



**AGENDA
CITY OF EL SEGUNDO
RECREATION AND PARKS COMMISSION
6:00 PM
CITY COUNCIL CHAMBER
350 MAIN STREET
EL SEGUNDO, CA 90245
DECEMBER 17, 2025**

MEMBERS OF RECREATION AND PARKS COMMISSION

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

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

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

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

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 November 19, 2025

Recommendation -

1. Approve the Recreation and Park Regular Meeting Minutes from November 19, 2025.
2. Alternatively, discuss and take other action related to this item.

B. NEW BUSINESS

2. Employee of the Year

Recommendation –

1. Receive and file the Employee of the Year.
2. Alternatively, discuss and take other action related to this item.

3. FY 24/25 Sport Court Analysis and Recommendations for Court Repainting

Recommendation –

1. Review the use of the sports courts at Recreation Park.
2. Provide direction on the repainting of the Tennis and Pickleball Courts at Recreation Park.
3. Alternatively, discuss and take other action related to this item.

4. Transportation Subcommittee

Recommendation –

1. Appoint two members of the Commission to the Transportation Subcommittee.
2. Alternatively, discuss and take other action related to this item.

5. Aquatics Lane Allocation Policy

Recommendation –

1. Approve the Aquatics Lane Allocation Policy.
2. Alternatively, discuss and 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: December 12, 2025

TIME: 3:30 PM

BY: Viviann Gonzalez, Senior Administrative Specialist II

REGULAR MEETING MINUTES OF THE EL SEGUNDO RECREATION & PARKS
COMMISSION
WEDNESDAY, NOVEMBER 19, 2025

CALL TO ORDER – Vice Chairperson Watson called the meeting to order at 6:00 pm

ROLL CALL

| | | |
|-------------------------|---|-----------------------------|
| Chairperson Motta | - | Absent |
| Vice Chairperson Watson | - | Present |
| Commissioner Cavagnolo | - | Present |
| Commissioner Lubs | - | Absent (Arrived at 6:13 pm) |
| Commissioner Stolnack | - | Present |

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

None

SPECIAL PRESENTATIONS

1. El Segundo Youth Drama performed Another One Bites the Dust from the musical Queen

A. CONSENT CALENDAR

2. MOTION by Commissioner Cavagnolo, SECONDED by Commissioner Stolnack, approving Regular Commission meeting minutes of October 15, 2025, MOTION PASSED. 3/0.

B. NEW BUSINESS

3. Employee Spotlight: Mary Martes

Senior Librarian Kristina Kora-Beckman spoke about the achievements of Library Assistant Mary Martes. Library Assistant Martes provided comments and thanked staff and the Commission for recognition.

4. Recreation Technologies Software

Recreation Manager Linnea Palmer presented the Recreation Technologies Software proposal. Commissioner Cavagnolo asked about the current cost of the existing software, whether the city retains the credit card processing fees or if they go toward the software provider, and whether this software program would streamline operations. He also asked how the department has been managing the process. Commissioner Stolnack inquired about the total cost of the proposed software, whether class fees would need to increase or if the city would pay the difference, and how easily new staff could be trained on the system. Vice Chairperson Watson asked whether funds are available in the budget to cover the annual fee and whether the software supports self-

check-in and event management capabilities. Recreation Manager Palmer provided additional information. Vice Chairperson Watson requested feedback from Aquatics Manager Joseph Lormans. Aquatics Manager Lormans provided additional information.

Commissioner Lubs expressed support for the program. Vice Chairperson Watson noted enthusiasm for the automatic renewal feature and recommended that projected cost savings be presented to the City Council.

MOTION by Vice Chairperson Watson, SECONDED by Commissioner Lubs approving to execute a contract with Recreation Technologies, Inc. for \$231,000 for a four-year term. MOTION PASSED. 4/0.

MOTION by Commissioner Lubs, SECONDED by Vice Chairperson Watson approving to increase the contract agreement with Recreation Technologies, Inc. by \$6,310 for a total contract amount of \$237,310 to include facility public signage and point of sale hardware readers. MOTION PASSED. 4/0.

5. 2026 CPRS Conference

Aquatics Manager Lormans provided an overview of the 2026 CPRS Conference, scheduled for March 10-13, 2026. Vice Chairperson Watson asked whether attendees would be required to participate in all four days of the conference and expressed concern that staff participation might be affected by commissioner attendance. Aquatics Manager Lormans provided additional information.

MOTION by Commissioner Lubs, SECONDED by Commissioner Stolnack to appoint Commissioner Cavagnolo and Chairperson Motta to attend the 2026 CPRS Conference. If Chairperson Motta is unable to attend, Vice Chairperson Watson will serve as the alternate. MOTION PASSED. 4/0.

C. UNFINISHED BUSINESS

None

D. DIRECTOR'S REPORT

None

E. STAFF COMMENTS

Parks Superintendent Christopher Hentzen reported that the Parks team is preparing for the upcoming holiday season.

F. COMMISSIONER COMMENTS

Commissioner Stolnack announced that the Annual Christmas Eve Luncheon at the Joslyn Center will take place on Wednesday, December 24, from 12:00 to 2:00 PM. Anyone wishing to attend must RSVP by December 19.

Commissioner Lubs reported that the Youth Sports Commission meeting went well and expressed appreciation to the presidents of the various sports teams for their attendance.

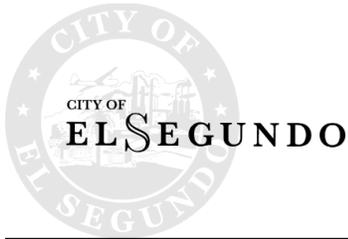
Commissioner Cavagnolo provided updates from the Aquatics Subcommittee meeting held on Monday, November 17.

Vice Chairperson Watson congratulated Library Assistant Martes for being featured in the Employee Spotlight and emphasized the importance of the library's role in the community.

Adjourned at 6:50 PM

Viviann Gonzalez

Viviann Gonzalez, Senior Administrative Specialist II



Recreation and Parks Commission Agenda Statement
Meeting Date: December 17, 2025
Agenda Heading: New Business

TITLE: FY 24/25 Sport Court Analysis and Recommendations for Court Repainting

RECOMMENDATION:

1. Review the use of the sports courts at Recreation Park.
2. Provide direction on the repainting of the Tennis and Pickleball Courts at Recreation Park.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The repainting of the courts will be included in the Recreation Park Phase 1 CIP Project. Repainting will begin following PW Project 25-05, Repair of distressed walls and surfaces at Recreation Park scheduled for Spring/Summer 2026.

PW 25-05 Estimated project cost of Walls and Surfaces: \$950,000
Estimated costs of repainting 8 courts: \$88,000

BACKGROUND:

Recreation Park, built in 1958, was originally established with tennis courts, ball fields, picnic areas, and a two-level community building. Over the years the City acquired additional land and expanded the park's amenities, which added additional tennis courts and other sports courts for paddle tennis, pickleball, and volleyball.

Recent additions include the conversion of Tennis Court 7 into four permanent pickleball courts in 2019 to accommodate the growing popularity of the sport. These four courts marked the first permanent pickleball facilities at Recreation Park, effectively transforming one tennis court into four new pickleball courts. As demand for pickleball courts continued to rise, more resources were allocated to the sport. Tennis Court 6 was also converted into four additional temporary pickleball courts. In 2023, the four temporary courts on Tennis Court 6 were made permanent, and the volleyball courts were re-stripped with multi-purpose markings, creating two additional pickleball courts.

As of the date of this report, the court amenities at Recreation Park include:

- Five tennis courts
- Eight permanent pickleball courts
- Two pickleball courts that overlap with two volleyball courts

- One basketball court
- One paddle tennis court
- Two racquetball courts that are closed indefinitely due to damage

DISCUSSION:

As the Recreation Park Renovation project moves forward, analyzing the City's current supply and demand for court space through data will play a vital role in the decision-making process. This data, in conjunction with community and stakeholder input, will provide valuable insights for planning and improvements. City staff reviewed key metrics such as court usage hours and revenue, to help guide staff in long-term capital improvement planning. The City's tennis and pickleball courts are heavily utilized by several programs, some of which are not City-run.

