



**AGENDA**  
**CITY OF EL SEGUNDO**  
**RECREATION AND PARKS COMMISSION**  
**6:00 PM**  
**CITY COUNCIL CHAMBER**  
**350 MAIN STREET**  
**EL SEGUNDO, CA 90245**  
**MAY 21, 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 April 16, 2025**

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Recommendation -

1. Approve the Recreation and Park Regular Meeting Minutes from April 16, 2025.
2. Alternatively, discuss and take other action related to this item.

### B. NEW BUSINESS

#### 2. **Employee Spotlight: Adriana Muro**

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Recommendation –

1. Receive and file the employee spotlight for Adriana Muro.
2. Alternatively, discuss and take other action related to this item.

#### 3. **Quarterly Participation Report**

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Recommendation –

1. Receive and file the Quarterly Participation Report.
2. Alternatively, discuss and take other action related to this item.

#### 4. **Update on Tree at Library Park**

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Recommendation –

1. Receive and file the Update on Tree at Library Park.
2. Alternatively, discuss and take other action related to this item.

**5. Approval of the Revised Athletic Field/Facility Use and Allocation Policy**

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Recommendation –

1. Approve the revisions to the Athletic Field/Facility Use and Allocation Policy.
2. Alternatively, discuss and take other action related to this item.

**6. Joslyn Center Update**

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Recommendation –

1. Receive and file the Joslyn Center Update.
2. Alternatively, discuss and take other action related to this item.

**7. Recreation, Parks, and Library Strategic Plan Summary**

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Recommendation –

1. Review the Recreation, Parks, and Library Strategic Plan Summary.
2. Alternatively, discuss and take other action related to this item.

**8. Appointment of Commissioner to Special Events Ad Hoc Committee**

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Recommendation –

1. Discuss and appoint a Commissioner to Special Events Ad Hoc Committee.
2. Alternatively, take other action related to this item.

**C. UNFINISHED BUSINESS**

**D. REPORTS - RECREATION, PARKS, AND LIBRARY DIRECTOR**

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

**F. REPORTS - COMMISSIONERS**

Julie Stolnack

Dave Lubs

Marc Cavagnolo

Vice Chairperson Kelly Watson

Chairperson Bob Motta

## **ADJOURNMENT**

POSTED:

DATE: May 16, 2025

TIME: 4:00 PM

BY: Viviann Gonzalez, Temporary Admin. Specialist

REGULAR MEETING MINUTES OF THE EL SEGUNDO RECREATION & PARKS  
COMMISSION  
WEDNESDAY, APRIL 16, 2025

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	-	Present
Commissioner Stolnack	-	Present

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

Barbara Bolland from El Segundo Blue Butterfly Conservancy expressed her gratitude to the Parks Department for their efforts in the Hillside Maintenance project that took place on Saturday, April 12, 2025. In addition, she proposed planting a California Coastal Live Oak Tree as the replacement tree at Library Park and advocated for more native plants throughout the city.

Tracey Miller-Zarneke, Chairperson of the El Segundo Environmental Committee, agreed with Barbara Bolland's public comment. She also emphasized the importance of incorporating more native plants throughout the city and offered her assistance in furthering those efforts.

A. CONSENT CALENDAR:

1. MOTION by Vice Chairperson Watson, SECONDED by Commissioner Cavagnolo, approving Regular Commission meeting minutes of March 19, 2025, MOTION PASSED. 5/0

B. NEW BUSINESS

2. Employee Spotlight: Tyler Fujii

Recreation Manager Linnea Palmer spoke about Recreation Specialist Tyler Fujii's achievements. Director of Recreation, Parks, and Library Aly Mancini thanked Tyler Fujii for his hard work and dedication.

3. Land Use Element Update Technical Advisory Committee

Director of Community Development Michael Allen spoke about the Land Use Element Update and appointment of the Technical Advisory Committee. Commissioner Lubs asked questions regarding the purpose of the committee, the involvement of City Council members, and the committee's specific responsibilities. Commissioner Stolnack asked questions regarding the

involvement of the school district and the total number of committee members. Commissioner Cavagnolo asked for clarification on who would be making key decisions and the studies being conducted. Vice Chairperson Watson asked questions regarding transportation and its relationship to land use planning. Director Allen provided additional information.

MOTION by Chairperson Motta, SECONDED by Vice Chairperson Watson approving Commissioner Stolnack as Primary and Vice Chairperson Watson and Commissioner Lubs as Alternates for the Technical Advisory Committee, MOTION PASSED. 5/0

#### C. UNFINISHED BUSINESS

##### 4. Replacement Tree for Library Park

Parks Superintendent Christopher Hentzen presented the tree replacement options for Library Park. Commissioner Lubs asked questions regarding whether selecting replacement trees would now fall under the Commission's responsibilities, whether a planting site had been selected, financial implications, and whether the tree would be used for hanging Christmas lights. He also inquired about the space requirements for the tree, whether all options minimized droppings and pollen while providing adequate shade, the staff's original recommendation, and the reason behind selecting a tree with a "Christmas tree" appearance.

Vice Chairperson Watson expressed her support for planting native trees. Commissioner Cavagnolo asked questions regarding the inclusion of the Brisbane Box and Sycamore Tree as potential options and stated that he was willing to support the majority's choice. Commissioner Stolnack commented on her findings from her research on native tree species and recommended a Big Leaf Maple Tree for consideration. Chairperson Motta supported staff's recommendation and asked about the Canary Island Pine Tree. Parks Superintendent Hentzen provided additional information.

MOTION by Commissioner Stolnack, SECONDED by Vice Chairperson Watson for Big Leaf Maple Tree to be the tree replacement at Library Park, MOTION PASSED. 3/2

#### D. DIRECTOR'S REPORT

Director of Recreation, Parks, and Library Aly Mancini presented the Director's Report to the Commission.

#### E. STAFF COMMENTS

Recreation Manager Linnea Palmer spoke about the two reports presented at the City Council meeting on April 15, 2025. The first report focusing on the Aquatics Program, highlighting Success Criteria and offering an update on the

upcoming contract with Councilman Hunsaker. The second report addressed the Recreation Court usage, presenting data and comparisons between pickleball and tennis court usage at the park. In addition, Recreation Manager Palmer shared updates on recent and upcoming community events, including the Egg Hunt and Camp Expo, the Hometown Fair, the Annual Bake Off and the Free Luncheon for Elder Fest.

Parks Superintendent Hentzen asked whether the tree replacement would be going to City Council. Director Mancini provided additional information. Parks Superintendent Hentzen stated that he is happy to plant tree selected.

#### F. COMMISSIONER COMMENTS

Commissioner Stolnack asked about the cost difference between selecting a 36-inch versus a 48-inch box for the selected tree. She also expressed her support for the storybook trail at Library Park, calling it a great addition to the park and suggested passing the feedback along to the Library Department. Commissioner Stolnack provided an update on the Hillside project and thanked Joseph and the Parks team for adding trashcans at Washington Park. In addition, she requested an update report on the Joslyn Center.

Commissioner Lubs stated that he enjoyed the tree replacement discussion.

Commissioner Cavagnolo thanked Parks Superintendent Hentzen and his team for their work in the selection of trees.

Vice Chairperson Watson echoed the comments shared by fellow commissioners and extended her thanks to Parks Superintendent Hentzen for his efforts. She provided an update on the Field Allocation Subcommittee highlighting the progress made on updating the policy.

Chairperson Motta thanked staff for their hard work.

Adjourned at 7:14 PM

*Viviann Gonzalez*

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Viviann Gonzalez, Temporary Administrative Specialist

# Employee Spotlight



**Adriana Muro**

Senior Library Assistant  
Recreation, Parks, and Library  
Department



**Recreation and Parks Commission Agenda Statement**  
**Meeting Date:** May 21, 2025  
**Agenda Heading:** Approval/Recommendation

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**TITLE:**

Approval of the revised Athletic Field/Facility Use and Allocation Policy

**RECOMMENDATION:**

1. Approve the revisions to the Athletic Field/Facility Use and Allocation Policy.
2. Alternatively, discuss and take other action related to this item.

**FISCAL IMPACT:**

Amount Budgeted: N/A  
Additional Appropriation: N/A  
Account Number(s): N/A  
Per Player Fee revenue of \$50,000 - \$75,000 per year.

**BACKGROUND:**

The Athletic Field/Facility Use and Allocation Policy was originally developed in 2004 by the Recreation and Parks Department, in collaboration with representatives from various El Segundo youth sports organizations. The purpose of the policy was to establish clear guidelines for allocating field space to user groups utilizing City athletic fields and facilities. It also set forth operational rules for the Youth Sports Council, now known as the Youth Sports Advisory Committee.

Over the past 20 years, the policy has undergone several revisions and amendments. In March 2024, a subcommittee—comprised of two members of the Recreation and Parks Commission and Department staff—was formed to review the existing policy and update it to reflect changes related to the Joint Use Agreement between the City and the El Segundo Unified School District. The proposed updates were presented to the City Council in 2024. Following this presentation, staff was directed to revise the document further for clarity and to incorporate more detailed policy improvements.

On June 19, 2024, an updated Athletic Field/Facility Use and Allocation Policy was approved by the Recreation and Parks Commission. To evolve with the changes over time with the various user groups and city resources, staff were directed by council on October 15, 2024, to review and revise the policy further. Bring the updated policy in front of Commission for review and approval, and back to council for final approval.

From January 2025 through May 2025, a new working group was established to further review field and facility policies and allocation series. The working group included two Recreation and Parks Commissioners, the Recreation Manager, and the Recreation

Supervisor. This group was tasked with completing the detailed policy revision. The working group met six times to review, discuss, and revise the Athletic Field/Facility Use and Allocation Policy. The goal of the committee was to provide clarity for all new and existing user groups to understand how the allocation policy functions, provide staff with direction on their jurisdiction, and to cement a philosophy making a clear and focused prioritization for youth “everybody plays” organizations.

## **DISCUSSION:**

The 2025 working group implemented several revisions to the Athletic Field/Facility Use and Allocation Policy. These revisions include formatting corrections, the addition of a table of contents, updates to outdated language and terminology, and expanded details in the facility maintenance section. Most notably, the policy now includes a second fee collection schedule for the primary user groups within the Youth Sports Advisory Committee.

The most significant changes to the policy are outlined below:

### **Field/Facility Use and Allocation Jurisdiction**

#### Page 3: Introduction

Recreation, Parks, and Library Department staff will utilize this policy when allocating fields and courts. Staff will make the final decision on field allocation based on this policy and fairness to all affected groups.

The Recreation and Parks Commission will retain the right to make exceptions or other determinations of how fields are allocated and permits are issued in collaboration with City staff when exceptions are being requested.

#### Page 9: Process for Obtaining Permits

Any request for change in a sport’s “primary season”, must be approved by the Recreation and Parks Commission.

