

**CITY OF REDONDO BEACH
RECREATION & PARKS COMMISSION AGENDA
Wednesday, July 10, 2024**

415 DIAMOND STREET, REDONDO BEACH

CITY COUNCIL CHAMBER

**REGULAR MEETING OF THE RECREATION AND PARKS COMMISSION -
7PM**

**ALL PUBLIC MEETINGS HAVE RESUMED IN THE CITY COUNCIL
CHAMBER. MEMBERS OF THE PUBLIC MAY PARTICIPATE IN-PERSON,
BY ZOOM, EMAIL OR eCOMMENT.**

Recreation and Parks Commission meetings are broadcast live through Spectrum Cable, Channel 8, and Frontier Communications, Channel 41. Live streams and indexed archives of meetings are available via internet. Visit the City's office website at www.Redondo.org/rbtv.

TO WATCH MEETING LIVE ON CITY'S WEBSITE:

<https://redondo.legistar.com/Calendar.aspx>

*Click "In Progress" hyperlink under Video section of meeting

TO WATCH MEETING LIVE ON YOUTUBE:

<https://www.youtube.com/c/CityofRedondoBeachIT>

TO JOIN ZOOM MEETING (FOR PUBLIC COMMENT ONLY):

Register in advance for this meeting:

https://us02web.zoom.us/webinar/register/WN_nyVkmg-IQguMMUudgLndnA

After registering, you will receive a confirmation email containing information about joining the meeting.

If you are participating by phone, be sure to provide your phone # when registering. You will be provided a Toll Free number and a Meeting ID to access the meeting. Note; press # to bypass Participant ID. Attendees will be muted until the public participation period is opened. When you are called on to speak, press *6 to unmute your line. Note, comments from the public are limited to 3 minutes per speaker.

eCOMMENT: COMMENTS MAY BE ENTERED DIRECTLY ON WEBSITE AGENDA PAGE:

<https://redondo.granicusideas.com/meetings>

- 1) Public comments can be entered before and during the meeting.
- 2) Select a SPECIFIC AGENDA ITEM to enter your comment;
- 3) Public will be prompted to Sign-Up to create a free personal account (one-time) and then comments may be added to each Agenda item of interest.
- 4) Public comments entered into eComment (up to 2200 characters; equal to approximately 3 minutes of oral comments) will become part of the official meeting record.

EMAIL: TO PARTICIPATE BY WRITTEN COMMUNICATION WITH ATTACHED DOCUMENTS BEFORE 3PM DAY OF MEETING:

Written materials that include attachments pertaining to matters listed on the posted agenda received after the agenda has been published will be added as supplemental materials under

the relevant agenda item. Kelly.Orta@redondo.org

REGULAR MEETING OF THE RECREATION AND PARKS COMMISSION - 7PM

A. CALL MEETING TO ORDER

B. ROLL CALL

C. SALUTE TO THE FLAG

D. APPROVE ORDER OF AGENDA

E. BLUE FOLDER ITEMS - ADDITIONAL BACK UP MATERIALS

Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.

E.1. [BLUE FOLDER ITEM](#)

CONTACT: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

F. CONSENT CALENDAR

Business items, except those formally noticed for public hearing, or discussion are assigned to the Consent Calendar. The Commission Members may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion following Oral Communications.

F.1. [AFFIDAVIT OF POSTING](#)

CONTACT: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

G. EXCLUDED CONSENT CALENDAR ITEMS

H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

This section is intended to provide members of the public with the opportunity to comment on any subject that does not appear on this agenda for action. This section is limited to 30 minutes. Each speaker will be afforded three minutes to address the Commission. Each speaker will be permitted to speak only once. Written requests, if any, will be considered first under this section.

H.1. [PUBLIC PARTICIPATION ON NON-AGENDA ITEMS](#)

CONTACT: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

I. ITEMS CONTINUED FROM PREVIOUS AGENDAS

J. ITEMS FOR DISCUSSION PRIOR TO ACTION

J.1. [DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHANGES TO THE VOLUNTEER AND EMPLOYEE ACKNOWLEDGEMENT PROGRAM](#)

CONTACT: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

J.2. [COMMISSION SUBCOMMITTEE REVIEW AND PROJECT UPDATE](#)

CONTACT: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

J.3. STAFF LIAISON REPORT

CONTACT: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

K. MEMBER ITEMS AND REFERRALS TO STAFF

L. ADJOURNMENT

The next meeting of the Redondo Beach Recreation and Parks Commission will be a regular meeting to be held at 7 p.m. on August 14, 2024, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California.