The tennis courts host El Segundo High School Girls and Boys Tennis, Marine League, contract instruction, pickleball leagues, and public rentals. The five tennis courts were reserved for 11,163 hours in FY 24/25, which is an average of 2,232 hours per court. The pickleball courts host contract instruction, pickleball leagues, drop-in pickleball sessions, pickleball events (Jinglefest and Summerfest), and public rentals. The eight pickleball courts were reserved for a total of 161,810 hours in FY 24/25 which is an average of 20,226 hours per court.

Based on the strong and growing popularity of pickleball programs in the community, staff recommend implementing updated court-painting configurations to improve the quality, safety, and efficiency of current shared-court usage. The changes are intended to support increased demand for pickleball while striving to minimize impacts on existing tennis players and maintain a balanced, multi-use facility for all users.

Recommendation #1

- Repaint tennis court 1 and 2 to have dual lines (1 tennis court with an overlay of 4 pickleball courts on each).
- Include four pickleball court corner markings to tennis court 3, 4, 4, and 5.
- Repaint the already dual painted volleyball/pickleball courts to make pickleball the primary lines.
- Changes court distribution to: 8 pickleball, 3 tennis, and 3 multi.

Recommendation #2

- Repaint tennis court 2 to have dual lines (1 tennis court with an overlay of 4 pickleball courts on each)
- Include four pickleball court corner markings to tennis court 1, 3, 4, and 5.
- Repaint the already dual painted volleyball/pickleball courts to make pickleball the primary lines.
- Changes court distribution to: 8 pickleball, 4 tennis, and 2 multi.

Recommendation #3

- Include four pickleball court corner markings to tennis court 1, 2, 3, 4, and 5.
- Repaint the already dual painted volleyball/pickleball courts to make pickleball the primary lines.
- Changes court distribution to: 8 pickleball, 5 tennis, and 1 multi.

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 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: Linnea Palmer, Recreation Manager

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

ATTACHED SUPPORTING DOCUMENTS:

None



TITLE:

Transportation Subcommittee

RECOMMENDATION:

1. Appoint two members of the Commission to the Transportation Subcommittee.
2. Alternatively, discuss and take action related to this item.

BACKGROUND:

In September of 2019, a Transportation Subcommittee was formed to address transportation challenges and opportunities within the City of El Segundo. The Committee consisted of two Recreation Commissioners, the Recreation Director, the Recreation Superintendent, and the Recreation Supervisor. The subcommittee was tasked with assessing current transportation infrastructure, identifying areas for improvement, and recommending strategies to enhance mobility and accessibility for residents and businesses alike.

Over the past years, the transportation subcommittee diligently conducted research, engaged with stakeholders, and developed a comprehensive understanding of the transportation landscape in El Segundo. Through collaborative efforts and thorough analysis, the subcommittee identified key priorities and proposed actionable initiatives to address them.

One such program was El Segundo Connect, a three-month pilot transportation program that ran from August 2023 to November 2023. The goal of the program was to provide transportation to key areas of the city and connecting businesses to lunch destinations in Downtown El Segundo.

DISCUSSION:

Given the recent discontinuation of long-standing transportation programs, it's important that we reassess our overall transportation strategy. In addition, Los Angeles has several upcoming events that will require coordinated and reliable transportation support. To ensure we understand current needs, identify gaps, and plan effectively for these events, there is now a need to reconvene the Transportation Subcommittee for the Recreation, Parks, and Library Department. This subcommittee would review available resources provided by Prop A funding, consider alternatives to the cancelled programs, and make recommendations that will help El Segundo manage both immediate and long-term transportation needs.

Staff recommends appointing two Commissioners to the Transportation Subcommittee. The other members will include the Recreation Manager and Recreation Supervisor.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Engagement, and Communications; Embrace Diversity, Equity, and Inclusion

Objective A: El Segundo provides unparalleled service to internal and external customers

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an inviting and safe community.

PREPARED BY: Linnea Palmer, Recreation Manager

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

ATTACHED SUPPORTING DOCUMENTS:

None



TITLE:

Aquatics Lane Allocation Policy

RECOMMENDATION:

1. Approve the Aquatics Lane Allocation Policy.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no direct fiscal impact associated with adopting the Aquatics Lane Allocation Policy.

BACKGROUND:

The City of El Segundo's aquatic facilities experience high demand for lane space among different types of programming and multiple aquatic user groups. As participation has grown in competitive swimming, water polo, adult fitness, and community recreation programs, a standardized allocation framework has become necessary to ensure fairness, equity, and transparency as to how lanes are allocated.

To develop this framework, the city engaged aquatics consultant Councilman-Hunsaker, a nationally recognized expert in aquatic operations planning. With the consultant's assistance, staff prepared the draft Aquatics Lane allocation Policy that outlines:

- Priority classifications for all aquatic user groups
- Residency and youth-priority standards
- Annual allocation timelines
- Criteria for lane distribution during high-demand hours
- Utilization requirements and reallocation procedures

The policy closely follows the previously adopted Field Allocation Policy, tailoring it to be more specific and applicable for Aquatic spaces.

The document is titled "City of El Segundo Community Aquatics Program Pool Allocation Guidelines for Aquatic User Groups".

DISCUSSION:

The proposed Aquatics Lane Allocation Policy establishes a consistent process for allocating lane space at City aquatic facilities. The policy contains several key points.

Aquatics Lane Allocation Policy

December 17, 2025

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- Youth residents receive the highest priority for lane access
- Verified residency percentages will influence allocation outcomes
- Utilization rates are monitored to ensure efficient use of space
- Equity and fairness are maintained across sports
- A clear annual timeline supports long term planning.

The policy establishes a priority ranking system (Groups 1-9) determining which user groups are considered first for space. This ranking is based on residency percentages, youth vs. adult classification, and non-profit status.

By formalizing these procedures, the City ensures that lane space is allocated with transparency, consistency, and fairness.

Staff is requesting that the Commission formally recommend that City Council adopt this policy or provide feedback and alternative direction.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

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.

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

Strategy A: Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.

PREPARED BY: Joseph Lormans, Aquatics Manager

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

ATTACHED SUPPORTING DOCUMENTS:

El Segundo Lane Allocation Policy Draft

City of El Segundo Community Aquatics Program Pool Allocation Guidelines for Aquatic User Groups

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Introduction | Purpose

The City of El Segundo Recreation, Parks and Library Department coordinates and issues permits for the use of aquatic facilities to organizations and the public to promote cultural, social, and recreational activities and programs. The goal of the swimming pool allocation guidelines is to clearly outline the process for local aquatic user groups to request access to the EL Segundo Aquatic Center and the Plunge Indoor Swimming Pool. The City of El Segundo strives to have a process that prioritizes youth resident access over non-resident use. This commitment and increased demand for the use of aquatic facilities results in a joint utilization of resources that provide the type of facilities El Segundo needs to encourage and support aquatics sports and programs for youth and adults.

The purpose of this policy is to outline the City procedure and allocation priority for the permitted use of the city's aquatics facilities. Due to the demand for lane space within the City, it is imperative that all user groups abide by the policies and procedures set forth in this policy. Swimming pool space is permitted and allocated quarterly to the highest priority user groups. The Recreation Division will monitor proper use of allocations and permits. Lane allocations will be scheduled based on the following primary principles:

- The percentage or number of city residents served by each organization with the higher percentage receiving preference for pool space;
- Youth aquatic sports and programs will have priority over adult sports and programs;
- Maintain balance and equity for aquatic user groups to ensure all aquatic sports teams have the opportunity for equal lane allocation and access during primetime hours (Before 7:00 p.m.), specifically competitive swimming and water polo;

Definition of Terms

Residency

Team rosters and proof of residency will be required annually to verify City of El Segundo 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 removal of allocated pool space. Audits of team rosters may be conducted by Recreation, Parks, and Library staff at any time.

Residents of the City of Wiseburn will be counted towards the residency requirement for lane allocations at the ESAC due to the joint-use agreement with the City.

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 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

Everybody Plays Philosophy

An “Everybody Plays” organization in sports is a program or initiative that aims to ensure all athletes, regardless of ability or background, have the opportunity to participate and enjoy sports

Guiding Principles

The following guiding principles will be utilized to provide fairness and equity throughout the annual lane allocation process.