#### Page 12: Special Requests or Exceptions

Any organization making a “Special Request” of the Recreation and Parks Commission to deviate from the current Athletic Field/Facility Use & Allocation Policy must submit a written request to the Recreation, Parks, and Library Director to be reviewed and considered for placement on a future Recreation and Parks Commission agenda. The requesting organization must send a representative from its current Board to the Recreation and Parks Commission Meeting to answer questions and provide information related to their request.

#### Page 16: Athletic Field Lining/Marking and Modifications

Requests to modify or improve any City facility shall be submitted for review to the Recreation, Parks, and Library Department for consideration, and to the Recreation and Parks Commission for approval.

**Opportunities that prioritize residents and their vested interests**

Page 5: Priority Group Qualifications

Organizations in group 3 will have field space allocated based on “primary season” designation, number of residents on rosters, and good faith.

Page 6: Youth Sports Advisory Committee

Updated Youth Sports Advisory Committee Member Organizations

Updated Youth Sports Advisory Committee New Member Requirements

All new organizations that are added to the Youth Sports Advisory Committee are subject to a one-year probation.

Page 7: Good Faith Rule

All Youth Sports Advisory Committee members will work together in “good faith” to accommodate as many El Segundo based youth sports organizations as possible on City controlled fields. All Youth Sports Advisory Committee members will use “good faith” to ensure that they use their allocated resources efficiently, responsibly, and with good ethics to make space for all sporting opportunities in El Segundo.

Per Player Fee

The per player fee applies to all players and teams that practice or play on City of El Segundo, Richmond Street School, Center Street School or Raytheon (RTX) fields during each registered season. (Effective January 2026)

\*A minimum of 51% of in-season games must consist of El Segundo based teams.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

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

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy B: Improve organizational excellence by implementing processes and tools that facilitate data collection and analysis while promoting data-driven decision-making.

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy A: Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

Strategy D: Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.

**PREPARED BY:** Rachel Cummings, Recreation Supervisor

**REVIEWED BY:** Linnea Palmer, Recreation Manager

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

**ATTACHED SUPPORTING DOCUMENTS:**

1. Athletic Field/Facility Use and Allocation Policy

# ATHLETIC FIELD/FACILITY USE AND ALLOCATION POLICY

## RECREATION AND PARKS COMMISSION

-APPROVED:	DECEMBER 8, 2004
-AMENDMENTS # 1 & 2:	AUGUST 17, 2005
-AMENDMENTS #3 & 4:	FEBRUARY 15, 2006
-AMENDMENT #5:	JUNE 20, 2007
-REVISED:	JUNE 20, 2007
-AMENDMENT #6:	APRIL 16, 2008
-REVISED:	DECEMBER 17, 2008
-REVISED:	FEBRUARY 18, 2009
-REVISED:	MARCH 18, 2009
-REVISED:	JANUARY 2015
-REVISED:	DECEMBER 14, 2022
-REVISED:	MAY 15, 2024
-REVISED:	MAY 21, 2025

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## CITY COUNCIL

-APPROVED:	DECEMBER 21, 2004
-APPROVED:	APRIL 21, 2015

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## **Introduction**

The City of El Segundo Recreation, Parks and Library Department coordinates and issues permits for the use of athletic fields and facilities to organizations and the public to promote cultural, social, and recreational activities and programs. The City also has partial responsibility for Richmond Street School Field and Center Street School Fields, which are owned and maintained by the El Segundo Unified School District, however the City retains scheduling, allocation, and revenue collection rights. Similarly, Raytheon (RTX) and the City have a partnership where Raytheon Fields are owned and maintained by RTX and are scheduled by the City. It is the City's goal to maximize the use of public resources, using them efficiently and effectively, to create the greatest public benefit. City Staff are dedicated to ensuring there are safe, well maintained, quality facilities for the community of El Segundo. This commitment and increased demand for the use of City fields results in a joint utilization of resources that provide the type of facilities El Segundo needs to encourage and support athletics and sports activities for youth and adults. The purpose of this policy is to outline the City procedure and allocation priority for the permitted use of athletic fields and facilities. Due to the demand for fields within the City, it is imperative that all user groups abide by the policies and procedures set forth in this policy.

Athletic fields and facilities are permitted and allocated quarterly to highest priority user groups. The Recreation Division will monitor proper use of allocations and permits. Priority will be given to City of El Segundo programs, El Segundo High School, organizations in the Youth Sports Advisory Committee, effectively prioritizing El Segundo residents.

Recreation, Parks and Library Department staff will use this policy when allocating fields. Staff will make the final decision on field allocation based on this policy and fairness to all affected groups. The Recreation and Parks Commission will retain the right to make exceptions or other determinations of how fields are allocated, and permits are issued in collaboration with City staff. Submission of an Application and Agreement Request does not constitute approval. A group may dispute a decision made by staff by submitting an appeal to Recreation, Parks and Library staff in writing with justification within ten (10) working days from the decision.

## **Definition of Terms**

### ***Resident Status***

Resident status is defined as groups or organizations with at least (75%) or more registered El Segundo residents. Team rosters and proof of residency will be required annually to verify residency status. Proof of residency may include providing copies of two of the following items:

- Driver's License of participant or participant's parent if under 18
- Utility bill in participant's name or participant's parent if under 18

Alternatively, organizations may be required to sign a written agreement that they have verified residency of all participants. Falsification of proof of residency is grounds for immediate dismissal from the Youth Sports Advisory Committee. Audits of team rosters may be conducted by Recreation, Parks, and Library staff at any time.

### ***Youth Status***

Youth status is defined as persons **18** years of age or under.

### ***Non-Profit Status***

To qualify as a Non-Profit user, the organization must meet all the criteria below.

The organization must be registered as a not-for-profit corporation with the State of California, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature.

The organization must be comprised of volunteers, (75%) of which must be El Segundo residents. The organization must submit the following:

1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement
2. Current financial statement
3. Roster of Officers
4. List of persons authorized to make reservations for your organization

**City of El Segundo, Richmond Street School, Center Street School, and Raytheon Fields and Facilities**

Due to the limited number of fields and facilities available, the City of El Segundo Recreation, Parks and Library Department has established a priority use.

**Priority Group Qualification: Group 1 – 10**

This priority list serves as a guideline for City Staff. Priority use of fields/facilities will be allocated as follows:

**Group 1:** City sponsored or co-sponsored events. City of El Segundo, Recreation, Parks and Library Department youth or adult programs or leagues.

**Group 2:** El Segundo Unified School District related programs.

**Group 3:** Organizations part of the El Segundo Youth Sports Advisory Committee.

*“Grandfather Clause”:* At the onset of this policy, the El Segundo Babe Ruth Baseball League was “grandfathered” in at “Group 3” classification by maintaining 60% El Segundo residency.

**Group 4:** Youth programs, organizations, or events with 75% El Segundo residency status.

**Group 5:** Adult programs, organizations, or events with 75% El Segundo residency status.

**Group 6:** Youth programs, organizations, or events with 60 – 74% El Segundo residency status.

**Group 7:** Adult programs, organizations, or events with 60 – 74% El Segundo residency status.

**Group 8:** Youth programs, organizations, or events with under 60% El Segundo residency.

**Group 9:** El Segundo Businesses, with a current El Segundo Business License. Groups must consist of 75% employees from given business.

**Group 10:** Adult programs, organizations, or events with under 60% El Segundo residency.

**Please Note:** All regular use El Segundo sports organizations, within Priority Groups 3 – 10 will schedule and play games on Sundays, if necessary, in an effort to allow for allocation of Saturday field time for other user groups within the El Segundo community. Organizations in group 3 will be allocated based on primary season, number of rostered residents, and good faith.

**1 Program:** Any activity that is offered by the Recreation & Parks Department. A system of services, opportunities, or projects, usually designed to meet a social need.

**2 Organization:** Any group of participants organized for recreational purposes and associated with a specific purpose. A group of persons organized for a particular purpose, an association.

**3 Event:** Any contest or program related to sports or recreational activity. Example: camps, clinics, and/or tournaments

### **Youth Sports Advisory Committee Overview**

The purpose of the Youth Sports Advisory Committee is to work cooperatively with City Staff in quarterly field allocation, help identify field allocation issues, and provide youth sports opportunities to the El Segundo community with a prioritization of serving El Segundo residents. Staff or Commissioners will present recommendations or updates from the Youth Sports Advisory Committee at Recreation and Parks Commission meetings, when necessary. The Youth Sports Advisory Committee will meet a minimum of 2 times per year but may additionally meet as needed. A current list of good standing members in the Youth Sports Advisory Committee can be found online at [elsegundorecandparks.org](http://elsegundorecandparks.org) or by request to Recreation, Parks, and Library Staff.

### **Youth Sports Advisory Committee Member Organizations**

All members must meet and maintain the following:

1. Organizations qualifying within Priority Allocation Groups 1 – 3 AND maintaining 75% El Segundo residency (overall organization membership) shall be designated as a member organization. El Segundo residency status will be monitored through league and or team rosters and will be reviewed. If at any time a designated member organization does not meet these requirements, that organization will be placed on a one-year probation.
2. Every organization's representative must be a current El Segundo resident. El Segundo residency will be monitored through board rosters and will be reviewed prior to that group's primary season. If at any time a representative does not meet this requirement, that respective organization must designate a new representative to the Youth Sports Advisory Committee.

### **Youth Sports Advisory Committee New Member Requirements**

Any new organization wishing to join the Youth Sports Advisory Committee must submit their request in writing to the Recreation, Parks and Library Department and meet the following criteria:

1. Have at least 100 El Segundo Resident Players in their organization
2. Submit league rosters which must contain at least 75% El Segundo Residents
3. The organization must follow the "Everybody Plays Philosophy"
4. The organization must be registered as a not-for-profit with the State of California.
5. The organization must be able to provide current general liability insurance and a City of El Segundo Business License

All new organizations that are added to the Youth Sports Advisory Committee are subject to a one-year probation.

**Good Faith Rule**

All Youth Sports Advisory Committee members will work together in “good faith” to accommodate as many El Segundo based youth sports organizations as possible on City controlled fields. All Youth Sports Advisory Committee members will use “good faith” to ensure that they use their allocated resources efficiently, responsibly, and with good ethics to make space for all sporting opportunities in El Segundo.

**Per Player Fee**

Youth Sports Advisory Committee Organizations are required to pay a per player fee as mandated by City Council in May 2014 to compensate for their field usage. Rules for the Per Player Fee and these organizations are as follows:

1. The per player fee applies to all players and teams that practice or play on City of El Segundo, Richmond Street School, Center Street School or Raytheon (RTX) fields during each registered season. (Effective January 2026)
2. If a portion of players in the league do not utilize a City of El Segundo field at any time, they are not required to pay the fee for those players that do not use the field during the season.
3. If a league has teams that come from outside the City to participate in in-season games, then these leagues must either:
  - a. Pay the Per Player Fee for all teams (Resident and Non-Resident) in their respective organization that utilize City fields.
  - Or
  - b. Pay the Per Player Fee for Resident teams that utilize City fields and in addition pay these per hour rates:

**El Segundo Team vs. Non-Resident Team** pay ½ ES Non-Profit Field Rate per hour

**Non-Resident Team vs. Non-Resident Team** pay full ES Non-Profit Field Rate per hour

\*A minimum of 51% of in-season games must consist of El Segundo based teams.

