



**AGENDA
CITY OF EL SEGUNDO
RECREATION AND PARKS COMMISSION
6:00 PM
CITY COUNCIL CHAMBER
350 MAIN STREET
EL SEGUNDO, CA 90245
JANUARY 21, 2026**

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 December 17, 2025

Recommendation -

1. Approve the Recreation and Park Regular Meeting Minutes from December 17, 2025.
2. Alternatively, discuss and take other action related to this item.

B. NEW BUSINESS

2. Employee Spotlight: Shawn Green

Recommendation –

1. Receive and file the Employee Spotlight for Shawn Green.
2. Alternatively, discuss and take other action related to this item.

C. UNFINISHED BUSINESS

3. Aquatics Lane Allocation Policy

Recommendation –

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

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: January 15, 2026

TIME: 5:00 PM

BY: Viviann Gonzalez, Senior Administrative Specialist II

REGULAR MEETING MINUTES OF THE EL SEGUNDO RECREATION & PARKS
COMMISSION
WEDNESDAY, DECEMBER 17, 2025

CALL TO ORDER – Chairperson 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)

None

A. CONSENT CALENDAR

1. MOTION by Vice Chairperson Watson, SECONDED by Commissioner Cavagnolo, approving Regular Commission meeting minutes of November 19, 2025, MOTION PASSED. 4/0/1. *Chairperson Motta abstained as he was not present at the meeting.*

B. NEW BUSINESS

2. Employee of the Year

Director of Recreation, Parks, and Library Aly Mancini highlighted the achievements of Employee of the Year, Ben Gutierrez. Parks Facility Maintenance Technician Gutierrez thanked staff and the Commission for the recognition.

Parks Superintendent Christopher Hentzen noted a correction to Gutierrez's job title, clarifying that it is Parks Facility Maintenance Technician not Parks Maintenance Worker II.

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

Recreation Manager Linnea Palmer presented the Sport Court Analysis and Recommendations. Commissioner Lubs asked questions regarding reservations, revenue, paint texture, and court layout. Commissioner Cavagnolo asked whether court reservations were primarily made by residents or non-residents. Vice Chairperson Watson questioned whether additional pickleball programming would be added if changes were to be made to the courts. Chairperson Motta inquired about potential paint buildup when painting new lines and asked for staff's recommendation. Recreation Manager Palmer and Director Mancini provided additional information.

Commissioner Stolnack expressed concern about allowing a single sport to dominate the court usage and recommended viewing live photos of the proposed court markings to assess whether they would be visually distracting. Commissioner Lubs asked whether the item could be brought back for further discussion regarding programming and resident usage if programming were to be changed. Recreation Manager Palmer provided additional information.

MOTION by Commissioner Lubs, SECONDED by Vice Chairperson Watson, approving the layout of Option 1. MOTION PASSED. 3/2.

4. Transportation Subcommittee

Director Mancini led the discussion on the Transportation Subcommittee. Vice Chairperson Watson expressed frustration stating that similar work and recommendations had been completed in the past without resulting action. She questioned the need of forming the subcommittee and asked whether Dial-A-Ride would be included. Director Mancini and Recreation Manager Palmer provided additional information.

Chairperson Motta asked Vice Chairperson Watson whether she would be interested in serving on the subcommittee or if she was opposed to its formation. Vice Chairperson Watson provided additional information.

Chairperson Motta appointed Vice Chairperson Watson and Commissioner Cavagnolo to the Transportation Subcommittee.

5. Aquatics Lane Allocation Policy

Aquatics Manager Joseph Lormans presented the Aquatics Lane Allocation Policy. Commissioner Cavagnolo noted a correction regarding the percentages assigned to residency-based priority groups and asked whether any groups currently occupy the top two priority tiers. He also inquired whether the policy applies only to the reallocation of groups and time slots, as well as how resident verification would be handled. Vice Chairperson Watson asked whether the proposed policy would change the current order of lane allocation and clarified that the Commission, not the Aquatics Subcommittee, should serve as the final decision-making authority. Chairperson Motta stated that staff should work through the process first and, if unresolved, bring the matter to the Commission for final determination. Aquatics Manager Lormans provided additional information.

Chairperson Motta recommended revising the reference in the Lane Allocation Policy Draft from “City of Wiseburn residents” to “residents of the Wiseburn Unified School District”. Director Mancini recommended that the item be brought back to the Commission with proposed revisions.