1. The City of El Segundo’s primary focus for swimming pool lane allocations will be dedicated to serving youth residents.
2. The city’s allocation policy will ensure a balance of programming for the current aquatic sports offerings and the facility scheduling will strive towards equity regarding prime-time hours for each user group.
3. The City reserves the right to reallocate unused or underused facility space to other aquatic user groups to maximize the benefit to the general public.
4. High-demand afternoon hours (Before 7:00 p.m. on weekdays) will be prioritized for City programs, School District programs (as defined in the City’s joint-use agreement with ESUSD and WUSD), and youth aquatics/sports programs

5. Evening hours (7:00 p.m. to closing) and early morning hours (before 8:00 a.m.) will be balanced between adult aquatics/sports programs and competitive youth groups.
6. To ensure fair access for all aquatic sports, the City reserves the right to rotate use of specialized spaces, such as the deep end for diving, artistic swimming or water polo.

Aquatic User Group Priority Ranking

The following overviews the various types of user groups and how utilization will be prioritized based on the key categories of residency, school district, youth and adult participants.

This priority list of groups 1 through 9 serves as a guideline for City Staff. Priority use of the El Segundo Aquatic Center and the Plunge Indoor Swimming Pool will be allocated as follows:

1. Group 1: City sponsored or co-sponsored events. City of El Segundo, Recreation, Parks and Library Department youth or adult programs.
2. Group 2: El Segundo Unified School District related programs.
3. Group 3: Youth programs, organizations, or events with greater than 60% El Segundo residency status.
4. Group 4: Adult programs, organizations, or events with greater than 60% El Segundo residency status.
5. Group 5: Youth programs, organizations, or events with 30% to 59% El Segundo residency status.
6. Group 6: Adult programs, organizations, or events with 30% to 59% El Segundo residency status.
7. Group 7: Youth programs, organizations, or events with under 30% El Segundo residency.
8. Group 8: El Segundo Businesses, with a current El Segundo Business License. Groups must consist of 75% employees from given business.
9. Group 9: Adult programs, organizations, or events with under 30% El Segundo residency.

All prospective user groups must submit a formal proposal for each allocation period that is inclusive of the number of lanes and hours requested, proof of non-profit status, insurance, and the verified percentage of El Segundo Resident participants.

Allocation Procedures and Criteria

With the goal of ensuring that a balance of different aquatics activities is available to residents at the El Segundo Aquatic Center, the City will schedule and allocate lane times and pool space to create opportunities for a variety of aquatics programming for its residents.

The city will monitor lane and pool space utilization by aquatic user groups on a regular basis to ensure groups are efficiently using the allocated space, particularly during high-demand times.

When multiple groups within the *same* priority category request the same pool time, the following criteria will be used to determine proportional space allocation:

1. Pool space will be allocated based on the percentage of verified El Segundo Resident participants within each aquatic user group, relative to the total number of residents across all groups in that same category. Groups with a higher percentage of verified El Segundo residents will receive priority scheduling and allocation for the available time.
2. A group's average lane utilization rate from the previous season will be considered, prioritizing groups that consistently demonstrate efficient use of allocated space.
3. The El Segundo Aquatics Subcommittee is the sole decision maker in the event of a tie or for dispute resolution related to the allocation process.

Calendar of Yearly Lap Lane Reallocation for El Segundo Aquatics Center

The pool space and lane allocation timeline will run in 3, 4 or 5 month segments based on the school-year calendar as the high schools have a joint-use agreement with the City of El Segundo where they receive first priority for lane allocations. The three periods per year will run September to January, February to May and June to August.

All requests shall be submitted for each period by the 1st of the month in April, July, December. The City of El Segundo will notify teams of their lane allocations in advance in order to provide groups with confirmed schedules approximately 6 weeks prior to the start of the new allocation period. The city will provide exact dates for application, allocation and confirmation to all prospective aquatic user groups.

Fall allocation (September through January)

| Phase | Activity | Target Deadline | Description |
|---|---|------------------------|---|
| Phase 1: Application | Permit Application Submission Deadline | July 1 | All organizations must submit their complete application package. This package must include requested hours and the verified percentage of El Segundo Resident participants. |
| Phase 2: Review & Draft Allocation | Initial Review by City of El Segundo | July 1 - July 15 | Aquatics staff reviews all applications, verifies documentation, and creates a draft allocation schedule based on the allocation policy. |
| Phase 3: Final Allocation | Notification of Draft Allocation Acceptance/Rejection | July 15 | Organizations are formally notified of their approved hours, lanes, and schedule for the upcoming permit period. |
| Phase 4: Confirmation & Contract | Confirmation and Contract Execution | August 1 | Organizations must formally accept the allocated schedule and submit the signed Agreement. Failure to meet this deadline will result in the forfeiture of all allocated time. |
| Phase 5: Start of Allocation Period | New Permit Year Begins | September 1 | The new annual schedule takes effect. All permitted groups must adhere to the new schedule and the Utilization Policies |

Winter allocation (February through May)

| Phase | Activity | Target Deadline | Description |
|---|---|--------------------------|---|
| Phase 1: Application | Permit Application Submission Deadline | December 1 | All organizations must submit their complete application package. This package must include requested hours and the verified percentage of El Segundo Resident participants. |
| Phase 2: Review & Draft Allocation | Initial Review by City of El Segundo | December 1 - December 15 | Aquatics staff reviews all applications, verifies documentation, and creates a draft allocation schedule based on the allocation policy. |
| Phase 3: Final Allocation | Notification of Draft Allocation Acceptance/Rejection | December 15 | Organizations are formally notified of their approved hours, lanes, and schedule for the upcoming permit period. |
| Phase 4: Confirmation & Contract | Confirmation and Contract Execution | January 2 | Organizations must formally accept the allocated schedule and submit the signed Agreement. Failure to meet this deadline will result in the forfeiture of all allocated time. |
| Phase 5: Start of Allocation Period | New Permit Year Begins | February 1 | The new annual schedule takes effect. All permitted groups must adhere to the new schedule and the Utilization Policies |

Summer allocation (June through August)

| Phase | Activity | Target Deadline | Description |
|---|---|------------------------|---|
| Phase 1: Application | Permit Application Submission Deadline | April 1 | All organizations must submit their complete application package. This package must include requested hours and the verified percentage of El Segundo Resident participants. |
| Phase 2: Review & Draft Allocation | Initial Review by City of El Segundo | April 1 - April 15 | Aquatics staff reviews all applications, verifies documentation, and creates a draft allocation schedule based on the allocation policy. |
| Phase 3: Final Allocation | Notification of Draft Allocation Acceptance/Rejection | April 15 | Organizations are formally notified of their approved hours, lanes, and schedule for the upcoming permit period. |
| Phase 4: Confirmation & Contract | Confirmation and Contract Execution | May 1 | Organizations must formally accept the allocated schedule and submit the signed Agreement. Failure to meet this deadline will result in the forfeiture of all allocated time. |
| Phase 5: Start of Allocation Period | New Permit Year Begins | June 1 | The new annual schedule takes effect. All permitted groups must adhere to the new schedule and the Utilization Policies |

Utilization and Reallocation:

To maintain high utilization and fairness, consistently underused lanes occupied by an organized user group may be subject to reduction and reallocation to another group that meets or exceeds the minimum utilization rate.

If an aquatic user group concedes their allotted time, the City will accept lane allocation requests from other aquatic user groups for that time. The same priority ranking system will be utilized to determine to which group the lanes will be allocated. The open space will be first allocated to the same sport that conceded their allocation. If no other groups within the same sport request the allocated space, requests will be accepted from all sports.

Code of Conduct & Good Faith

Expectations for respectful behavior toward City staff, other permit holders, and facility users.

All permitted aquatic user groups will work together in “good faith” to accommodate as many El Segundo based aquatics sports organizations as possible. All groups will use “good faith” to ensure that they use their allocated resources efficiently, responsibly, and with good ethics.

Liability Insurance Requirements

Aquatic user groups 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 aquatic user groups 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. Aquatic user groups 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 Swimming Pool Allocation 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.

Subletting

The City prohibits permitted aquatic user groups from subletting their lane allocations to another organization.

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 Aquatics Allocation Policy or City ordinance.
4. ESUSD cancels use of fields under the direction of their administrative office.

If a permitted aquatic user group wishes to cancel a portion of their allocation, the group must notify the City of El Segundo a minimum of one month in advance in writing, on or before the 30th of the month. For example, if a user group does not want to utilize space on July 15 due to a swim meet, they must notify the City no later than May 30. If a group notifies the City less than 30 days in advance, they will still be invoiced for their lane allocations unless the City can rent that space to another user group.

Operating Schedule

The City of El Segundo reserves the right to limit operating hours or close the aquatic center for holidays and maintenance. The City will communicate closure dates to aquatic user groups at least one month in advance.