**The deadline for payment of this fee to the Recreation, Parks and Library Department is 2 weeks after the start of that organization’s close of registration.** Refunds for the per player fee will not be issued once the fee is paid to the City of El Segundo, but an organization can rollover any unused fee to the next season due to player withdrawal upon providing proof to the City that said player was withdrawn and refunded their league fee. All payments can be made by cash, check, money order, or credit card (Visa, Mastercard, American Express) to the Recreation, Parks and Library Department for reservations made throughout the season.

### ***Three Strikes Rule***

The purpose of the Three Strikes Rule is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy. The Three Strikes Rule will apply if rules or regulations of this policy or City of El Segundo Municipal Code are violated by a Youth Sports Advisory Committee Organization. The City reserves the right to cancel or suspend field/facility permits for games, practices, and other usages based upon user groups violating the City Municipal Code or the established Athletic Field Use and Allocation Policy.

#### **STRIKE ONE**

Strike one consists of a verbal warning to the organization in direct violation of the City Municipal Code or Athletic Field Use and Allocation Policy. The verbal warning will be documented, and a copy will be provided to the organization.

#### **STRIKE TWO**

Strike two consists of a written warning (via letter or e-mail) to document the violation within the permit period.

#### **STRIKE THREE**

Strike three consists of a second written warning (via letter or e-mail) to document the violation and possible cancellation of field/facility permit within the permitted period.

**Process for Obtaining Permits**

Requests to permit the use of City fields and facilities in El Segundo are made through the City of El Segundo Recreation, Parks and Library Department, Recreation Division at 401 Sheldon Street, El Segundo. **All groups who wish to utilize an athletic field or facility must complete an appropriate application and the rules and regulations form.**

Fields/facilities are allocated to user groups in quarterly periods. Youth Sports Advisory Committee Organizations requesting space must submit their request **at or before scheduled Youth Sports Advisory Committee Field Allocation Meetings.** Youth Sports Advisory Committee members must make requests in writing and are required to sign and submit an Athletic Field/Facility Use Rules and Regulations form. City staff conducts periodic audits of field usage. If fields and facilities are not used as requested, permits may be rescinded. Groups or organizations not using fields and facilities as stated may lose their permitted time and/or priority allocation consideration for future allocations per the 3 Strikes Rule.

Deadlines for required Youth Sports Organization information and documents are:

1. **Proof of Insurance: due prior to field permits are issued.**
2. **Game and practice schedules: due two (2) weeks prior to that league’s respective opening day and will be used by City staff to ensure fields are being used as allocated.**
3. **Final Board and League Rosters: due one (1) week following final league registration date.**

Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing these deadlines will have access to any remaining fields/facilities after the allocation process is finalized on a first come first served basis. Once field space has been allocated to the priority user groups, all other groups can request field space rentals online at [esrec.org](http://esrec.org) on a first come, first served basis. **Submission of an Application and Agreement Request for Use of City of El Segundo facilities does not constitute approval.** Every effort will be made to accommodate user group’s use of fields. Priority of fields will be given to primary season sports, then by priority grouping. This means that primary season holds precedence **ONLY** within each priority grouping level. Any request for change in a sport’s primary season, must go through Recreation, Parks, and Library staff to be presented before the Recreation and Parks Commission for approval.

**Primary Seasons:**

- **Baseball, Football and Cheer, Softball, Lacrosse, Volleyball: February 1 – August 31**
- **Soccer, Inline Hockey: September 1 – January 31**

***Sport Specific Field Designation & Use***

The following fields have been designated as sport-specific athletic fields. The City reserves the right the utilize any field for any City sponsored event outside of these designations.

- **Stevenson Field                    HARDBALL BASEBALL ONLY**
- **Rec Park Softball Field    SOFTBALL, BASEBALL & KICKBALL ONLY**

***Recreation Park Batting Cage Priority Designation & Use***

- **Monday – Friday: Softball**
- **Saturday – Sunday: Baseball**

### ***Liability Insurance Requirements***

FACILITY USER shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance with policy limits of not less than \$2,000,000 per occurrence. The City of El Segundo, its elected, and appointed officials, officers, agents, and employees shall be named as additional insured by endorsement. Such policy or policies of insurance shall further provide that said policies of FACILITY USER shall be primary over any insurance held by CITY that may be applicable. The types and limits of insurance may be changed as determined by the City of El Segundo Risk Manager.

FACILITY USER agrees to hold the City of El Segundo harmless and free from any liability of any nature arising out of the use of City Recreational Facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

### ***Notice of Field Exchange***

Organizations may give up or exchange their allocation, or any part of it, with an organization of equal or greater allocation priority only when all the parties agree in writing and the Recreation, Parks, and Library Department reissues the permit.

### ***Notice of Non-Use of Field***

Any organization that has reserved space and does not intend to use it according to the permit, shall notify the Recreation Division so that the fields/facilities may be reallocated or otherwise used at its maximum. User groups with fee waivers may be billed for fields that they have reserved and have not used (see Permit Cancellation). Also, **non-use of a field may result in revocation of the allocated field.** Please see "Three Strikes Rule" page 8.

Notice must be given to return field space within two weeks of the first date of field use. If field space is not returned by this deadline and the field is unused, the organization may be charged for the City's loss of rental revenue. Random audits will be conducted by the Recreation, Parks, and Library Department to ensure field space is being utilized or returned properly.

### ***Permit Cancellation***

The City of El Segundo reserves the right to cancel, refund, and/or reschedule permitted reservations if one of the following occurs:

1. When the health and safety of participants are threatened due to inclement weather or conditions including but not limited to heavy rains, smog alerts, pesticide spraying, and earthquakes.
2. City begins work involving any of the facilities.
3. Non-adherence to Athletic Field/Facility Use and Allocation Policy or City ordinance.
4. ESUSD cancels use of fields under the direction of their administrative office.

Permits canceled for paid reservations at least 10 days prior to the reservation will be refunded the entire amount less a \$10 Administrative Fee. Permits canceled less than 10 days prior to the reservation date will be charged a \$50 cancellation fee.

### ***Post-Season Tournaments***

1. Each youth sports organization in the City of El Segundo is allowed to host one free (no charge) tournament each season during their primary season.
  2. All tournaments may not last any longer than 2 calendar weeks over a maximum of 3 weekends, for a total of 16 days.
  3. All tournaments must end within 60 days of the completion on the season of the host youth sports organization.
  4. With exception of the El Segundo AYSO All Star Tournament hosted at Campus El Segundo.
  5. Any group that wishes to host a tournament in addition to the one free (no charge) tournament within their primary season must pay rental fees.
  6. Any group that wishes to host a tournament outside of the 60-day window and within their primary season must request in writing and subsequently receive approval from the Recreation and Parks Commission.
  7. All tournament requests are subject to athletic field availability.
  8. All tournament requests must be submitted in writing a minimum of 60 days prior to the start of the tournament.
- \* Regular Season: Period of time during a primary season in which regularly scheduled games are played. Must be part of the permit period but does not include playoffs or tournaments.

### ***Meeting Rooms***

Each Youth Sports Advisory Committee Organization may utilize Recreation, Parks and Library Department Facilities and Meeting Rooms when available throughout the year. These reservations may include but are not limited to registration dates, board meetings, and coaches' meetings. Organizations can make a reservation by contacting the designated representative from the Recreation Department. Each group is limited to the following number of reservations per calendar year:

- 1 monthly meeting (12 per calendar year)
- 3 registration meetings
- 3 miscellaneous meetings
- Photo day reservation as necessary

### ***Camp/Clinic***

1. El Segundo resident youth sports organizations are allowed to host one free (no charge) camp or clinic each calendar year.
2. All camps/clinics may not last any longer than a total of five (5) days.
3. All camps/clinics may not last any longer than 7 hours per day, for a total of 35 hours per week.
4. Any group that wishes to host a camp/clinic in addition to the one free (no charge) camp/clinic must pay field rental fees.
5. Any group that wishes to host a camp/clinic outside of the five (5) day maximum or longer than 7 hours per day must request this in writing and subsequently receive approval from the Recreation and Parks Commission.
6. All camp/clinic requests are subject to athletic field availability.
7. All camp/clinic requests must be submitted in writing a minimum of 60 days prior to the start of the camp/clinic.

\*A typical camp/clinic traditionally would run Monday through Friday but may run for any amount of time less than or equal to 5 calendar days.

\*A typical camp/clinic would be from 9 am – 3 pm, with a reservation from 8:30 am – 3:30 pm, for a total of 7 hours of field time. The additional half an hour before and after are to accommodate set-up and break-down.

### ***Special Requests or Exceptions***

Any organization making a “Special Request” of the Recreation and Parks Commission to operate outside of the current Athletic Field/Facility Use & Allocation Policy must put a request into Recreation, Parks, and Library staff to be reviewed and placed on a future meeting’s agenda. The requesting organization must send a representative from its current Board to the Recreation and Parks Commission Meeting to advocate for their request.

## **Athletic Field/Facility Use Rules**

- All groups wishing to utilize a field must acquire a permit with the City of El Segundo. Field use permit must be available during use and presented to any City representative upon request. It is the League/organizations president or their Field Coordinator's responsibility to make sure coaches receive and understand that permits must be on site during field use.
- It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Check your permit for specific times you may access the fields.
- Field use will end at dusk on unlighted fields, and by 9 pm or 10 pm on lighted fields except when noted on Site Specific Field Use. Check your permit for specific times you may access the fields.
- Parking is allowed in designated areas only. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the permit issued by the City of El Segundo. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Smoking is not allowed at any City of El Segundo facility where youth sports are occurring including tobacco, drugs, or simulated smoking devices.
- Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas (E.S. Municipal Code, SEC. 13.04.040)
- Selling food or other items is not allowed without City approval and must be noted on the permit.
- Amplified sound is not allowed on any field without City approval and must be noted on the permit. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
- Banners may not be posted without City approval and noted on your permit.
- Youth Sports Advisory Committee members may only hang banners during primary season. Banners must be removed immediately after the conclusion of the season.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed daily.
- Storage sheds of any kind are not permitted in a park or facility unless approved by the Recreation, Parks, and Library Department.
- Any special events (such as opening days, parades, etc.) must be submitted through the City's special event permit process through OpenGov 50 days prior to event date.

Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. **For the benefit of our community, please practice being good neighbors in residential neighborhoods.**

**Starting & Ending Use Times**

City fields may be permitted as available beginning 8 am. Unlit field use ends at dusk. Lighted field use ends at 9 pm or 10 pm depending on location. Check your permit for specific times you may access the fields. Exceptions to these time frames may be allowed with the permission of the Recreation, Parks and Library Department.

**Site Specific Field Use**

Some sites have restricted use due to the location of the athletic fields, neighborhoods with limited parking and/or fields directly adjacent to residences. Additional site-specific measures may be added to reduce resident concerns adjacent to the athletic field facilities. Check your permit for specific times you may access the fields and the number of fields allocated for your use.

**Inclement Weather Field Closures**

In the event of inclement weather fields may be closed. It is the user group's responsibility to call the Recreation, Parks, and Library Department Field Conditions Hotline at (310) 524-2883 after 12:00 pm Monday through Friday or after 8:00 am Saturday and Sunday. A secondary update to field conditions may be made by 12pm on Saturday and Sunday. Each field will be assessed individually for closures. Groups cannot play on fields that have been closed.

**Traffic and Parking**

User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signs to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an issue or during post-season tournament play, the user group or organization must provide volunteers to direct participants and spectators to designated parking areas. It is the user's responsibility to alleviate traffic and parking issues. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the use permit issued by the City of El Segundo.

## **Field Maintenance**

### ***Rest and Renovation***

An annual rest and renovation program is scheduled at all allocated sites. The City does attempt to be flexible in accommodating user groups but, ultimately, the health and safety of the user and the conditions and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.

### ***Field/Facility Closures***

Fields/Facilities may be closed at the discretion of the Recreation Superintendent and/or Parks Superintendent or their designated representatives. Closures are kept to a minimum when fields/facilities remain in playable condition. Priority is given to maintenance needs and rest and renovation periods for all fields. The City may close field facilities for any of the following:

1. City engages in work involving any of the fields or facilities.
2. When the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, pesticide application and earthquakes.

## **ANNUAL FIELD CLOSURES**

### **Stevenson Field**

2<sup>nd</sup> week of December – February 14<sup>th</sup>

### **Softball Field**

Winter Closure – Field closed December 1<sup>st</sup> and opening February 1<sup>st</sup>.

### **Richmond Street & Center Street School Fields**

Maintained at the discretion of ESUSD

### **Raytheon Field**

Maintained at the discretion of Raytheon (RTX)

### **Brett Field**

Winter Closure – Field closed December 1<sup>st</sup>, and opening one week before Opening Day

Summer Closure - Field closed first day after end of All Star play, and opening the Tuesday after Labor Day (Infield closed throughout soccer season)

### **Athletic Field Lining/Marking and Modifications**

Youth Sports Advisory Committee Organizations may request special lining of City fields if approved by the Recreation, Parks, and Library Department. Under no circumstances are organizations allowed to paint or burn lines onto fields. Organizations failing to comply are subject to pay for all damages occurring to the facility and may be subject to loss of field space.

Requests to modify or improve any City facility shall be submitted for review to the City of El Segundo Recreation, Parks and Library Department for consideration, and to the Recreation and Parks Commission for approval. No permanent structures or equipment shall be erected on facility unless approved by the City and is dedicated for community use. Requests to modify field size for multiple-use shall be submitted for review to the City of El Segundo Recreation Division for consideration. Users may not modify a field for use by more than two teams without approval noted on your permit. Adding additional fields to a site without permission will result in a Strike. Please see "Three Strikes Rule" page 8. Modified fields for multiple use will be billed appropriately.

### ***Trash/Field Clean-Up***

The City of El Segundo Recreation, Parks and Library Department asks all youth leagues or athletic field user groups to institute a field clean-up policy that will be enforced at all the fields and facilities for both games and practices. It is each organizations responsibility to ensure that the following is

1. Following a game or practice session, teams are responsible for picking up all trash and debris at or around the field or practice site. This applies whether the trash or debris was at the site before the game or practice commenced. Teams are also to make sure that all equipment is picked up as well.
2. Each Coach/Manager is responsible for making sure that this policy is strictly enforced and adhered to by coaching staff and players at every game and practice. City of El Segundo Recreation, Parks and Library Department Field Ambassadors will actively monitor the game, practice fields and facilities to ensure that the policy is being followed.

### ***Parks Maintenance Staff Field Safety***

The City of El Segundo Recreation, Parks and Library Department asks each youth sports organization or athletic field user group to institute a no practice policy during all times that a Parks Maintenance Staff is working on the infield and/or play area. No team shall participate in any activity that may endanger the Parks Maintenance Staff worker that is working on or preparing the field of play. This includes, but is not limited to, infield practice, hitting/batting practice and/or base running. It is agreed upon that a reasonable amount of space/distance will be given to the Parks Maintenance Staff to complete their tasks before any encroachment upon their work areas. Each organization is responsible for making sure that this policy is strictly enforced and adhered to by managers/ coaches.

# Athletic Field/Facility Use Rules and Regulations

1. All groups wishing to utilize a field/facility must acquire a permit with the City of El Segundo.
2. It is the responsibility of the person in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.

**These rules include but are not limited to:**

- Use will begin no earlier than 8 am – Monday – Saturday and no earlier than 9 am on Sunday. Use will end at dusk on non- lighted fields and by 10 pm on all lighted fields; except Richmond St. Field, which closes at 9 pm. Please check your permit for specific times you may access the fields.
- Use begins and ends at the times stated on the permit, including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit.
- Parking is allowed in designated areas only.
- Applicant’s Field Use Permit must be available during use and presented to any City representative upon request.
- Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas. (E.S. Municipal Code, SEC 13.04.040)
- Selling of food or other items is not allowed without City approval and will be noted on your permit.
- Amplified sound is not allowed on any field without City approval and will be noted on your permit. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed. Applicant is responsible for notification to residents adjacent to the field requested during any and all special events.
- Permanent banners may not be posted without City approval and will be noted on your permit.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner’s permission.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed daily.
- At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by a group’s use must be picked up and cleared of all trash.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.

3. Inclement Weather Policy: Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by phoning the Recreation and Parks Department Field Condition Hotline @ (310) 524-2883 after 12 pm Monday – Friday or after 8 am Saturday and Sunday. A secondary update to field conditions may be made by 12 pm on Saturday and Sunday. (Updated with closure information as needed)

4. Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the cancellation of current and/or prohibition of future use.

<b>Applicant Name:</b>		
	Print	Title
	Signature	Date

# Application and Agreement Request For Use of City of El Segundo Athletic Fields/Facilities

In accordance with the Joint Use Agreement between the City of El Segundo and El Segundo Unified School District, the City will be the responsible agency for scheduling and permitting all City owned fields as well as Richmond Street School and Center Street School fields athletic fields. In accordance with the Recreation Facility Use Agreement between the City of El Segundo and Raytheon Company (RTX), the City in collaboration with Raytheon, schedules the of Recreational Fields located on the RTX Campus. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued.

Organization

Name of Applicant

Address

Phone Number

Email

Description of Activity

Estimated Attendance

Open to the Public

Yes/No

Number of Banners Posted at Facility

**Field/Facility Requested**

Day of Week	Date(s)	Start Time - Include Set-up	End Time - Include Clean-up
<input style="width: 100%; height: 25px;" type="text"/>			
<input style="width: 100%; height: 25px;" type="text"/>			
<input style="width: 100%; height: 25px;" type="text"/>			
<input style="width: 100%; height: 25px;" type="text"/>			

# Application and Agreement Request For Use of City of El Segundo Athletic Fields/Facilities

Day of Week	Date(s)	Start Time - Include Set-up	End Time - Include Clean-up

**\*\* Lining/Marking of athletic fields is prohibited unless otherwise authorized by Parks Superintendent \*\***

I verify that the information on this Application and Agreement Request for Use of Athletic Fields / Facilities form is correct as defined in the Athletic Field Use & Allocation Policy and understand the possible consequences if the information is incorrect or misleading within the acceptable boundaries as described in the allocation policy. I have read the Application and Agreement and agree to all provisions listed on this Application, the Athletic Field Use & Allocation Policy, Rules and Regulations and disclaimers applied to issued permits and will communicate this information to our coaches and participants.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Signature of Organization  
 President or AD**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*The City of El Segundo does not assume responsibility of liability for claims, damages, or injuries, of whatever nature, which may arise from use of the fields.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 By: \_\_\_\_\_, Recreation Supervisor or Designee

***I, \_\_\_\_\_ the authorized representative of \_\_\_\_\_, do hereby acknowledge that I have read the terms and conditions of this field allocation policy; that the terms and conditions are acceptable and User Group agrees to abide by, comply with, and accept full and complete responsibility therefore.***

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 By: \_\_\_\_\_, League President or Authorized Representative

Office Use Only:

Organization Priority    1   2   3   4   5



**TITLE:**

Joslyn Center Update

**RECOMMENDATION:**

1. Receive and file Joslyn Center Update.
2. Alternatively, discuss and take other action related to this item.

**FISCAL IMPACT:**

N/A

**BACKGROUND:**

Commissioner Julie Stolnack requested an update on the Joslyn Center at the Commission meeting on April 16, 2025.

**DISCUSSION:**

Recreation Supervisor, Ryan Delgado, will provide an update on Joslyn Center including facility updates and programming.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy D: Improve mobility and transportation throughout the city.

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.

**PREPARED BY:** Ryan Delgado, Recreation Supervisor

**REVIEWED BY:** Linnea Palmer, Recreation Manager

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



CITY OF

EL SEGUNDO

Joslyn Center -  
Senior Programming &  
Facility Enhancements



# Fitness & Wellness Programming

## Senior Fit – Mondays

The senior fitness journey helps participants with physical activity through movement and body connection. Active core and muscle work to explore and wake up. Exercises promote flexibility, strengthen muscles, support joints, and improve overall mobility. Regular exercise tailored to their abilities can reduce pain, enhance joint function, and contribute to better overall well-being for seniors dealing with arthritis to other joint conditions. Participants will need to bring a set of weights, small exercise ball, and exercise band.



## 50 Minute Fit – Tuesdays & Thursdays

A traditional mix of cardiovascular exercise and weights combined with motivating music to push you through this 50-minute total body workout. A multilevel class where everyone is welcome. With over 30 years of teaching and training experience, Victoria will safely and effectively guide you through this thoroughly fun class. All equipment is provided, or you are welcome to bring your own hand weights and/or mats.

# Fitness & Wellness Programming

## CoreXpress – Monday & Wednesdays

This 35-minute intense workout delivers everything you need from your workout, and it all starts with your core. 10 minutes of mat based abdominal work is followed by 25 minutes of core/cardio training. Weights and bands are utilized to give you maximum results in a shorter time span.



## Pilates – Mondays & Fridays

From rock stars to Wimbledon champs and Lakers players, Pilates is now mainstream. Mind and body work together as you strengthen and lengthen all the major muscles of the body with focus on the abdominals. This Pilates-mat class is appropriate for all fitness levels. Class benefits include improving posture, muscle tone and strength, while leaving you feeling renewed, regenerated, and energized.