C. UNFINISHED BUSINESS

None

D. DIRECTOR'S REPORT

Director Mancini reported that Candy Cane Lane has kept the department busy, noting that staff have done a great job stepping up to meet the increased demands. Commissioner Cavagnolo inquired about her report at the Council meeting. Vice Chairperson Watson asked about the final date of the event. Commissioner Stolnack expressed concerns regarding the reduced number of trashcans this year and asked about the vendor sales schedule. Director Mancini provided additional information.

Director Mancini also announced a community photo contest in which residents will select ten winning photos to be displayed on the donor wall at the Plunge. The submission deadline is Friday, December 19.

E. STAFF COMMENTS

Recreation Manager Palmer thanked staff for their assistance with Joy Around the World and for their efforts during the busy season.

Parks Superintendent Hentzen announced that the ball fields are closed due to ongoing field renovations. He noted that raised areas and drainage issues on Stevenson field would be addressed.

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 Friday, December 19.

Commissioner Lubs congratulated Parks Facility Maintenance Technician Gutierrez on being selected as Employee of the Year.

Commissioner Cavagnolo provided updates from the Aquatics Subcommittee meeting held on Monday, December 15.

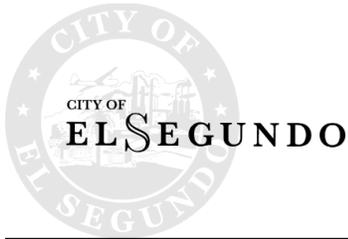
Vice Chairperson Watson thanked staff for their hard work, congratulated Parks Facility Maintenance Technician Gutierrez on being recognized as Employee of the Year and wished everyone happy holidays.

Chairperson Motta announced that he had been selected as Older American of the Year and thanked Recreation Supervisor Ryan Delgado for the recognition. He expressed appreciation to the Recreation, Parks, and Library Department for their support throughout the year and wished everyone happy holidays.

Adjourned at 7:39 PM

Viviann Gonzalez

Viviann Gonzalez, Senior Administrative Specialist II



TITLE:

Aquatics Lane Allocation Policy

RECOMMENDATION:

1. Adopt 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".

This policy was presented to the Recreation and Parks Commission at its regular December meeting, during which the Commission provided feedback on wording and grammatical corrections.

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:

- 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 adopt this policy or provide feedback and alternative discussion.

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

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

Revised January 15th 2026

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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.

Members residing within the Wiseburn Unified School District boundaries will be counted towards the residency requirement for lane allocations at the Aquatics Center 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; Wiseburn Unified School District related programs (At Aquatics Center Only)
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 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.

The Recreation and Parks Commission 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 Program

The pool space and lane allocation timeline will run in 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.

The allocation period will run from September 1 through the end of August the following year.

All requests shall be submitted by July 1st. The City of El Segundo will notify teams of their lane allocations in advance in order to provide groups with confirmed schedules approximately six 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.

Yearly Allocation Schedule

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.

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 the amount stated in the user group’s contract. 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 the 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 agree 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/WUSD resumes use of lanes 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: January 21, 2026
TO: Recreation and Parks Commission
FROM: Aly Mancini, Director
SUBJECT: Department Report

Council Items

December 16, 2025:

Update Re: Candy Cane Lane

Recreation, Parks, and Library Director, Aly Mancini, along with Police Chief, Saul Rodriguez, and Community Development Director, Michael Allen, provided Council with an update on Candy Cane Lane regarding traffic, parking and food sales at the event. City Council directed staff to continue the approved plan of 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 10:00 pm.

Contract with Rec Technologies, Inc.

City Council authorized the City Manager to execute a contract with Rec Technologies, Inc. in the amount of \$237,310 for the four-year term. Council approved for this project to be exempt from the formal bidding process requirements pursuant to El Segundo Municipal Code 1-7-9(A) and 1-7-9(C).

January 6, 2026:

No council meeting took place on January 6, 2026.

CIP Updates

Recreation Park Renovation Project

90% of the 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 currently in the bid evaluation and selection phase. 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 January 26, 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 – December 2025

Social Media

Attachment B - Social Media Analytics – December 2025

Adult Sports

Adult 7v7 Soccer League

- Fall 2025 adult soccer league finals took place on December 12. The League Champion this season is team "Craig Tools".
- 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
- The Winter 2026 league is open for registration and league play will begin on January 15.