RECREATION, PARKS, and LIBRARY DEPARTMENT

DATE: December 17, 2025
TO: Recreation and Parks Commission
FROM: Aly Mancini, Director
SUBJECT: Department Report

Council Items

November 18, 2025:

El Segundo Youth Drama performed Another One Bites the Dust from their performance of We Will Rock You

No other items related to Recreation, Parks, and Library

December 3, 2025 (Previously scheduled for December 2, 2025):

Members of the City Council proclaimed the 1200 block of East Acacia Ave as Candy Cane Lane from December 13, 2025, through December 23, 2025.

Members of the City Council commended and thanked the El Segundo Rotary Club and all other supporters and volunteers of the Annual Community Christmas Eve Luncheon for keeping the hometown holiday tradition alive in El Segundo.

Candy Cane Lane Policy Recommendations

Recreation, Parks, and Library Director, Aly Mancini, along with Police Chief, Saul Rodriguez, and Community Development Director, Michael Allen, recommended policy changes for Candy Cane Lane. Proposed changes included options for street closures, food and beverage sale restrictions, and event/light durations. City Council approved police escorted vehicle access to the 1100 block of E. Acacia, sales of pre-packaged non-hazardous items on Private Property with a City of El Segundo Business License and LA County Class A Cottage Food Operators permit, and the request for residents to turn off their lights at 10:00pm.

CIP Updates

Recreation Park Renovation Project

90% engineering plans and construction specifications for the Teen Center and Teen Plaza were approved by Council on October 21st, 2025. City Council approved Public Works Director, Elias Sassoon, to approve the final design and specifications upon receipt, and to advertise the project for construction bidding.

A Geotechnical Investigation and a Percolation Report for the proposed ballfield renovations is currently being reviewed. City staff and MIG are planning to meet with Los Angeles County to review 50% design development plans in January 2026.

Council has approved the engineering plans and specifications for the court walls, posts, and surfaces. The construction bidding window has closed, and City Staff are reviewing received bids. The project will address 97+ locations throughout the entire Recreation Park where cement and posts are experiencing corrosion.

The Public Works department is currently completing reference checks for companies that bid on the replacement of George E Gordon Clubhouse's HVAC system.

Hilltop Park Project:

The contract for the demolition of the reservoir was awarded at the October 7th Council meeting. The scope of work for this project includes demolishing the reservoir, capping existing utilities, and leveling the remaining soil to join with the adjacent Hilltop Park. Construction is anticipated to commence in January 2026 and is scheduled to be substantially completed by May 2026. Preparation of plans and specifications for installing a green turf and irrigation system is underway, which will be implemented upon the completion of the project.

Fields, Facilities, and Courts

Attachment A – Checkout Reservation Report – November 2025

Social Media

Attachment B - Social Media Analytics – November 2025

Adult Sports

Adult 7v7 Soccer League

- Fall 2025 adult soccer league began on August 8th and regular season concluded on November 7th.
- The league had a total of 12 teams and 144 participants. This is the most registration since 2022.
 - 4 El Segundo Residents/Business Teams
 - 8 Non-Resident Teams
- The total revenue from registration is \$3,000.00

Adult Pickleball Leagues

- The Fall 2025 adult pickleball leagues began on September 15th and concluded on November 14th.
- The league had a total of 111 teams and 1,332 participants.
 - 10 El Segundo Resident Teams
 - 101 Non-Resident Teams
- The total revenue from this league is \$41,100.00

Adult Kickball League

- The Fall 2025 Adult Kickball League began on September 16th. The league takes place two nights per week on Tuesdays and Thursdays at the Softball Field. The league will continue into December with playoffs on December 11th and December 16th.
- The league has a total of 12 teams and 162 participants.

- 8 El Segundo Resident/Business Teams
- 4 Non-Resident Teams
- The total revenue from this league is \$2,831.00

El Segundo Youth Basketball League

- Registration for the El Segundo Youth Basketball League is now closed with a total of 260 registered participants. Residency numbers will be available in the next report.
- The total revenue from this league is \$33,900.00
- The Youth Basketball League continues to partner with the South Bay Lakers to enhance the players’ experience in the league. This partnership includes hosting a clinic in January, and hosting the league’s championship games in February, as well as offering three different opportunities to league participants and families to attend South Bay Laker games in January.
- The Youth Basketball season began with practices the week of December 1st and Opening Day took place on Saturday, December 6th.

Teen Center

In November, the Teen Center operated at full staffing levels and remained open for drop-in use six days a week, totaling 22 operational days. Throughout the month, the center welcomed an impressive 1,354 visits from teens. Overall, the Teen Center averaged approximately 11 teens per hour throughout the month.

Club Cowabunga

November had a high of 16 students who got to partake in weekly themed crafts. In the month of November, ESUSD was off of school for five days and Camp Cowabunga held camp with many attendees.

- November 10: 40 attendees
- November 11: 37 attendees
- November 24: 23 attendees
- November 25: 19 attendees
- November 26: 14 attendees

Gordon Clubhouse

The Clubhouse and its various rooms were reserved/activated a total of 136 times totaling, 302 hours in November for recreation activities, youth drama program, camps, meetings, and rentals.

| Contract Classes | Number of Participants |
|-----------------------------------|------------------------|
| Intro to Tiny Tumblers Gymnastics | 2 |
| Tiny Tumblers | 1 |
| Gymnastics Academy - 1:50 PM | 1 |
| Gymnastics Academy - 3 PM | 4 |
| Gymnastics Academy - 3:45 PM | 3 |
| Ninja Gymnastics | 1 |

| | |
|---|----|
| Gymnastics Explorers | 8 |
| Zumba! – Mondays | 5 |
| Zumba! – Wednesdays | 5 |
| Ballet and Tap | 4 |
| Tutus and Tap | 6 |
| Tapping for Fun and Exercise – Beginner | 11 |
| Tapping for Fun and Exercise – Intermediate | 10 |
| Hippity Hop | 12 |
| Family Wellness | 6 |
| Nutcracker REMIXED | 3 |
| Storytelling | 4 |
| Sportball: Multi-Sport | 6 |
| Sportball: Flag Football, Soccer & T-Ball | 5 |
| Music with Miss Pam – Friday | 6 |
| Music with Miss Pam Sibling Add on - Friday | 1 |
| Basic Cooking for Kids | 1 |

El Segundo Youth Drama

- Performance – We Will Rock You: The Musical
 - Rehearsals – Monday, Wednesdays, & Fridays (9/8-11/14)
 - Participants:
 - 17 Residents/11 Non-Residents (28 total)
 - Tech Week: 11/17-11/20
 - Shows: 11/21-11/23

Joslyn Center

Facility Rentals

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

- 26.5 External Reservations – 23.5 hours - \$897.00
- 24 Internal Reservations – 64.5 Hours

Dial-A-Ride

- Concierge Rides – 574
- Lyft Pass Rides – 126

Meals Outreach

- Meals Delivered – 472
- In Home Service Hours – 32

The following is the breakdown of contract class registration for November 2025. 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 | 18 |
| Intermediate Line Dancing | 16 |
| 2 Step Partner Line Dancing | 10 |
| 50 Minute Fitness | 51 |
| Pilates | 40 |

| | |
|-------------|----|
| Core Xpress | 10 |
| Senior Fit | 33 |

| Senior Programs | Number of Participants |
|---------------------------|------------------------|
| Pinochle | 28 |
| Canasta | 20 |
| Bridge | 24 |
| General Meetings/Luncheon | 28 |
| Board Meeting | 5 |
| Sit-N-Knit | 30 |
| Thursday Movies | 6 |
| Chess Club | 4 |

Farmers' Market

November 6, 2025

- Prepackaged Vendors: 14
- Produce Vendors: 4
- Craft Vendors: 2

Total Vendors: 20

Total Revenue: \$1,087.00

November 13, 2025

- Prepackaged Vendors: 12
- Produce Vendors: 4
- Craft Vendors: 1

Total Vendors: 17

Total Revenue: \$1,003.00

No Farmer's Market on 11-18-25 due to inclement weather

No Farmer's Market on 11-25-25 due to Thanksgiving holiday

Parks

Park Inspections

Attachment C: Park Inspection Matrix – November 2025

Parks, Projects, Improvements

- Routine maintenance continues throughout the parks
- Staff responded to several service requests
- Candy Cane Lane meetings and planning
- Gazebo roof replacement and painting on 11/18
- Library exterior painting on 11/10
- Repaired several irrigation breaks at Recreation Park
- Staff built platform for City Hall Christmas tree

Trees

- City tree crew trim requests, removals, and tree planting
- Replacement trees installed at Library Park – Coast Live Oak

Aquatics

This November the Aquatics section hosted Water Aerobic Classes, Group swim lessons, Adaptive Swim Lessons, Adult Swim Lessons, and Private and Semi-Private lessons. Additionally, Thanksgiving Break Aquatics Camp was hosted with 17 participants and the USA Triathlon team ran practices at the pool.