# Fitness & Wellness Programming

## Beginner Line Dancing - Tuesdays

This class will introduce students to Country Line Dancing teaching them the basic steps to simple patterns such as the Electric Slide, Cowboy Hustle, Tush Push, Black Velvet, etc. This class level helps students at a slower level build on balance, motor skills, memory and wall changes. Each class 2 new dances are taught, and we review dances taught in previous classes as time permits. I teach the classics and some of the newest beginning level dances taught at the club venues around the Southland.



## Intermediate Line Dancing - Tuesdays

This class builds off the patterns from the Beginning Level, but introduces more spins, turns and complex patterns/tags/restarts. In this class the pace is a bit faster, and the students are challenged more mentally and physically. We go over the classic Improver/Intermediate dances such as Walk The Line, T.G.I.F., Slappin' Leather and work in some of the newer ones being taught in the club venues such as Gives Me Shiver, Wave on Wave and Late Night Habits to name a few. We add more dances that come out during the session.

# Social & Wellness Programming

## Card Games

- Pinocle – Monday
- Canasta – Tuesday
- Bridge – Thursday
- Bingo – Fridays
- Sit-n-Knit – 2<sup>nd</sup> Saturday

## Luncheon

- 3rd Tuesday of the Month

## Board Games

- Rook & Roll Chess Club – Wednesdays
- Across the Board – Wednesdays



## Striders Walking Group - M, W, & Fri

Step into a healthier lifestyle and join our Striders walking group! There is a 1.25 mile loop through Downtown El Segundo that starts at the Joslyn Center and ends at the Recreation Park sign located at Grand Ave. and Eucalyptus. Register for free at the Joslyn Center. Lace up your sneakers and walk with us!

Summer Beach Walking!

## Staff Led Crafting

Drop-in every other Friday and craft with us! We have candle making, dried flower lanterns and sun catchers on the schedule!



## Daytrippers

- June 28<sup>th</sup> - Norton Simon Museum
- July 16<sup>th</sup> - El Dorado Nature Center
- August 16<sup>th</sup> - California Science Center
- September 20<sup>th</sup> - Autry Museum of the American West

EL SEGUNDO JOSLYN CENTER

# Daytrippers



SATURDAY, MAY 24, 2025

10:00AM - 3:00PM

Cost  
**\$10 RIDE**



THE EL SEGUNDO DAY TRIPPERS WILL BE VISITING THE GRIFFITH OBSERVATORY. THIS LOS ANGELES LANDMARK OFFERS A FASCINATING GLIMPSE INTO THE COSMOS WITH ITS EXTENSIVE ARRAY OF SPACE AND SCIENCE EXHIBITS. DON'T MISS THE BREATHTAKING VIEWS OF THE CITY BELOW.

BUS LEAVES THE OBSERVATORY AT 3:00PM

For More Information Call 310-524-2705



# Park Vista

## Senior Housing Meeting

Joslyn staff attends the Park Vista meeting once a month to give updates about programming and activities at the Joslyn Center. Staff also gets feedback from residents about programs, trips and other activities they would like to see at the Joslyn Center.

Staff deliver newsletters and flyers to Park Vista the first week of each month.

In June, Joslyn Staff will be assisting at the annual Park Vista Yard Sale.

# 31st Annual PARK VISTA YARD SALE

**SATURDAY,  
JUNE 21ST**

**9:00AM - 1:00PM**



 **615 E. HOLLY AVE.**

Entrance for the sale will be on the backside of Park Vista, the gate can be accessed from the walking path in Recreation Park

**Multiple family participation**



# Advertising

**EL SEGUNDO JOSLYN CENTER**  
**ROOK & ROLL**  
**CHESS CLUB**  
**EVERY WEDNESDAY AT 1PM**



Calling all chess lovers, from beginners to seasoned players! Whether you're a master of strategy or just learning the game, our club is the perfect place to sharpen your skills, enjoy friendly competition, and meet new people. Come for the game, stay for the community. All ages and skill levels welcome—let's make your next move together!

**YOU'RE INVITED!**

El Segundo  
**REC. PARKS & LIBRARY**  
We Engage... We Inspire... We Play...

# Across the Board



**Join us at the Joslyn Center for Across the Board! Every Wednesday at 2pm, enjoy classic and new board games, meet new friends and most importantly, have a great time!**

**Have a favorite game? Let us know and we will add it to the list!**



# Advertising

## JOSLYN CENTER

### Arts & Crafts Classes

Staff Led Activities | All Supplies Included

Joslyn would like to invite you to participate in free art classes for seniors. Join us the 2nd and 4th Friday of every month

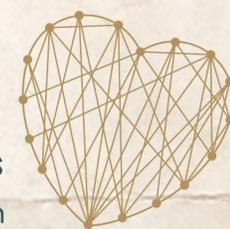
#### UPCOMING CLASSES

#### May



**Pressed Flower Jars**  
May 9th 10:30am-11:30am

Decorate a jar with pressed flower decorations to display in your home.



**Heart String Art**  
May 23rd 10:30am-11:30am

Make a beautiful heart shaped string art to have as a decoration.

---

**LOCATION:**  
Joslyn Center  
339 Sheldon st.  
El Segundo CA  
Crafts Room

**DROP IN CLASSES**  
10 Student Capacity  
Free of Charge



El Segundo  
**REC, PARKS & LIBRARY**

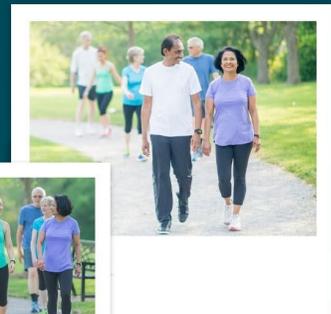
El Segundo Recreation, Parks & Library

# STRIDERS WALKING GROUP

Step into a healthier lifestyle with our new walking group!

- Two walking times available, 1.25 mile loop - walk once or join both for an extra challenge!
- A great way to stay active, meet new people and enjoy fresh air!
- Open to all fitness levels - walk at your own pace

Whether you're looking for a light workout or a chance to socialize, this group is for you! Lace up your sneakers and walk with us!

● ● ●

● ● ●

**MONDAY, WEDNESDAY & FRIDAY**  
9:15AM & 9:50AM @ The Joslyn Center

# Facility Enhancements



New Library Room Décor, Seating & Coffee/Tea station



Craft Room – Décor & Tables



Pool Room Décor & Shuffleboard Table



El Segundo  
**REC, PARKS,  
& LIBRARY**  
We Engage... We Inspire... We Play...

# POOL

## TOURNAMENT

**June 14<sup>th</sup> • Begins at 10am**

You're invited to our very first Pool Tournament! If you're a seasoned player or just looking to have some fun! Come join us for an exciting day of friendly competition, laughter, and good company. Everyone is welcome—no experience needed. Let's rack 'em up and make some great memories together!

To sign up call (310) 524-2705 or come by the Joslyn Center



# Dial-A-Ride with Lyft

CITY OF EL SEGUNDO'S

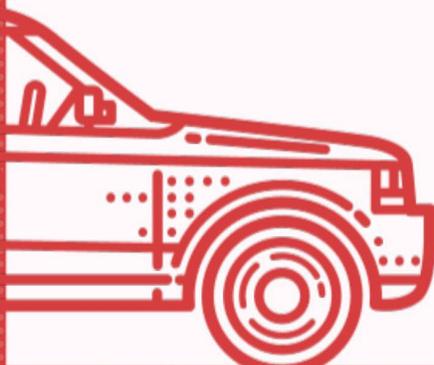
## DIAL-A-RIDE WITH LYFT

**MONDAY TO FRIDAY - 9:00AM - 4:45PM**  
**SATURDAY - 9:30AM - 1:30PM**

Catch a Lyft with Dial-A-Ride! Our new Dial-A-Ride program in partnership with Lyft is designed to give residents ages 55+ more options to get around town!

Have questions? We have answers! Come visit us at the Joslyn Center or call 310-524-2705 to book your ride.

Learn more at [esrecandparks.org](http://esrecandparks.org) or scan the QR code for instructional video.



CITY OF EL SEGUNDO'S

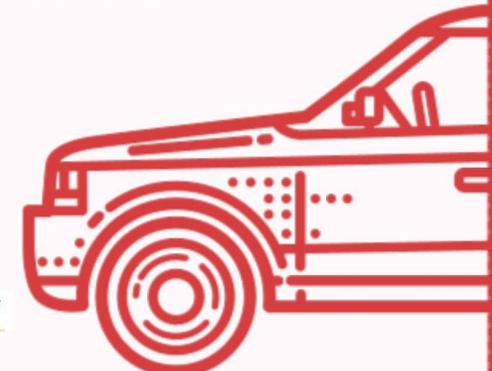
## DOCTOR DIAL-A-RIDE WITH LYFT

**TUESDAYS & THURSDAYS - 9:00AM - 4:00PM**

Catch a Lyft with Doctor Dial-A-Ride! We are rolling out our new Dial-A-Ride program in partnership with Lyft. This program is designed to give residents ages 55+ more options for transportation to their doctor appointments!

Have questions? We have answers! Come visit us at the Joslyn Center or call 310-524-2705 to book your ride.

Learn more at [esrecandparks.org](http://esrecandparks.org) or scan the QR code for instructional video.





# Outreach

## Meals on Wheels

Joslyn staff currently delivers meals to 31 clients, 5 days a week

Staff has worked with the registered dietician from St. Vincent's to tailor meals to meet specific dietary needs such as low sodium, diabetic and puree meals

Our program is built on meaningful relationships. Outreach staff has taken time to make strong connections with clients, offering not just a meal but a friendly face and wellness checks that many of our clients value.

**MEALS**

**ON WHEELS**

JOSLYN: OUTREACH CENTER MEALS ON WHEELS PROGRAM DELIVERS NUTRITIOUS WARM MEALS, PREPARED DAILY, TO SENIOR RESIDENTS OF EL SEGUNDO

MEALS ARE DELIVERED MONDAYS - FRIDAYS TO THOSE WHO ARE HOMEBOUND AND UNABLE TO SAFELY PREPARE THEIR OWN MEALS

MEALS ARE ALL LOW SODIUM AND CAN ACCOMODATE DIETARY RESTRICTIONS SUCH AS RENAL, LOW SUGAR VEGETARIAN, ETC.

START YOUR PROCESS FOR MEAL DELIVERIES, ITS QUICK AND EASY!! CONTACT US TO SCHEDULE AN IN-HOME VISIT. ASSITANCE IN FILLING OUT APPLICATION CAN BE PROVIDED

JOSLYN OUTREACH CENTER 339 SHELDON ST  
310-524-2706

Three images of meal trays. The top right tray shows white rice, a yellow vegetable medley, and a red tomato slice. The bottom left tray features a fried egg, green vegetables, and a meat patty. The bottom right tray contains a variety of colorful vegetables and a portion of white rice.