It is the intention of the City of Redondo Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Office at (310) 318-0656 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

An agenda packet is available 24 hours at www.redondo.org under the City Clerk.



Administrative Report

E.1., File # RP24-1158

Meeting Date: 7/10/2024

To: RECREATION AND PARKS COMMISSION

From: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

TITLE
BLUE FOLDER ITEM



Administrative Report

F.1., File # RP24-1159

Meeting Date: 7/10/2024

To: RECREATION AND PARKS COMMISSION

From: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

TITLE

AFFIDAVIT OF POSTING



Community Services Department

1922 Artesia Boulevard
Redondo Beach, California 90278
www.redondo.org

tel: 310 318-0610
fax: 310 798-8273

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF REDONDO BEACH)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations indicated below:

Legislative Body Recreation and Parks Commission

Posting Type Regular Meeting Agenda

Posting Locations 415 Diamond Street, Redondo Beach, CA 90277
✓ City Hall Bulletin Board, Door "4"

Meeting Date & Time Wednesday, July 10, 2024 7:00 p.m.

As Community Services Director of the City of Redondo Beach, I declare, under penalty of perjury, the document noted above was posted at the date displayed below.

Elizabeth Hause, Interim Community Services Director

Date: July 5, 2024



Administrative Report

H.1., **File #** RP24-1160

Meeting Date: 7/10/2024

To: RECREATION AND PARKS COMMISSION

From: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

TITLE

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS



Administrative Report

J.1., File # RP24-1164

Meeting Date: 7/10/2024

To: RECREATION AND PARKS COMMISSION

From: KELLY ORTA, DEPUTY COMMUNITY SERVICES DIRECTOR

TITLE

DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHANGES TO THE VOLUNTEER AND EMPLOYEE ACKNOWLEDGEMENT PROGRAM

BACKGROUND

In March 2023, the Recreation and Parks Commission (Commission) approved the proposed Volunteer and Employee Acknowledgement Program that was developed and presented by the Volunteer Acknowledgement Program Subcommittee (Subcommittee). This program was developed to identify and celebrate those whose volunteer service has positively impacted the City's parks and greenspaces. Included as an attachment is the Program's guidelines and information document, which outlines the various award categories, requirements for eligibility, the review and selection process, and recognition opportunities.

The acknowledgement program has been in effect for over a year. In that time, staff and the Subcommittee have identified a number of updates that, if approved, will make the program guidelines clearer that the volunteer service must positively impact the City's parks, greenspaces, and recreation programs; further assists the Commission in its review of applications and the Subcommittee's recommendations; and removes employees from the program following a number of questions regarding eligibility verification.

Parks, Greenspaces and Recreational Activities

The original intent behind the development of this program was to acknowledge volunteer service throughout the City in ways that positively impact the City's parks, greenspaces and recreational activities. These key areas fall within the purview of the Commission and provide focused parameters for reviewing an individual or organization's volunteer service for eligibility. While the original program guidelines currently note this requirement, it is not explicit and has led to confusion. The redlined changes emphasize this requirement and eligibility guideline in multiple places.

Subcommittee Review Form

Per the program guidelines, the Subcommittee reviews applications and makes a recommendation to the Commission if it feels the nominated individual or organization qualifies for acknowledgement by the Commission. Recommended applications are then provided to the Commission for a formal review. In order to formalize the process and ensure the Subcommittee is able to directly share their comments regarding each applicant in an efficient manner, staff developed the attached Subcommittee Review Form that would be completed by the Subcommittee and included with the

application at the time of the Commission's review. This form outlines program requirements to ensure the nominated individual or organization meets all qualifications, and provides an additional section for the Subcommittee to include any comments or justifications for their decision. This form will be especially critical when Subcommittee members are unable to attend regular Commission meetings where consideration of an applicant is on the agenda. A copy of this form is attached for the Commission's review.

City Employees

Currently, the acknowledgement program includes an opportunity for City employees to be recognized for any volunteer service above and beyond their assigned duties. While there are many employees that are more than deserving of this recognition, there has been questions raised regarding the difficulty in verifying this volunteer service and whether it can be distinctively bifurcated with regular work responsibilities. This uncertainty has led to hesitancy in considering these types of applications. Therefore, it is recommended to remove recognition of City employees from the Commission's volunteer acknowledgement program until there is a clearer, concise way to delineate the volunteer service beyond the employee's regular work responsibilities.