Additional highlights include the following:

- *Class Registration*: \$11,019.75 in revenue with 511 participants.
- *Lap/Recreation Swimming*: \$21,916.00 in revenue with 6,165 participants.
- *Rentals/Permit Groups*: \$39,680.00 in revenue.

Staffing

Staff trainings were conducted at the Aquatics Center.

Lifeguards continue to be hired to prepare for the Plunge.

Attachment D – Aquatics Stats – November 2025

ATTACHMENTS

Attachment A: Checkout Reservation Report – November 2025

Attachment B: Social Media Analytics – November 2025

Attachment C: Park Inspection Matrix – November 2025

Attachment D: Aquatics Stats – November 2025

Facility Report Summary - November 2025

Racquet Sport Courts

| Facility | Total Hours Reserved | Amount paid |
|--------------------------|----------------------|------------------|
| Paddle Tennis | 7 \$ | 80.00 |
| Total | 7 \$ | 80.00 |
| Pickleball Court 1 | 219 \$ | 1,710.00 |
| Pickleball Court 2 | 211 \$ | 1,540.00 |
| Pickleball Court 3 | 214 \$ | 1,400.00 |
| Pickleball Court 4 | 220 \$ | 1,420.00 |
| Pickleball Court 5 | 204 \$ | 1,400.00 |
| Pickleball Court 6 | 199 \$ | 1,210.00 |
| Pickleball Court 7 | 193 \$ | 870.00 |
| Pickleball Court 8 | 203 \$ | 1,080.00 |
| Total | 1663 \$ | 10,630.00 |
| Tennis Court 1 | 143 \$ | 1,680.00 |
| Tennis Court 2 | 140 \$ | 1,420.00 |
| Tennis Court 3 | 148 \$ | 1,560.00 |
| Tennis Court 4 | 91 \$ | 920.00 |
| Tennis Court 5 | 191 \$ | 670.00 |
| <i>ESUSD Total hours</i> | 0 \$ | - |
| Total | 713 \$ | 6,250.00 |
| Volleyball Court 1 | 43 | |
| Volleyball Court 2 | 43 | |
| Total | 86 \$ | - |
| Basketball Court | 3.45 \$ | - |
| Total | 3.45 \$ | - |
| Hockey Rink | 79.3 \$ | - |
| Total | 79.3 \$ | - |

Field Reservations

| Facility | Total Hours Reserved | Amount paid |
|----------------------------|----------------------|-------------|
| George Brett Field | | |
| AYSO | 147.5 \$ | - |
| ESLL | 0 \$ | - |
| Private Rentals | 1 \$ | 34.00 |
| City Internal Reservations | 0 \$ | - |

| | | | |
|-------|-------|----|-------|
| Total | 148.5 | \$ | 34.00 |
|-------|-------|----|-------|

Stevenson Field

| | | | |
|----------------------------|-------------|-----------|----------|
| ESHS | 12 | \$ | - |
| Babe Ruth | 54.5 | \$ | - |
| Private Rentals | 0 | \$ | - |
| City Internal Reservations | 0 | \$ | - |
| Total | 66.5 | \$ | - |

Softball Field

| | | | |
|----------------------------|------------|-----------|----------|
| ESHS | 2 | \$ | - |
| ESGS | 154 | \$ | - |
| Private Rentals | 0 | \$ | - |
| City Internal Reservations | 36 | \$ | - |
| Total | 192 | \$ | - |

Campus El Segundo(1/2 field)

| | | | |
|----------------------------|-------------|-----------|-----------------|
| AYSO | 4 | \$ | - |
| ESLAX | 0 | \$ | - |
| Private Rentals | 32.5 | \$ | 2,338.76 |
| City Internal Reservations | 10 | \$ | - |
| Total | 46.5 | \$ | 2,338.76 |

Campus El Segundo(full field)

| | | | |
|----------------------------|--------------|-----------|-----------------|
| ESHS | 38 | \$ | - |
| AYSO | 369 | \$ | - |
| ESLAX | 0 | \$ | - |
| ESLL | 0 | \$ | - |
| ES Football & Cheer | 0 | \$ | - |
| Private Rentals | 37.5 | \$ | 2,895.77 |
| City Internal Reservations | 8 | \$ | - |
| Total | 452.5 | \$ | 2,895.77 |

Richmond Field

| | | | |
|----------------------------|--------------|-----------|----------|
| ESHS | 0 | \$ | - |
| ESGS | 200 | \$ | - |
| AYSO | 89 | \$ | - |
| ESLL | 0 | \$ | - |
| Private Rentals | 0 | \$ | - |
| City Internal Reservations | 1.5 | \$ | - |
| Total | 290.5 | \$ | - |

Center Street Bakalyar Field

| | | | |
|------|-----|----|---|
| ESHS | 0 | \$ | - |
| ESGS | 0 | \$ | - |
| AYSO | 0 | \$ | - |
| ESLL | 180 | \$ | - |

| | | | |
|----------------------------|------------|-----------|---------------|
| Private Rentals | 12 | \$ | 804.00 |
| City Internal Reservations | 0 | \$ | - |
| Total | 192 | \$ | 804.00 |

Center Street Walton Field

| | | | |
|----------------------------|------------|-----------|---------------|
| ESHS | 0 | \$ | - |
| ESGS | 0 | \$ | - |
| AYSO | 0 | \$ | - |
| ESLL | 95 | \$ | - |
| Private Rentals | 8 | \$ | 536.00 |
| City Internal Reservations | 0 | \$ | - |
| Total | 103 | \$ | 536.00 |

Other Facility Reservations

| Facility | Total Hours Reserved | | Amount paid |
|--------------------------------|----------------------|-----------|---------------|
| Skate Circle | 9 | | |
| Total | 9 | \$ | - |
| Hilltop Park Picnic Areas | 8 | \$ | 172.00 |
| Total | 8 | \$ | 172.00 |
| Checkout Grass Area | 11.15 | \$ | - |
| Total | 11.15 | \$ | - |
| Bounce House (Total not Hours) | 11 | \$ | 854.00 |
| Total | 11 | \$ | 854.00 |
| Picnic Tables | 2.15 | \$ | 498.00 |
| Total | 2.15 | \$ | 498.00 |
| BBQ Area | 6 | \$ | 468.00 |
| Total | 6 | \$ | 468.00 |
| Fire Circle | 11 | \$ | 404.97 |
| Total | 11 | \$ | 404.97 |
| Lawn Bowling | 11.15 | \$ | - |
| Total | 11.15 | \$ | - |

Raytheon Facilities

| Facility | Total Hours Reserved | | Amount paid |
|---------------------|----------------------|----|-------------|
| Ball Field 1 | | | |
| ESLL | 45 | \$ | - |

| | | |
|-------|-------|---|
| ESGS | 0 \$ | - |
| Total | 45 \$ | - |

Ball Field 2

| | | |
|-------|-------|---|
| ESLL | 0 \$ | - |
| ESGS | 60 \$ | - |
| Total | 60 \$ | - |

Raytheon Field

| | | |
|---------|-------|--------|
| AYSO | 0 \$ | - |
| Private | 21 \$ | 640.50 |
| Total | 21 \$ | 640.50 |



RPL INSTAGRAM

| | Previous Month | November |
|---------------------|----------------|----------|
| Followers end month | 4,013 | 4,047 |
| Number of posts | 16 | 7 |

RPL FACEBOOK

| | Previous Month | November |
|---------------------|----------------|----------|
| Followers end month | 3,560 | 3,575 |
| Number of posts | 16 | 7 |