Thank you  
&  
Questions



**TITLE:**

Recreation, Parks, and Library Strategic Plan Final Summary

**RECOMMENDATION:**

1. Review final Recreation, Parks, and Library Strategic Plan Summary.
2. Alternatively, discuss and take other action related to this item.

**FISCAL IMPACT:**

Goal implementation costs vary by division.

**BACKGROUND:**

The Recreation, Parks, and Library Department has completed their Strategic Plan, a summary of which is included in this report.

**DISCUSSION:**

Staff is recommending the Commission review the summary including stated goals for each division.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies.

**PREPARED BY:** Kristina Kora-Beckman, Senior Librarian, Youth and Schools, El Segundo Public Library

**REVIEWED BY:** Viviann Gonzalez, Temporary Administrative Specialist

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

**ATTACHED SUPPORTING DOCUMENTS:**

Recreation, Parks, and Library Strategic Plan Summary

# Recreation, Parks, Library Strategic Plan Summary



**FY 2025-26 through  
FY 2027-2028**

MAY 2025

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# INTRODUCTION

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The Recreation, Parks, and Library Strategic Plan sets the path for the Department for three years, covering the period FY 2025-26 through FY 2027-28.

The City of El Segundo engaged Knight Leadership Solutions to facilitate two half-day Retreats on November 6<sup>th</sup> and 13<sup>th</sup>, 2024.

During the retreats and subsequent meetings, staff came up with a new Vision, Mission Statement and Values for the Recreation, Parks and Library Department. They also determined Strategic Goals and Objectives for each division.



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# VISION, MISSION AND VALUES

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## Organization's Vision Statement

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To be the heart of the community, engaging generations, cultivating lifelong learning and memorable experiences in our welcoming places and spaces.



## Organization's Mission Statement

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To enrich the lives of all with excellence, through inclusive and innovative services, in clean, safe, and sustainable environments.



## Organization's Values

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Positivity  
Communication  
Respect  
Teamwork  
Passion

---

# STRATEGIC GOALS

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Each Division has determined three goals to help reach the established department vision.

## RECREATION

- **Goal 1:** Identify technology opportunities and solutions to enhance internal and external user experiences.
- **Goal 2:** Assist in conducting a cost recovery analysis on all programs and perform adjustments based on data.
- **Goal 3:** Improve programming quality and participant satisfaction through solution-oriented customer service.

## PARKS

- **Goal 1:** Professionally maintain city parks, facilities and street medians for the benefit of El Segundo residents.
- **Goal 2:** Replace both playgrounds including resurfacing at Recreation Park.
- **Goal 3:** Procure additional equipment and trucks for staff including a chipper, irrigation weather system, stump grinder, and bucket truck.

## LIBRARY

- **Goal 1:** Increase overall collection use by 10% over 3 years (approximately 3.3% per year).
- **Goal 2:** Modernize interior by upgrading furniture, end-caps on shelves, service desks, carpet and paint.
- **Goal 3:** Maximize use of all existing programs.

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## STRATEGIC GOALS (CONT.)

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### AQUATICS

- **Goal 1:** Re-Open the Plunge Facility
- **Goal 2:** Certify all staff and lifeguards in WSI (Water Safety Instructor Certification)
- **Goal 3:** Increase offerings for Red Cross Certification classes, thereby increasing community water safety

### CULTURAL DEVELOPMENT

- **Goal 1:** Implement comprehensive Share Drive Filing procedure.
- **Goal 2:** Implement proactive approach with contracts and clean-up ongoing contracts.
- **Goal 3:** Clean-up CCB minutes and agenda.

### ADMIN

- **Goal 1:** Implement comprehensive Share Drive Filing procedure.
  - **Goal 2:** Implement proactive approach with contracts and clean-up ongoing contracts.
  - **Goal 3:** Clean up CCB minutes and agenda.
-

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## NEXT STEPS

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- Share final report with stakeholders (May/June) and Recreation, Parks and Library staff.
  - Quarterly meetings with full time staff to update progress and reassess priorities (July, October, January)
  - Year-end report (February 2026).
-



**Recreation and Parks Commission Agenda Statement**  
**Meeting Date:** May 21, 2025  
**Agenda Heading:** New Business

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**TITLE:**

Appointment of Commissioner to Special Events Ad Hoc Committee

**RECOMMENDATION:**

1. Appoint a new Commissioner to the Special Events Ad Hoc Committee.
2. Alternatively, discuss and take other action related to this item.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

**BACKGROUND:**

The City Managers Office is establishing a Special Events Ad Hoc Committee to discuss and prepare for several large-scale events that are planned in the next several years for the Los Angeles area such as the World Cup and the 2028 Olympics.

**DISCUSSION:**

Staff are requesting that the Commission select one Commissioner from the Recreation and Parks Commission to join the Special Events Ad Hoc Committee.

**CITY STRATEGIC PLAN COMPLIANCE:**

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

**PREPARED BY:** Viviann Gonzalez, Temporary Administrative Specialist

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

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

**ATTACHED SUPPORTING DOCUMENTS:**



## RECREATION, PARKS, and LIBRARY DEPARTMENT

**DATE:** May 21, 2025  
**TO:** Recreation and Parks Commission  
**FROM:** Aly Mancini, Director  
**SUBJECT:** Department Report

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### **Council Items**

#### ***April 15, 2025:***

##### *Aquatics User Group Evaluation and Aquatics Division Strategic Plan*

Aquatic Supervisor, Joseph Lormans, presented a report on 2024 user group success criteria vs. 2023 user group success criteria. Lormans outlined the current contract with Counsilman-Hunsaker who is developing a business plan for the Aquatics facilities. City Council received and filed this report.

##### *2024 Recreation Park Sport Courts Revenue and Analysis*

Recreation Manager, Linnea Palmer, presented a report on Tennis vs. Pickleball use. The presentation outlined revenue collected and hours each court is used by the public, groups, ESUSD, contract instructors, maintenance, and events. City Council received and filed this report.

#### ***May 6, 2025:***

##### *Special Presentations*

City Council recognized Recreation and Parks Commission Chair, Bob Motta, as the 2025 El Segundo Older American of the Year. Bob will be celebrated at Elderfest on Saturday, May 17th, 2025, from 11:00am-1:00pm at the Joslyn Center.

##### *Extension of License Agreement with El Segundo Co-Op Nursery School*

City Council authorized the City Manager to extend El Segundo Co-Op Nursery School's contract through September 30, 2028. Co-Op will pay the city \$2,000 for the 2025-2026 school year, \$2,050 for the 2026-2027 school year, and \$2,100 for the 2027-2028 school year.

##### *Proposed City After-School Program "Club Cowabunga" and Associated Budget*

Recreation, Parks, and Library Director, Aly Mancini, presented the proposed city-run afterschool program, Club Cowabunga. Club Cowabunga will be a recreational after-school program focusing on providing a safe environment for kids while offering a variety of sports, games, arts and crafts and other activities. The program would be held at the George E. Gordon Clubhouse afterschool until 6:00pm. City council approved the new program and budget for FY 2025-2026.

### **CIP Updates**

### *Recreation Park Renovation Project:*

100% Design Development plans for the Teen Center and Teen Plaza have been received and are currently being reviewed by City Staff. A Geotechnical Investigation and a Percolation Report for the proposed ballfield renovations is currently being reviewed. MIG and Spohn Ranch will be attending the upcoming Park Renovation sub-committee meeting on May 22nd at 4:00pm to present the Teen Plaza and Skatepark renovation.

### *Hilltop Park Project:*

An architect has been retained by Public Works to submit plans to address the abandoned reservoirs at Hilltop Park. An additional land survey still needs to be completed. 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.

## **Arts & Culture**

### *Staffing*

The City's Cultural Arts Coordinator submitted his resignation on December 19, 2024. The recruitment for the position has opened.

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

Attachment A – Checkout Reservation Report – April 2025

## **Social Media**

Attachment B- Social Media Analytics – April 2025

## **Adult Sports**

### *Adult 7v7 Soccer League*

- Spring 2025 adult soccer league began on April 25<sup>th</sup>.
- The league has a total of 9 teams and 114 participants.
  - 3 El Segundo Residents/Business Teams
  - 6 Non-Resident Teams
- The total revenue from registration is \$2,205.00

### *Adult League Basketball*

- Spring 2025 adult basketball league began on April 8<sup>th</sup>.
- The league has a total of 16 teams and 166 participants.
  - 8 El Segundo Resident/Business Teams
  - 8 Non-Resident Teams
- The total revenue from registration is \$3,880.00
- Spring 2025 registration began March 5<sup>th</sup> and is ongoing. It is currently looking to be a 16-team league which will be a new record for participation. Spring season will begin April 8<sup>th</sup>.

### *Adult Pickleball Leagues*

- Winter 2025 adult pickleball leagues concluded with playoffs the week of April 1<sup>st</sup>.
  - The winter league had a total of 115 teams and 1,380 participants.
    - 5 El Segundo Resident Teams

- 110 Non-Resident Teams
  - The total revenue from registration is \$41,730.00
- Spring 2025 adult pickleball leagues began on April 28<sup>th</sup>.
  - The spring league has a total of 11 teams and 1,332 participants.
    - 3 El Segundo Resident Teams
    - 108 Non-Resident Teams
  - The total spring league revenue from registration is \$37,650.00

### **Teen Center**

In April, the Teen Center was open for drop-in use six days a week, totaling 24 operational days. Over the month, the center saw an impressive 1,732 visits from teens. To boost engagement and encourage attendance, the Teen Center started “Thrilling Thursday” events to include crafts, challenges, and trivia each Thursday. Additional programming for April included GABIT, where 40 teens participated in a basketball tournament during Spring Break. The average hourly attendance in April was approximately 12 teens per hour.

### **Spring Break Camp**

- Tiny Tot Camp – 21 campers
- Spring Break Camp – 12 campers

### **Gordon Clubhouse**

The Clubhouse and its various rooms were reserved/activated a total of 194 times totaling, 166 hours in April for recreation activities, youth drama program, camps, Co-op, Family Wellness Studio, meetings, and rentals.

