – Aquatics Stats – December 2024

## **ATTACHMENTS**

Attachment A: Checkout Reservation Report – December 2024

Attachment B: Social Media Analytics – December 2024

Attachment C: Aquatics Stats – December 2024

## Facility Report Summary - December 2024

**Racquet Sport Courts**

Facility	Total Hours Reserved	Amount paid
Paddle Tennis	47.3	\$ 250.00
<b>Total</b>	<b>47.3</b>	<b>\$ 250.00</b>
Pickleball Court 1	205	\$ 1,720.00
Pickleball Court 2	178	\$ 1,430.00
Pickleball Court 3	199	\$ 1,540.00
Pickleball Court 4	195	\$ 1,390.00
Pickleball Court 5	173	\$ 1,400.00
Pickleball Court 6	164	\$ 1,210.00
Pickleball Court 7	166	\$ 1,050.00
Pickleball Court 8	164	\$ 1,050.00
<b>Total</b>	<b>1444</b>	<b>\$ 10,790.00</b>
Tennis Court 1	108	\$ 920.00
Tennis Court 2	111	\$ 970.00
Tennis Court 3	100	\$ 920.00
Tennis Court 4	91	\$ 690.00
Tennis Court 5	194.3	\$ 380.00
<i>ESUSD Total hours</i>	0	\$ -
<b>Total</b>	<b>604.3</b>	<b>\$ 3,880.00</b>
Volleyball Court 1	24	
Volleyball Court 2	24	\$ -
<b>Total</b>	<b>48</b>	<b>\$ -</b>
Basketball Court	0	\$ -
<b>Total</b>	<b>0</b>	<b>\$ -</b>
Hockey Rink	108	\$ 368.00
<b>Total</b>	<b>108</b>	<b>\$ 368.00</b>

**Field Reservations**

Facility	Total Hours Reserved	Amount paid
<b>George Brett Field</b>		
AYSO	30.5	\$ -
ESLL	12	\$ -
Private Rentals	0	\$ -
City Internal Reservations	0	\$ -

Total	42.5	\$	-
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**Stevenson Field**

ESHS	0	\$	-
Babe Ruth	21.5	\$	-
Private Rentals	0	\$	-
City Internal Reservations	0	\$	-
Total	21.5	\$	-

**Softball Field**

ESHS	0	\$	-
ESGS	0	\$	-
Private Rentals	0	\$	-
City Internal Reservations	27	\$	-
Total	27	\$	-

**Campus El Segundo( 1/2 field)**

AYSO	0	\$	-
ESLAX	0	\$	-
Private Rentals	16	\$	782.25
City Internal Reservations	21	\$	-
Total	37	\$	782.25

**Campus El Segundo(full field)**

ESHS	40.5	\$	-
AYSO	331	\$	-
ESLAX	18	\$	-
ESLL	0	\$	-
ES Football & Cheer	0	\$	-
Private Rentals	49	\$	4,676.50
City Internal Reservations	6	\$	-
Total	444.5	\$	4,676.50

**Richmond Field**

ESHS	0	\$	-
ESGS	58	\$	-
AYSO	0	\$	-
ESLL	0	\$	-
Private Rentals	3.5	\$	242.75
City Internal Reservations	0	\$	-
Total	61.5	\$	242.75

**Center Street Bakalyar Field**

ESHS	0	\$	-
ESGS	0	\$	-
AYSO	0	\$	-
ESLL	93	\$	-

Private Rentals	16	\$	1,040.00
City Internal Reservations	0	\$	-
<b>Total</b>	<b>109</b>	<b>\$</b>	<b>1,040.00</b>

**Center Street Walton Field**

ESHS	0	\$	-
ESGS	0	\$	-
AYSO	0	\$	-
ESLL	93	\$	-
Private Rentals	16	\$	1,040.00
City Internal Reservations	0	\$	-
<b>Total</b>	<b>109</b>	<b>\$</b>	<b>1,040.00</b>

**Other Facility Reservations**

Facility	Total Hours Reserved		Amount paid
Skate Circle	0	\$	-
<b>Total</b>	<b>0</b>	<b>\$</b>	<b>-</b>
Hilltop Park Picnic Areas	3	\$	78.00
<b>Total</b>	<b>3</b>	<b>\$</b>	<b>78.00</b>
Checkout Grass Area	0	\$	-
<b>Total</b>	<b>0</b>	<b>\$</b>	<b>-</b>
Bounce House (Total not Hours)	7	\$	300.00
<b>Total</b>	<b>7</b>	<b>\$</b>	<b>300.00</b>
Picnic Tables	19.3	\$	396.50
<b>Total</b>	<b>19.3</b>	<b>\$</b>	<b>396.50</b>
BBQ Area	6	\$	198.00
<b>Total</b>	<b>6</b>	<b>\$</b>	<b>198.00</b>
Fire Circle	9.3	\$	857.48
<b>Total</b>	<b>9.3</b>	<b>\$</b>	<b>857.48</b>
Lawn Bowling	2	\$	27.00
<b>Total</b>	<b>2</b>	<b>\$</b>	<b>27.00</b>