Monthly Park Inspection

Campus El Segundo

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|-----------|--------------------|---------------------|------------------------|---|---|
| Working on it | | 7/1/2025 | Christopher Hentzen | Planters | Landscape install | Contractor quote |
| Working on it | | 8/6/2025 | Chris Hentzen | Interior planter areas | Install new landscaping east and west planters Perimeter landscaping add wood chip mulch | Contractor quotes and purchase orders. |
| Working on it | 1/12/2026 | 11/4/2025 | Hentzen | Perimeter/ courtyard | Mulch perimeter planters Install ground cover west side courtyard planter | contractor install mulch and ground cover |

Candy Cane Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|-----------|--------------------|------------|----------------|---|--|
| Working on it | | 7/1/2025 | Noe Moreno | Play surfacing | Cracked | Repair |
| Working on it | | 7/1/2025 | Noe Moreno | Garbage Can | Cracked | Replace |
| Working on it | 2/28/2026 | 10/8/2025 | Moreno | Park | Replace trash can Play surfacing repair Paint fencing | Trash can on order Staff to review play ground surfacing or contractor replacement Contractor fence painting |
| Working on it | 1/12/2026 | 11/4/2025 | Moreno | Park | Fence peeling paint Play ground surface patch | paint fence Repair surface areas patching |

Constitution Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|------------|--------------------|---------------|------------|----------------------------|--------------------|
| Working on it | | 7/1/2025 | Travis Morris | Fencing | In poor condition | Replacement/repair |
| Working on it | 12/30/2025 | 9/8/2025 | Travis Morris | Park | possible fence replacement | Request proposals |
| Working on it | 12/23/2025 | 10/8/2025 | Travis Morris | Open space | Minor fence repairs | Staff repair |

Dog Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|----------|--------------------|-----------------|---------|-------------------|-----------------|
| Working on it | | 7/1/2025 | Joseph Casillas | Fencing | In poor condition | Replace fencing |
| Working on it | | 7/1/2025 | Joseph Casillas | Slope | In poor condition | Slope repair |

Monthly Park Inspection

| | | | | | | |
|---------------|-----------|-----------|-----------------|-----------|---|---------------------------------|
| Working on it | 5/8/2026 | 9/8/2025 | Joseph Casillas | Park | Slope repair needed | Public Works contract |
| Working on it | 4/13/2026 | 11/5/2025 | Casillas | Perimeter | Fencing repair Slope repair Swing gate repair | Contractor Public Works project |

Freedom Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|-----------|--------------------|---------------|-----------------|--|---|
| Working on it | | 7/1/2025 | Travis Morris | DG Paths | In poor condition | Replace DG & borders, Grade |
| Working on it | | 7/1/2025 | Travis Morris | Benches | In poor condition | Repaint |
| Working on it | 5/8/2026 | 10/8/2025 | Travis morris | Open space | refurbish DG pathway Trees trimmed | Contractor assessment of pathways Staff trimming trees |
| Working on it | 1/13/2026 | 11/4/2025 | Morris | Open space park | Weeds in planters DG walkways rehab | Contractor maintenance weeds DG pathways CIP |

Hilltop Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|----------|--------------------|------------|------|---|---------------------------------|
| Working on it | 5/8/2026 | 10/8/2025 | Casillas | park | Well maintained Perimeter wall flaking | Public Works project |
| Working on it | | 11/12/2025 | Casillas | Park | Clean Pool closed for winter | Contractor continue maintenance |

Independence Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|-----------|--------------------|---------------|----------------------------|--|--|
| Working on it | | 7/1/2025 | Travis Morris | Open grass | In poor condition | Renovate |
| Working on it | | 7/1/2025 | Travis Morris | Fencing | In poor condition | Replace |
| Working on it | | 7/1/2025 | Travis Morris | Benches | In poor condition | Repaint |
| Working on it | | 8/11/2025 | Travis Morris | Park, fencing, DG pathways | Pathway borders New fencing Trim trees | Grade pathways schedule tree trimming |
| Working on it | 9/30/2025 | 9/8/2025 | Travis Morris | Park | DG grading New fencing | Schedule grading of pathways |
| Working on it | 5/8/2026 | 10/8/2025 | Travis Morris | Open space | refurbish DG pathway | Contractor assessment |
| Working on it | 1/12/2026 | 11/4/2025 | Morris | Open space park | DG pathways rehab Signage rehab Fence repair | Add DG Sign repair Fence repair |

Monthly Park Inspection

Library Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|------------|--------------------|-------------|--------|---|-----------------------------------|
| Working on it | | 7/1/2025 | | Gazebo | Roof Poor Shape, Cleaning, paint | Brightview Clean, Roof Replace |
| Working on it | 11/18/2025 | 9/8/2025 | Santos Haro | Park | Gazebo roof replacement Overall park clean | Requests quotes with Public Works |
| Working on it | 1/13/2026 | 10/6/2025 | Santos haro | Park | well maintained Install Dog on Leash signs | inhouse staff |

Recreation Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|----------|--------------------|-------------------|--------------------------------|---|--|
| Working on it | | 7/1/2025 | | Fencing/walls | In poor condition | Replacement |
| Working on it | | 7/1/2025 | | Tennis court | Rusted Fencing | Repair |
| Working on it | | 8/11/2025 | Joseph Casillas | Tennis court/pickleball courts | Fencing rotted with concrete walls crumbling Court cracking Faded court line | Public Works repair project in progress |
| Working on it | | 10/6/2025 | Santos Haro | Playgrounds | Surface replacement Playground renovation | Design/planning |
| Working on it | | 10/8/2025 | Santos, Casillas | Court fencing | decaying posts | Public Works project |
| Working on it | | 11/5/2025 | Casillas and Haro | Park | Court distressed walls and fencing Lower playground surfacing | Public works project Playground design schematics |

Sycamore Park

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|------------|--------------------|------------|------|--------------------|------------------------|
| Working on it | 11/21/2025 | 10/8/2025 | Hentzen | Park | stressed turf area | Brightview maintenance |

Washington

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|---------------|----------|--------------------|---------------|----------|----------------------------------|--|
| Working on it | | 7/1/2025 | Travis Morris | DG Paths | In poor condition | Replace DG and borders |
| Working on it | | 7/1/2025 | Travis Morris | Fencing | In poor condition | Replacement |
| Working on it | | 8/11/2025 | Travis Morris | Park | paint picnic tables DG graded | Grade DG pathway Schedule tree trimming |

Monthly Park Inspection

| | | | | | | |
|---------------|-----------|------------|---------------|--------------------------------|----------------------|-----------------------|
| | | | | | Trees trimmed | Paint tables |
| Working on it | 5/8/2026 | 10/8/2025 | Travis Morris | Open space | Refurbish DG pathway | Contractor assessment |
| Working on it | 1/12/2026 | 11/12/2025 | Morris | Open space park and playground | Dg pathways rehab | Add DG to pathways |

COMPLETED

| Status | Due Date | Date of Inspection | Staff Name | Area | Assessment | Plan of Action |
|-----------|------------|--------------------|---------------------|--------------------|--|---|
| Completed | | 7/1/2025 | Noe Moreno | Planter beds | Add mulch | Brightview |
| Completed | | 7/1/2025 | Noe Moreno | Dog Station | Bags needed | |
| Completed | | 7/23/2025 | Aly Mancini | All park | | |
| Completed | | 8/4/2025 | Noe Moreno | Playground | Power wash playground equipment | Contractor notified |
| Completed | 9/30/2025 | 9/8/2025 | Noe Moreno | Park | Overall clean Powerwash play equipment Turf area repairs | Brightview powerwash scheduled Turf repair to be scheduled |
| Completed | | 7/1/2025 | Noe Moreno | tables and benches | -- | Powerwash |
| Completed | | 8/4/2025 | Noe Moreno | Park | Playground equipment power wash Trim trees and hedges | Contractor notified |
| Completed | 9/30/2025 | 9/8/2025 | Noe Moreno | Park | Powerwash required | Brightview to schedule |
| Completed | | 8/6/2025 | Chris Hentzen | Park | Empty trash | Contractor notified |
| Completed | | 9/8/2025 | Christopher hentzen | Park | overall clean Slope shrub trimming | Landcare to schedule |
| Completed | | 7/1/2025 | Travis Morris | Trash cans | Old | Replace |
| Completed | | 7/1/2025 | Joseph Casillas | All areas | Grading of surfaces | Staff |
| Completed | | 7/1/2025 | Joseph Casillas | All areas | weeds | Brightview |
| Completed | | 7/1/2025 | Travis Morris | Open Grass | In poor condition | Renovate |
| Completed | | 7/23/2025 | Christopher Hentzen | | Install | |
| Completed | 10/18/2025 | 9/8/2025 | Travis Morris | Park | grade DG pathway Trim trees | Grading to be scheduled Trees have been trimmed |
| Completed | | 7/1/2025 | Joseph Casillas | Playground Surface | Hole | Refill and patch |
| Completed | | 7/23/2025 | Christopher Hentzen | | | |
| Completed | 9/30/2025 | 9/8/2025 | Joseph Casillas | Park | Overall clean Powerwash play equipment | Brightview to schedule |