Contract Classes	Number of Participants
Gymnastics Ninja Gym	1
Gymnastics Academy	14
Gymnastics Sand Cruisers	2
Gymnastics Big & Little	1
Gymnastics Explorers	5
Zumba! – Mondays	7
Backstage Sewing	N/A
Tutus and Taps	12
Ballet and Tap	4
Tapping for Fun and Exercise – Beginner	15
Zumba! – Wednesdays	3
Tapping for Fun and Exercise - Intermediate	4
Hippity Hop	4
Family Wellness Spring Break (Full Day)	2
Family Wellness Spring Break (Half Day)	1
Family Wellness April Afterschool Care	7
Preschool Cooking Tyme	4
Adult Cake Design	4

Basic Cooking for Kids	5
Adult Cooking Class	1
Preschool Cake Design	8
Kid Cake Design	8
Storytelling	N/A
Spanish Parent and Me – Tuesday	8
Spanish Parent and Me – Saturday	N/A
Welcome Spanish for Adults	N/A
Spring Spanish Camp	1
Music with Miss Pam – Friday	N/A
Music with Miss Pam – Saturday	10
Music with Miss Pam Sibling Add on - Friday	N/A
Music with Miss Pam Sibling Add on - Saturday	1

*El Segundo Youth Drama*

- Performance – Finding Nemo Jr.
  - Rehearsals – Monday, Wednesdays, & Fridays (4/2-5/30)
  - Participants:
    - 19 Residents/21 Non-Residents (40 total)
  - Tech Week: 6/2-6/5
  - Shows: 6/6-6/8

*Tiny Tot Events*

- Magic Show and Reptile Show – 4/9 & 4/10

**Joslyn Center**

*Facility Rentals*

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

- 21 External Reservations – 24.5 hours - \$547.00
- 59 Internal Reservations – 99 Hours

*Dial-A-Ride*

- Concierge Rides – 605
- Lyft Pass Rides – 181

*Meals Outreach*

- Meals Delivered – 557
- In Home Service Hours – 32

Contract class registration for April 2025 is shown below. 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	16
Intermediate Line Dancing	14
50 Minute Fitness	52

Pilates	28
Core Xpress	16
Senior Fit	30

Senior Programs	Number of Participants
Pinochle	26
Canasta	24
Bridge	20
General Meetings/Luncheon	32
Board Meeting	6
Sit-N-Knit	24
Thursday Movies	3
Chess Club	21

## **Farmers' Market**

### **April 3, 2025**

- Prepackaged Vendors: 13
- Produce Vendors: 4
- Craft Vendors: 2

Total Vendors: 19

Total Revenue: \$1,129.30

### **April 10, 2025**

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

Total Vendors: 20

Total Revenue: \$1,064.24

### **April 17, 2025**

- Prepackaged Vendors: 13
- Produce Vendors: 5
- Craft Vendors: 1

Total Vendors: 19

Total Revenue: \$1,087.60

### **April 24, 2025**

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

Total Vendors: 20

Total Revenue: \$1,159.88

## **Parks**

*Park Inspections*

## Attachment C: Park Inspection Matrix – April 2025

### *Parks, Projects, Improvements*

- Routine maintenance continues throughout the parks
- Blue Butterfly Slope at Memory Row weed cleaning
- Bench replacement at Clubhouse
- Freedom Park Community Clean Up Day and planting
- Planting at north end of Stevenson Field and Clubhouse
- Irrigation repairs at Washington Park and Rec Park
- Hilltop Park – restroom and pool prep for Memorial Day opening
- Library shelving installation
- Joslyn Center meeting room painted, library room furniture replaced
- Proposal review for RFP for Landscape Maintenance Services

### *Trees*

- City tree crew trim requests and tree planting
- West Coast Arborist in town – removals and tree trimming

## **Aquatics**

### *Programming*

City led programs served 8,038 participants, while user group rentals engaged an additional 8,784 participants.

Lesson programming continues serving 56 individuals. This generated \$6,036.86 in revenue.

Water aerobics served 508 individuals generating \$3,661 in revenue.

In April, the Aquatics Center hosted the Underwater Egg Hunt serving over 200 members of the community.

### *Staffing*

Interviews for 10 lifeguards were conducted in April as we continue to hire for the Plunge facility.

Over the course of April, 8 staff trainings were hosted with the focus being Emergency Action Plan.

## Attachment D – Aquatics Stats – April 2025

## **ATTACHMENTS**

Attachment A: Checkout Reservation Report – April 2025

Attachment B: Social Media Analytics – April 2025

Attachment C: Park Inspection Matrix – April 2025

Attachment D: Aquatics Stats – April 2025

Facility Report Summary - April 2025

**Racquet Sport Courts**

Facility	Total Hours Reserved	Amount paid
Paddle Tennis	49	\$ 410.00
<b>Total</b>	<b>49</b>	<b>\$ 410.00</b>
Pickleball Court 1	307	\$ 2,400.00
Pickleball Court 2	253	\$ 1,830.00
Pickleball Court 3	285	\$ 1,630.00
Pickleball Court 4	285	\$ 1,830.00
Pickleball Court 5	248	\$ 1,590.00
Pickleball Court 6	233	\$ 2,620.00
Pickleball Court 7	253	\$ 1,320.00
Pickleball Court 8	249	\$ 1,550.00
<b>Total</b>	<b>2113</b>	<b>\$ 14,770.00</b>
Tennis Court 1	208	\$ 1,780.00
Tennis Court 2	220	\$ 1,700.00
Tennis Court 3	211	\$ 1,550.00
Tennis Court 4	169	\$ 1,230.00
Tennis Court 5	154.3	\$ 1,080.00
<i>ESUSD Total hours</i>	<i>167</i>	<i>\$ -</i>
<b>Total</b>	<b>1129.3</b>	<b>\$ 7,340.00</b>
Volleyball Court 1	16.3	
Volleyball Court 2	16.3	
<b>Total</b>	<b>32.6</b>	<b>\$ -</b>
Basketball Court	17.45	
<b>Total</b>	<b>17.45</b>	<b>\$ -</b>
Hockey Rink	44	
<b>Total</b>	<b>44</b>	<b>\$ -</b>

**Field Reservations**

Facility	Total Hours Reserved	Amount paid
<b>George Brett Field</b>		
AYSO	0	\$ -
ESLL	244	\$ -
Private Rentals	0	\$ -
City Internal Reservations	0	\$ -

Total	244 \$	-
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**Stevenson Field**

ESHS	66 \$	-
Babe Ruth	129 \$	-
Private Rentals	0 \$	-
City Internal Reservations	0 \$	-
<b>Total</b>	<b>195 \$</b>	<b>-</b>

**Softball Field**

ESHS	44 \$	-
ESGS	154.5 \$	-
Private Rentals	0 \$	-
City Internal Reservations	0 \$	-
<b>Total</b>	<b>198.5 \$</b>	<b>-</b>

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

AYSO	0 \$	-
ESLAX	0 \$	-
Private Rentals	37.5 \$	1,458.00
City Internal Reservations	5 \$	-
<b>Total</b>	<b>42.5 \$</b>	<b>1,458.00</b>

**Campus El Segundo(full field)**

ESHS	44 \$	-
AYSO	151 \$	-
ESLAX	136 \$	-
ESLL	0 \$	-
ES Football & Cheer	14 \$	-
Private Rentals	48.5 \$	4,933.75
City Internal Reservations	10 \$	-
<b>Total</b>	<b>403.5 \$</b>	<b>4,933.75</b>

**Richmond Field**

ESHS	55 \$	-
ESGS	136 \$	-
AYSO	0 \$	-
ESLL	0 \$	-
Private Rentals	0 \$	-
City Internal Reservations	0 \$	-
<b>Total</b>	<b>191 \$</b>	<b>-</b>

**Center Street Bakalyar Field**

ESHS	0 \$	-
ESGS	0 \$	-
AYSO	0 \$	-
ESLL	186 \$	-

Private Rentals	0 \$	-
City Internal Reservations	0 \$	-
<b>Total</b>	<b>186 \$</b>	<b>-</b>

**Center Street Walton Field**

ESHS	0 \$	-
ESGS	0 \$	-
AYSO	0 \$	-
ESLL	198 \$	-
Private Rentals	0 \$	-
City Internal Reservations	0 \$	-
<b>Total</b>	<b>198 \$</b>	<b>-</b>

**Other Facility Reservations**

Facility	Total Hours Reserved	Amount paid
Skate Circle	0 \$	-
<b>Total</b>	<b>0 \$</b>	<b>-</b>
Hilltop Park Picnic Areas	22.3 \$	604.50
<b>Total</b>	<b>22.3 \$</b>	<b>604.50</b>
Checkout Grass Area	20.45	
<b>Total</b>	<b>20.45 \$</b>	<b>-</b>
Bounce House (Total not Hours)	13 \$	433.00
<b>Total</b>	<b>13 \$</b>	<b>433.00</b>
Picnic Tables	139 \$	858.00
<b>Total</b>	<b>139 \$</b>	<b>858.00</b>
BBQ Area	32.3 \$	1,311.50
<b>Total</b>	<b>32.3 \$</b>	<b>1,311.50</b>
Fire Circle	31 \$	933.45
<b>Total</b>	<b>31 \$</b>	<b>933.45</b>
Lawn Bowling	19.15	
<b>Total</b>	<b>19.15 \$</b>	<b>-</b>

**Raytheon Facilities**

Facility	Total Hours Reserved	Amount paid
<b>Ball Field 1</b>		
ESLL	48 \$	-

ESGS	0 \$	-
Total	48 \$	-

**Ball Field 2**

ESLL	12 \$	-
ESGS	32 \$	-
Total	44 \$	-

**Raytheon Field**

AYSO	0	
Private	22.5 \$	686.25
Total	22.5 \$	686.25



## Update Notes

\*Pickleball court hours down and revenue up from previous month due to break in pickleball league session.

### RPL INSTAGRAM

	Previous Month	April
Followers end month	3,551	3,612
Number of posts	9	12

### RPL FACEBOOK

	Previous Month	April
Followers end month	3,467	3,470
Number of posts	9	12

# Park Inspection Matrix

Updated 5/8/2025

Acacia Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	NM	Tables, fountains, trash cans	Need powerwashed	Powerwash	4/15/2025
Campus El Segundo	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	CH	Planters	Landscape install	Contractor quote	
			Perimeter	Mulch needed	Parkwood notified	
Candy Cane Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	NM	Play surfacing	Cracked	Repair	12/31/2025
	5/1/2025	NM	tables and benches		Powerwash	4/1/2025
	5/1/2025	NM	Garbage Can	Cracked	Replace	8/31/2025
Clutters Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
Constitution Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	TM	Park signage	In poor condition	Replacement	CIP
	5/1/2025	TM	Fencing	In poor condition	Replacement/repair	CIP
Dog Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	JC	Fencing	In poor condition	Replace fencing	CIP
	5/1/2025	JC	Slope	In poor condition	Slope repair	12/21/2025
	5/1/2025	JC	All areas	Grading of surfaces	Unknown	CIP
	5/1/2025	JC	All areas	weeds	Contractor	May-25
Freedom Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	TM	Walkways	In poor condition	Replace DG & borders	CIP
	5/1/2025	TM	Benches	In poor condition	Repaint	8/31/2025
	5/1/2025	TM	Open Grass	In poor condition	Renovate	12/31/2025
	5/1/2025	TM	Garbage cans	In poor condition	Replace	8/31/2025
Hilltop Park	Date	Staff	Area	Assesment	Plan of Action	Target Date