**Raytheon Facilities**

Facility	Total Hours Reserved		Amount paid
<b>Ball Field 1</b>			
ESLL	0	\$	-

ESGS	0 \$	-
Total	0 \$	-

**Ball Field 2**

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

**Raytheon Field**

AYSO	14	
Private	0 \$	-
Total	14 \$	-



## Update Notes

- \*Brett Field closed for annual maintenance second week of December
- \*Stevenson Field closed for annual maintenance second week of December
- \*Softball Field closed December 1st for annual maintenance
- \*Raytheon was closed all of December for maintenance

## RPL INSTAGRAM

	Previous Month	December
Followers end month	3,449	3,472
Number of posts	12	7

## RPL FACEBOOK

	Previous Month	December
Followers end month	3,442	3,446
Number of posts	12	7



Total AC  
Lane  
hours:  
9012

December 2024 Report

Aquatics Center Instructional Programming		Lane Hours	\$	Number of Participants
Contract Classes				
	Naomi's Hiit Water Aerobics	148	\$ 4,884.00	448
	Saul Gonzalez - Swim With Me	0	\$ -	0
Swim Lessons				
	Group	0		On break until January
	Semi-Private and Private	0		
<b>Totals</b>			<b>\$ 4,884.00</b>	<b>448</b>

Aquatics Center Public Drop In Programming			\$	Number of Customer Lane Reservations
Public Swim				
	Reservations	4563	\$ 9,794.00	5980
	Lap Swim Drop in	302	\$ 807.00	273
	Recreation Swim	156	\$ 393.00	142
<b>Totals</b>			<b>\$ 10,994.00</b>	<b>6395</b>

Annual Membership Sales at the Aquatics Center			\$	Memberships sold
Wiseburn Rec IDs	Adult ID		\$ 60.00	4
Wiseburn Rec IDs	Senior ID		\$ 30.00	6
Wiseburn Rec IDs	Youth ID		\$ 50.00	7
Wiseburn Rec IDs	Infant ID		\$ -	0
<b>Totals</b>			<b>\$ 140.00</b>	<b>17</b>

El Segundo Rec IDs	Adult ID		\$ 60.00	4
El Segundo Rec IDs	Senior ID		\$ 35.00	7
El Segundo Rec IDs	Youth ID		\$ -	0
El Segundo Rec IDs	Infant ID		\$ -	2
<b>Totals</b>			<b>\$ 95.00</b>	<b>13</b>

Membership Sales				Passes Purchased to use towards Lane Rentals
El Segundo Resident Punch Passes				
	10 Punch Pass		\$ 44.00	1
	20 Punch Pass		\$ -	0
	30 Punch Pass		\$ 450.00	6
El Segundo Resident Membership Passes				
	Annual		\$ 1,100.00	3
Wiseburn Resident Punch Passes				
	10 Punch Pass		\$ 115.00	3
	20 Punch Pass		\$ -	0
	30 Punch Pass		\$ 225.00	3
Wiseburn Resident Membership Passes				
	Annual		\$ 300.00	1
Non-Resident Punch Passes				
	10 Punch Pass		\$ 498.00	9
	20 Punch Pass		\$ 1,744.00	17
	30 Punch Pass		\$ 3,207.00	24
Non-Resident Membership Passes				
	Annual		\$ 3,200.00	6
<b>Totals</b>			<b>\$ 10,883.00</b>	<b>73</b>

Aquatics Center Permit Groups	Lane Hours	\$	Estimated Participants (4 to 5 per lane)
Alpha	848.50	\$ 15,273.00	3394
Beach Cities	440.00	\$ 7,560.00	1760
SCAQ	383.50	\$ 6,903.00	1534
South Bay United	456.00	\$ 4,468.80	912
Tower 26	133.00	\$ 2,394.00	399
Trojan	180.00	\$ 1,764.00	360
Coastal	120.00	\$ 1,176.00	240
<b>Totals</b>	<b>2561.00</b>	<b>\$ 39,538.80</b>	<b>8599.00</b>

Events + Special Programming	\$	Number of Participants
Red Cross Lifeguard Course	\$ 5,350.00	30
<b>Totals</b>	<b>\$ 5,350.00</b>	<b>30</b>

Total Revenue		Estimated Amount of Visitors in December
<b>TOTAL</b>	<b>\$ 71,884.80</b>	<b>15575.00</b>