Monthly Park Inspection

| | | | | | | |
|-----------|------------|------------|--------------------------------|---|--|--|
| Completed | | 7/1/2025 | Christopher Hentzen | Planter beds | Add Mulch | Brightview |
| Completed | | 8/6/2025 | Santos Haro | Park | Overall clean Power wash play equipment | Contractor notified |
| Completed | 9/30/2025 | 9/8/2025 | Santos Haro | Park | Powerwash play equipment Park clean | Brightview to schedule |
| Completed | | 7/1/2025 | Travis Morris | Walkways | In poor condition | Replace DG & borders |
| Completed | | 7/1/2025 | Travis Morris | Park signage | In poor condition | Replace/Repair |
| Completed | | 7/1/2025 | Travis Morris | Garbage cans | In poor condition | Replace |
| Completed | | 7/1/2025 | | Grass | Dry | Irrigation Check Brightview |
| Completed | | 7/1/2025 | | Drinking Fountain | Clogged | Clean |
| Completed | | 8/6/2025 | Santos Haro | Park | Clean and good condition water fountain operational | Coordinate mulch for rose garden |
| Completed | | 7/1/2025 | Christopher Hentzen | Douglas median | Litter, trimming, weeds, turf | Brightwood notified |
| Completed | | 7/1/2025 | Christopher Hentzen | Maple median | Mulch, irrigation check | Brightwood notified |
| Completed | | 7/1/2025 | | PCH | Poor | CIP |
| Completed | 9/30/2025 | 9/8/2025 | Christopher Hentzen | Medians | Minor weeds on El Segundo Blvd | Brightview to address. |
| Completed | | 8/6/2025 | Chris Hentzen | PCH Medians, Grand Ave, Nash Street, Hughes Way | Some weeds at Nash Street and Hughes way | Contractor notified |
| Completed | 9/19/2025 | 9/8/2025 | Joseph Casillas Santos Haro | Park and fields | Field prep for soccer season Irrigation breaks chain link fence at Clubhouse perimeter replaement | Staff irrigation repairs Overseeded turf areas Contractor replacing tall chain link fence at tot lot |
| Completed | | 7/23/2025 | Aly Mancini | | | |
| Completed | | 8/6/2025 | Chris Hentzen | Park | Power wash play equipment Adjust irrigation for turf slope | Contractor notified |
| Completed | 9/30/2025 | 9/8/2025 | Christopher hentzen | Park | Powerwash play equipment Overall clean | Brightview to schedule powerwash |
| Completed | | 7/1/2025 | Travis Morris | Picnic tables | Paint in poor condition | Repaint |
| Completed | 9/30/2025 | 9/8/2025 | Christopher hentzen | Perimeter | Wood chip add to perimeter landscape | Brightview to schedule |
| Completed | 10/17/2025 | 9/8/2025 | Travis Morris | Park | DG grading Trees trimmed Powerwash play equipment | Tree staff to trim trees Brightview to schedule powerwash Staff to grade DG |
| Completed | | 11/12/2025 | Hentzen | Park | Clean | contractor ongoing maintenance |
| Completed | | 7/1/2025 | Christopher Hentzen | Slope area | Trim vegetation | LandCare |

Monthly Park Inspection

| | | | | | | |
|-----------|------------|------------|---------------------|--------------------------------|--|--|
| Completed | 1/8/2027 | 10/8/2025 | Casillas | Interior park, perimeter fence | Slope repair Public Works Replace perimeter fencing | Capital improvement project |
| Completed | | 7/1/2025 | Travis Morris | Park signage | poor condition | Repair/Replacement |
| Completed | | 8/11/2025 | Travis Morris | Fencing , trees | Repair/replace fencing Trees trimmed | Schedule tree trimming |
| Completed | 1/12/2026 | 11/12/2025 | Morris | open space park | Rehab park sign | Staff repair |
| Completed | | 7/1/2025 | Joseph Casillas | Parking Lot Railing | Broken | Repair |
| Completed | | 11/4/2025 | Hentzen, Haro | Median islands | clear of trash and weeds | Brightview maintenance |
| Completed | | 11/4/2025 | | | Clean | |
| Completed | 11/24/2025 | 10/8/2025 | Travis Morris | Park | Mulch planter areas Some turf repair Fill in low areas at walkway Replace cap on pipe at tree | Brightview maintenance |
| Completed | 1/5/2026 | 11/4/2025 | Moreno | Park | Turf bare areas Mulch planters | Contractor reseed and install mulch |
| Completed | | 7/1/2025 | Christopher Hentzen | Perimeter | Mulch needed | Brightview |
| Completed | 11/24/2025 | 10/8/2025 | Hentzen | perimeter | mulch shrub areas | Brightview maintenance |
| Completed | | 8/11/2025 | Travis Morris | Park | DG pathways Mulch needed in planter areas replace plastic trash can Trim trees | Schedule tree trimming Trash can on order Contractor to add mulch Grade DG pathways |
| Completed | | | | | | Continue contractor maintenance |
| Completed | | 10/6/2025 | Santos haro | Park | Clean | Brightview continues maintenance |
| Completed | | 11/4/2025 | Haro | Park | Clean, good shape | Contractor continue maintenance |
| Completed | | 11/4/2025 | Hentzen | Park | Clean, good shape | Contractor continue maintenance |
| Completed | | 11/4/2025 | Haro | Park | Clean, good shape | Contractor continue maintenance |



Total AC
Lane
hours:
5852

November 2025 Report

| Aquatics Center Instructional Programming | | Lane Hours | \$ | Number of Participants | Unique participants |
|---|----------------------------------|------------|---------------------|------------------------|---------------------|
| Contract Classes | | | | | |
| | Naomi's Hiit Water Aerobics | 160 | \$ 7,072.00 | 469 | 85 |
| | Swim With Me | 8 | \$ 1,560.00 | 5 | 5 |
| | Fluid Movement | 30 | \$ 945.00 | 7 | |
| Swim Lessons | | | | | |
| | Group | 56 | \$ 724.00 | 30 | 30 |
| | Semi-Private and Private | 0 | \$ - | | |
| | Thanksgiving Break Aquatics Camp | 24 | \$ 718.75 | 17 | 17 |
| Totals | | | \$ 11,019.75 | 511 | |

| Aquatics Center Public Drop In Programming | | | \$ | Number of Customer Lane Uses | |
|--|------------------|------|---------------------|------------------------------|-----|
| Public Swim | | | | | |
| | Reservations | 5068 | \$ 9,051.00 | 5676 | 764 |
| | Lap Swim Drop in | 470 | \$ 907.00 | 298 | 134 |
| | Recreation Swim | 36 | \$ 684.00 | 191 | 52 |
| Totals | | | \$ 10,642.00 | 6165 | |

| Annual Membership Sales at the Aquatics Center | | | \$ | Memberships sold | |
|--|-----------|--|------------------|------------------|--|
| Wiseburn Rec IDs | Adult ID | | \$ 75.00 | 5 | |
| Wiseburn Rec IDs | Senior ID | | \$ 10.00 | 2 | |
| Wiseburn Rec IDs | Youth ID | | \$ 50.00 | 5 | |
| Wiseburn Rec IDs | Infant ID | | \$ - | | |
| Totals | | | \$ 135.00 | 12 | |

| | | | | | |
|--------------------|-----------|--|-----------------|-----------|--|
| El Segundo Rec IDs | Adult ID | | \$ 30.00 | 3 | |
| El Segundo Rec IDs | Senior ID | | \$ 35.00 | 7 | |
| El Segundo Rec IDs | Youth ID | | \$ 10.00 | 1 | |
| El Segundo Rec IDs | Infant ID | | \$ - | 0 | |
| Totals | | | \$ 75.00 | 11 | |

| Membership Sales | | | \$ | Passes Purchased to use towards Lane Rentals | |
|---------------------------------------|---------------|--|---------------------|--|--|
| El Segundo Resident Punch Passes | | | | | |
| | 10 Punch Pass | | \$ 98.00 | 3 | |
| | 20 Punch Pass | | \$ 246.00 | 3 | |
| | 30 Punch Pass | | \$ 450.00 | 6 | |
| El Segundo Resident Membership Passes | | | | | |
| | Annual | | \$ 300.00 | 1 | |
| Wiseburn Resident Punch Passes | | | | | |
| | 10 Punch Pass | | \$ 27.00 | 1 | |
| | 20 Punch Pass | | \$ 50.00 | 1 | |
| | 30 Punch Pass | | \$ 395.00 | 4 | |
| Wiseburn Resident Membership Passes | | | | | |
| | Annual | | \$ - | | |
| Non-Resident Punch Passes | | | | | |
| | 10 Punch Pass | | \$ 786.00 | 14 | |
| | 20 Punch Pass | | \$ 773.00 | 9 | |
| | 30 Punch Pass | | \$ 3,749.00 | 29 | |
| Non-Resident Membership Passes | | | | | |
| | Annual | | \$ 4,400.00 | 8 | |
| Totals | | | \$ 11,274.00 | 79 | |