Holly Valley Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	SH	All	Clean		
Independence Park	Date	Staff	Area	Assesment	Plan of Action	Target date
	5/1/2025	TM	Walkways	In poor condition	Replace DG & borders	CIP
	5/1/2025	TM	Park signage	In poor condition	Replace	CIP
	5/1/2025	TM	Open grass	In poor condition	Renovate	12/31/2025
	5/1/2025	TM	Garbage cans	In poor condition	Replace	8/31/2025
	5/1/2025	TM	Fencing	In poor condition	Replace	CIP
	5/1/2025	TM	Benches	In poor condition	Repaint	8/31/2025
Library Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	SH	All	Good	Replacement Tree	Jun-25
Medians	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	CH	Douglas median	Litter, trimming, weeds, turf	Parkwood notified	5/30/2025
	5/1/2025	CH	Maple median	Mulch, irrigation check	Parkwood notified	5/30/2025
Recreation Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	SH	Fencing/walls	In poor condition	Replacement	CIP
	5/1/2025		Tennis court	Rusted		CIP
Sycamore Park	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	CH	Picnic tables	In poor condition	Replacement	7/30/2025
Washington	Date	Staff	Area	Assesment	Plan of Action	Target Date
	5/1/2025	TM	Walkways	In poor condition	Replace DG and borders	CIP
	5/1/2025	TM	Picnic tables	Paint in poor condition	Repaint	6/30/2025
	5/1/2025	TM	Trash cans	In poor condition	Replacement	6/30/2025
	5/1/2025	TM	Fencing	In poor condition	Replacement	CIP



Total AC  
Lane  
hours:  
6433

## April 2025 Report

Aquatics Center Instructional Programming		Lane Hours	\$	Number of Participants
Contract Classes				
	Naomi's Hiit Water Aerobics	172	\$ 3,661.00	508
	Saul Gonzalez - Swim With Me	16	\$ 1,082.20	4
	Fit to Surf - Naomi Matanick	64	\$ 1,834.00	19
Swim Lessons				
	Group		\$ -	
	Semi-Private and Private	48	\$ 3,120.00	33
<b>Totals</b>			<b>\$ 9,697.20</b>	<b>564</b>

Aquatics Center Public Drop In Programming			\$	Number of Customer Lane Reservations
Public Swim				
	Reservations	5273	\$ 11,037.00	6434
	Lap Swim Drop in	500	\$ 1,151.00	379
	Recreation Swim	360	\$ 1,525.00	373
<b>Totals</b>			<b>\$ 13,713.00</b>	<b>7186</b>

Annual Membership Sales at the Aquatics Center			\$	Memberships sold
Wiseburn Rec IDs	Adult ID		\$ 270.00	19
Wiseburn Rec IDs	Senior ID		\$ 15.00	3
Wiseburn Rec IDs	Youth ID		\$ 160.00	17
Wiseburn Rec IDs	Infant ID		\$ 20.00	4
<b>Totals</b>			<b>\$ 465.00</b>	<b>43</b>

El Segundo Rec IDs	Adult ID		\$ 360.00	24
El Segundo Rec IDs	Senior ID		\$ 30.00	6
El Segundo Rec IDs	Youth ID		\$ 140.00	14
El Segundo Rec IDs	Infant ID		\$ 5.00	1
<b>Totals</b>			<b>\$ 535.00</b>	<b>45</b>

Membership Sales			\$	Passes Purchased to use towards Lane Rentals
El Segundo Resident Punch Passes				
	10 Punch Pass		\$ 284.00	8
	20 Punch Pass		\$ 182.00	3
	30 Punch Pass		\$ 789.00	9
El Segundo Resident Membership Passes				
	Annual		\$ 1,300.00	3
Wiseburn Resident Punch Passes				
	10 Punch Pass		\$ 98.00	3
	20 Punch Pass		\$ 82.00	1
	30 Punch Pass		\$ 393.00	6
Wiseburn Resident Membership Passes				
	Annual		\$ -	
Non-Resident Punch Passes				
	10 Punch Pass		\$ 955.00	19
	20 Punch Pass		\$ 644.00	4
	30 Punch Pass		\$ 4,088.00	31
Non-Resident Membership Passes				
	Annual		\$ 1,200.00	2
<b>Totals</b>			<b>\$ 10,015.00</b>	<b>89</b>

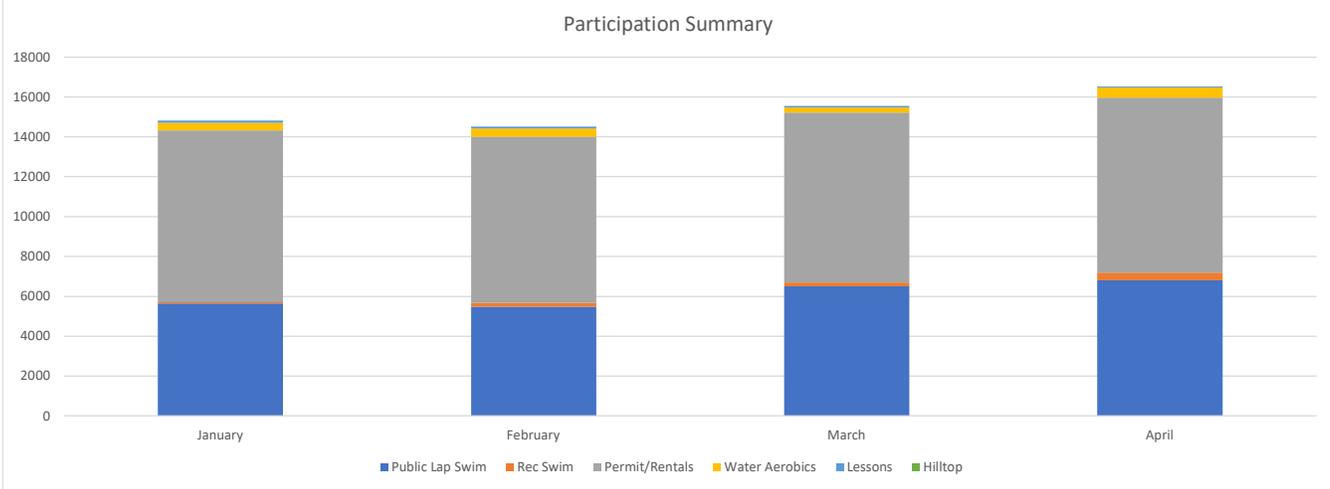
Aquatics Center Permit Groups		Lane Hours	\$	Estimated Participants (4 to 5 per lane)
Alpha		715.50	\$ 12,879.00	2862
Beach Cities		512.00	\$ 8,784.00	2048
SCAQ		417.00	\$ 7,506.00	1668
South Bay United		336.00	\$ 3,292.80	672
Tower 26		178.00	\$ 3,204.00	534
Trojan		380.00	\$ 3,724.00	760
Coastal		120.00	\$ 1,176.00	240
<b>Totals</b>		<b>2658.50</b>	<b>\$ 40,565.80</b>	<b>8784.00</b>

Events + Special Programming			\$	Number of Participants
Pumpkin Poolooza			\$ 1,595.00	200
<b>Totals</b>			<b>\$ 1,595.00</b>	<b>200</b>

<b>Total Revenue</b>		<b>Estimated Amount of Visitors in April</b>	
<b>TOTAL \$ 76,586.00</b>		<b>16911.00</b>	

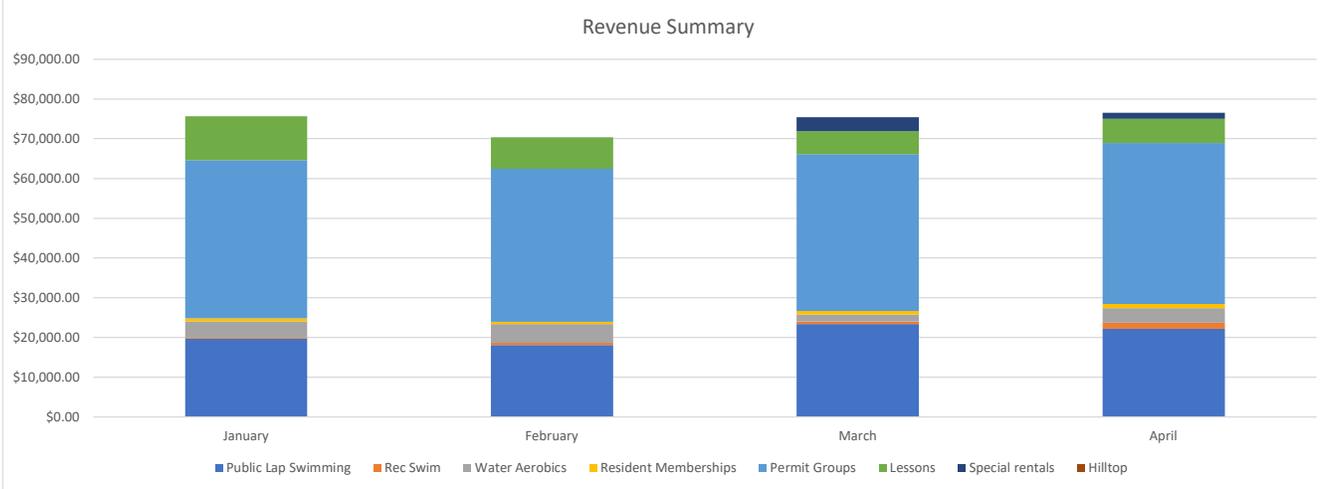
Monthly Statistics	January		February		March		April	
	Revenue	Participation	Revenue	Participation	Revenue	Participation	Revenue	Participation
Water Aerobics	\$ 4,188.00	374	\$ 4,712.00	424	\$ 1,722.00	261	\$ 3,661.00	508
Lesson Programming	\$ 11,000.50	127	\$ 7,881.37	91	\$ 5,790.86	76	\$ 6,036.20	56
Lap Swimming	\$ 19,696.00	5648	\$ 18,097.00	5488	\$ 23,385.00	6498	\$ 22,203.00	6813
Family/Rec Swim	\$ 175.00	60	\$ 559.00	188	\$ 641.00	200	\$ 1,525.00	373
Annual Membership Sales	\$ 710.00	77	\$ 605.00	54	\$ 895.00	77	\$ 1,000.00	88
Rentals/Permit Groups	\$ 39,854.20	8617	\$ 38,481.80	8325	\$ 39,463.40	8515	\$ 40,565.80	8784
Special Events/Rentals	\$ -	0	\$ -	0	\$ 3,549.00	650	\$ 1,595.00	200
<b>TOTAL</b>	<b>\$75,623.70</b>	<b>14,903</b>	<b>\$70,336.17</b>	<b>14,570</b>	<b>\$71,897.26</b>	<b>15,627</b>	<b>\$76,586.00</b>	<b>16,822</b>

**Participation Summary**



**Total Participation January-April 61,922**

**Revenue Summary**



**Total Revenue January-April \$294,443.13**