Included as an attachment is a redlined version of the program's guidelines as well as a clean version reflecting the proposed changes. Staff recommends the Commission review and approve these proposed changes to the acknowledgement program, which would go into effect immediately.

ATTACHMENTS

- Volunteer & Employee Acknowledgement Program Guidelines & Information - Current
- Volunteer & Employee Acknowledgement Program Guidelines & Information - redlined with proposed changes
- Volunteer & Employee Acknowledgement Program Guidelines & Information - clean version with proposed changes
- Subcommittee Review Form

The City of Redondo Beach Recreation and Parks Commission's

VOLUNTEER AND EMPLOYEE ACKNOWLEDGEMENT PROGRAM GUIDELINES & INFORMATION

As a people we must work together to ensure that our City is safe, welcoming, and productive. To this goal, the general public includes individuals and groups that exemplify the meaning of **Community** by volunteering their time and talents for the benefit of our city without compensation. These volunteers' work benefits the community with "sweat equity" and save the City of Redondo Beach untold thousands of taxpayer's hard-earned dollars.

The Redondo Beach Recreation and Parks Commission ("Commission") wishes to identify and acknowledge those whose service positively impacts us all and inspires those around them to proactively act and become involved as well. The Commission also wishes to recognize excellence and acknowledge the efforts of City employee that go above and beyond the call of duty that their work typically entails. To this end, the Commission has developed a Volunteer and Employee Acknowledgement Program. This recognition could include individual or community organization acknowledgements through a nomination process. Community members may nominate any one or more individuals or group of individuals in each category. Certificates of Acknowledgement will be provided biannually or as needed throughout the calendar year to those volunteers that have made a difference to our collective lives in the City of Redondo Beach. If the contributions made to the general public is deemed worthy of additional recognition after a review of all nominees received throughout each calendar year, they may be additionally honored as Individual or Organization of the Year. This annual recognition is available for each category. City Employees may be nominated for exemplary work or service to projects, activities or programs that are directly related to the Community Services Department; or for exemplary work or service to projects, activities or programs that benefit the City's parks or greenspace.

Award Categories

The Recreation and Parks Commission will identify persons in the following categories:

- Individual Certificate of Acknowledgement (biannual or as deemed worthy)
- Organization Certificate of Acknowledgement (biannual or as deemed worthy)
- City Employee Certificate of Acknowledgement (biannual or as deemed worthy)
- Volunteer of the Year (individual)
- Volunteer of the Year (organization)

Requirements:

- Nominated individuals or organizations must have personally performed unpaid acts of volunteer service within the City. The result of this service must provide a proven benefit to the community of Redondo Beach.
- Residency in Redondo Beach is not required for recognition.
- The volunteer service must have been completed within twelve months of the recognition; however, cumulative activities over a longer period of time may also be considered.

- City Employee recognitions are awarded for activities that go beyond the regular scope and nature of their role in the organization.
- Eligible services do not include the donation of funds; political lobbying; religious instruction that solely benefits the institution; mandated or assigned volunteer service, either court-ordered, school assignment or other; and services that provide a sole benefit to family members.

Those nominating individuals or organizations must complete the Volunteer and Employee Acknowledgement Program Application outlining the services provided; their volunteer accomplishments; and achievements of the individual or group. A narrative of their actions must be provided in 500 words or less. Specific examples of the volunteer service along with photos will be accepted. Applications are available on the City website and at the Community Services office, located at 1922 Artesia Blvd. Completed applications can be submitted in-person at the Community Services office or via email to kelly.orta@redondo.org.

Review of Nominations

The Commission shall appoint a Volunteer and Employee Acknowledgement Program Subcommittee ("Subcommittee") consisting of no more than three commissioners. It is preferred that this Subcommittee include three commissioners at all times. This Subcommittee shall receive copies of all nomination packets on a biannual basis each January and July and will review them outside of regularly scheduled Commission meetings. This review need not be conducted collectively. Any comments concerning the nomination shall be noted on the application. Upon review, the Subcommittee shall meet in person or virtually to discuss the merits of each nomination and whether it would recommend to the Commission its consideration for recognition. Only those nominations that receive a unanimous decision of the Subcommittee shall be recommended for consideration to the Commission.