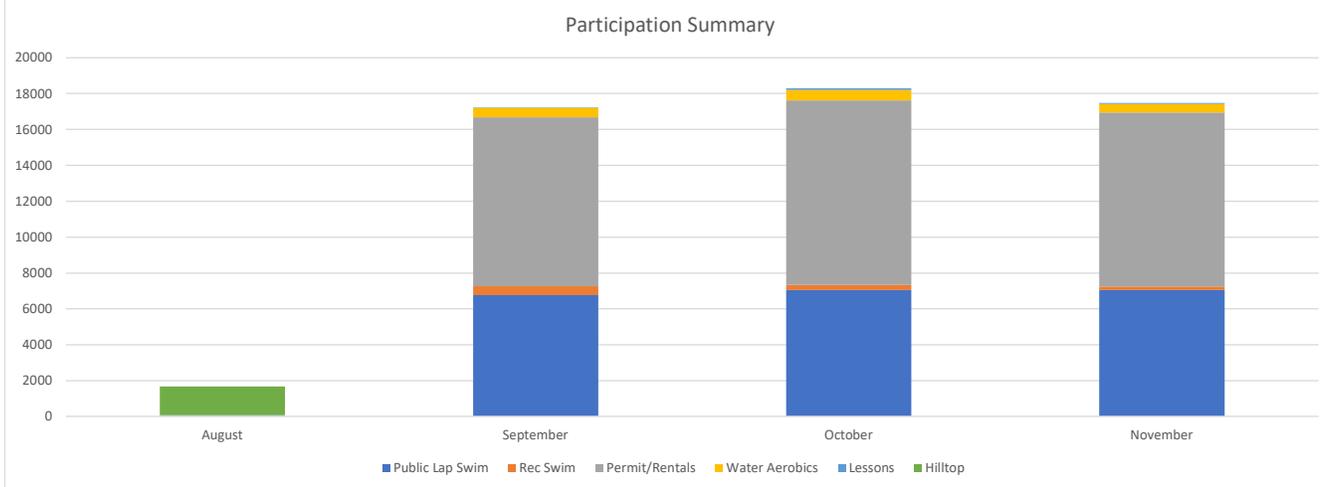
| Aquatics Center Permit Groups | | Lane Hours | \$ | Estimated Participants (4 to 5 per lane) |
|-------------------------------|--|----------------|---------------------|--|
| Beach Cities Alpha | | 1362.00 | \$ 23,076.00 | 5448 |
| SCAQ | | 400.50 | \$ 7,209.00 | 1602 |
| South Bay United | | 617.00 | \$ 6,046.00 | 1851 |
| Tower 26 | | 93.50 | \$ 1,683.00 | 280.5 |
| Trojan | | 140.00 | \$ 490.00 | 280 |
| Coastal | | 120.00 | \$ 1,176.00 | 240 |
| Totals | | 2733.00 | \$ 39,680.00 | 9701.50 |

| Events + Special Programming | | | \$ | Number of Participants |
|------------------------------|-------------------|-------|--------------------|------------------------|
| USA Triathlon Practice | 11/19/25-11/21/25 | 34.00 | \$ 1,440.00 | 60 |
| Totals | | | \$ 1,440.00 | 60 |

| | | | |
|---------------------------|--|---|--|
| Total Revenue | | Estimated Amount of Visitors in November | |
| TOTAL \$ 74,265.75 | | 16539.50 | |

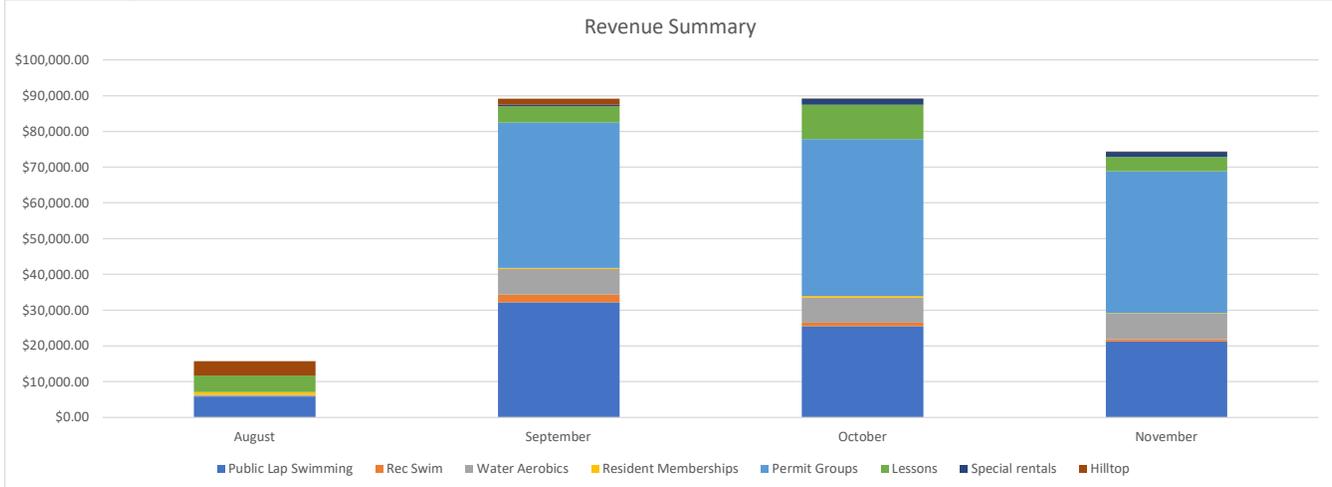
| Monthly Statistics | August | | September | | October | | November | |
|-------------------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|--------------------|---------------|
| | Revenue | Participation | Revenue | Participation | Revenue | Participation | Revenue | Participation |
| Water Aerobics | \$ 416.00 | 38 | \$ 7,144.00 | 508 | \$ 7,006.00 | 570 | \$ 7,072.00 | 469 |
| Lesson Programming | \$ 4,632.30 | 54 | \$ 4,552.00 | 13 | \$ 9,539.00 | 96 | \$ 3,947.75 | 59 |
| Lap Swimming | \$ 5,908.00 | 0 | \$ 32,222.00 | 6777 | \$ 25,475.00 | 7059 | \$ 21,232.00 | 7059 |
| Family/Rec Swim | \$ - | 0 | \$ 2,128.00 | 482 | \$ 1,045.00 | 274 | \$ 684.00 | 191 |
| Annual Membership Sales | \$ 765.00 | 63 | \$ 330.00 | 34 | \$ 460.00 | 40 | \$ 210.00 | 23 |
| Rentals/Permit Groups | \$ - | 0 | \$ 40,639.20 | 9424.5 | \$ 43,890.80 | 10296 | \$ 39,680.00 | 9701.5 |
| Special Events/Rentals | \$ - | 0 | \$ 488.00 | 37 | \$ 1,701.00 | 190 | \$ 1,440.00 | 60 |
| Hilltop | \$ 3,971.00 | 1,576.00 | \$ 146.00 | 30.00 | \$ - | - | \$ - | - |
| TOTAL | \$15,692.30 | 1,731 | \$87,649.20 | 17,306 | \$89,116.80 | 18,525 | \$74,265.75 | 17,563 |

Participation Summary



Total Participation August-November 55,124

Revenue Summary



Total Revenue August-November \$266,724.05