Biannually, the Commission will consider the Subcommittee's recommendation(s) at a regularly scheduled meeting. Only those nominations that receive a unanimous decision of the Commission shall be awarded for recognition at a subsequent meeting.

Recognition

The recognition may consist of a certificate from the Commission, signed by the Chairperson, and presented to the individual or organization during a regularly scheduled Commission meeting. A letter outlining the accomplishments of the individual or organization may accompany the certificate. This recognition may be in addition to or in conjunction of other awards programs initiated by the City or other entity.

Additional Acknowledgments

The Commission may forward recognition awards(s) to the City Council for consideration of additional acknowledgements. Information concerning the acknowledgment may be disseminated to the local media, City social media accounts, and/or the City website, where appropriate.

The City of Redondo Beach Recreation and Parks Commission's

VOLUNTEER ~~AND EMPLOYEE~~ ACKNOWLEDGEMENT PROGRAM GUIDELINES & INFORMATION

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The City of Redondo Beach - Recreation and Parks Commission's
VOLUNTEER ACKNOWLEDGEMENT PROGRAM

SUBCOMMITTEE REVIEW FORM

Name of Nominee: _____

Description of Volunteer Service:

Volunteer Acknowledgement Program Requirements

- ☐ Volunteer service has taken place within the City of Redondo Beach.
- ☐ Volunteer service provides a proven benefit to the community and for the sole benefit of the City's parks, greenspaces and recreational activities.
- ☐ Volunteer service has been completed within the last twelve months.
- OR -
- ☐ Volunteer service has been completed over a longer period of time through qualified, cumulative activities.

Subcommittee Comments:

Does the Subcommittee recommend the nominee for formal
acknowledgement consideration by the Commission?

☐ YES

☐ NO

SUBCOMMITTEE MEMBERS:

DATE: _____



Administrative Report

J.2., File # RP24-1138

Meeting Date: 7/10/2024

TO: RECREATION AND PARKS COMMISSION
FROM: KELLY ORTA, DEPUTY COMMUNITY SERVICES DIRECTOR

TITLE

COMMISSION SUBCOMMITTEE REVIEW AND PROJECT UPDATE

RECOMMENDATION

Receive an update on each subcommittee's respective projects; and review and affirm each subcommittee's goals and those commissioners serving on each.

BACKGROUND

The Recreation & Parks Commission has a number of active subcommittees that are individually tasked with specific projects. As part of the commission's ongoing review of the work assigned to its subcommittees, a current subcommittee member may briefly describe the mission of each subcommittee and any projects currently in process. The discussion will provide an opportunity to inform the commission of the current progress of each project; allow commissioners to express their interests, goals, and desires to be involved in subcommittees that have a vacancy; propose new subcommittees for consideration; or modify the number of approved subcommittees. A maximum of three commissioners may serve on a single subcommittee. There are no limitations to the number of subcommittees a commissioner may serve.

Facility User Subcommittee

Member(s): Chairperson Lang and Commissioners McCauley & Yousufzai

Developed to create enhanced communication between the City and nonprofit groups that utilize the City's parks, facilities and open spaces.

Park Ranger Subcommittee

Member(s): Chairperson Lang and Commissioner Yousufzai

Developed to research and analyze whether the Commission should recommend to the City Council the establishment of a Park Ranger program including information on desired roles, responsibilities and oversight.

Volunteer Acknowledgement Program Subcommittee

Member(s): Commissioners Rowe and Blair

Members review volunteer acknowledgement applications to determine whether the commission should consider acknowledging individual or group volunteer efforts.

Pickleball Subcommittee

Member(s): Commissioners Deckman and Blair

Developed to research and analyze the implementation of pickleball courts throughout the City.

Subcommittee items requiring formal action or consideration of the Commission must be agendaized prior to any action.

ATTACHMENTS

None



Administrative Report

J.3., File # RP24-1161

Meeting Date: 7/10/2024

To: RECREATION AND PARKS COMMISSION

From: ELIZABETH HAUSE, INTERIM COMMUNITY SERVICES DIRECTOR

TITLE

STAFF LIAISON REPORT

EXECUTIVE SUMMARY

A verbal update on miscellaneous items will be provided at the meeting.