Adult Pickleball Tournament – Jinglefest 2025

- The annual Jinglefest Pickleball Tournament took place on December 6.
- The tournament had a total of 147 teams and 294 participants.
 - 54 El Segundo Resident Teams
 - 93 Non-Resident Teams
- The total revenue from this league is \$9,822.00

Adult Basketball League

- Registration for the Winter 2026 league began on December 29. There are 5 teams committed so far with registration closing on January 13.
- The league will begin on January 18. Final registrations, revenues, and residency number will be available next month.

El Segundo Youth Basketball League

- Registration for the El Segundo Youth Basketball League is now closed with a total of 260 registered participants.
 - 229 El Segundo Resident Participants

- 31 Non-Resident Participants
- 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 games began on Saturday, December 6th. The league took a two-week hiatus during the ESUSD winter break and resumed in January.

Teen Center

In December, the Teen Center operated at full staffing levels and remained open for drop-in use six days a week, totaling 24 operational days. Throughout the month, the center welcomed an impressive 1,564 teen visits. Overall, the Teen Center averaged approximately 13 teens per hour throughout the month.

Club Cowabunga

December had a high of 17 students who got to partake in weekly themed crafts. In the month of December, ESUSD was out of school from December 22nd through January 2nd when Winter camp was held.

- Club Cowabunga
 - December 22-26: 28 attendees
 - December 29-January 2: 27 attendees
- Tiny Tot
 - December 22-26: 18 attendees
 - December 29-January 2: 26 attendees

Gordon Clubhouse

The Clubhouse and its various rooms were reserved/activated a total of 112 times totaling, 247 hours in December for recreation activities, camps, meetings, and rentals.

Contract Classes	Number of Participants
B.E.S.T. All Star 4-Sport Multisport (2-4 Years)	3
B.E.S.T. All Star 4-Sport Multisport (5-7 Years)	1
B.E.S.T. Basketball Training (6-9 Years)	5
B.E.S.T. Soccer for Tots (2-4 Years)	1
Non School Day, Full Day – 12/22 (TK-5 th Grade)	2
Nutcracker REMIXED	16
Lego Robotics & Engineering Camp (2 Days)	11
Gymnastics Explorers (18 Month- 4 Years)	7
Gymnastics Academy (6-14 Years)	7
Ninja Gym Gymnastics (6-13 Years)	3
Zumba! – Mondays	5

Zumba! – Wednesdays	5
Tapping for Fun and Exercise – Beginner	11
Tapping for Fun and Exercise – Intermediate	10
Family Wellness Monthly Afterschool Care	4
Sportball: Soccer/T-Ball (3-5 Years)	1
Basic Cooking for Kids (6-12 Years)	2

Athletic Grace Dance Studio

- Performance – Nutcracker REMIXED
 - Participants:
 - 8 Residents/8 Non-Residents (16 total)
 - Shows: 12/5-12/6
 - 123 total tickets sold

Joslyn Center

Facility Rentals

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

- 19 External Reservations – 37 hours - \$1,309.00
- 25 Internal Reservations – 70.5 Hours

Dial-A-Ride

- Concierge Rides – 681
- Lyft Pass Rides – 196

Meals Outreach

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

The following is the breakdown of contract class registration for December 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	26
Canasta	18
Bridge	24
General Meetings/Luncheon	32
Board Meeting	5

Sit-N-Knit	30
Thursday Movies	7
Chess Club	6

Farmers' Market

December 4, 2025 (During Joy Around the World)

- Prepackaged Vendors: 14
- Produce Vendors: 3
- Craft Vendors: 3

Total Vendors: 20

Total Revenue: \$1,754.00

December 11, 2025

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

Total Vendors: 20

Total Revenue: \$1,081.00

December 18, 2025

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

Total Vendors: 21

Total Revenue: \$1,010.00

No Farmer's Market on 12-25-25 due to Christmas holiday

Parks

Park Inspections

Attachment C: Park Inspection Matrix – December 2025

Parks, Projects, Improvements

- Routine maintenance continues throughout the parks
- Staff responded to several service requests
- Holiday decorations removed
- Field renovations in progress

Trees

- City tree crew trim requests, removals, and tree planting

Aquatics

This December, the Aquatics section hosted all regular programming including Water Aerobics, adaptive swim lessons, lap swimming, recreation swim, user, and user groups. Additionally, the aquatics section ran a lifeguard course bringing in \$4,387.00 in revenue and hosted the US Coast Guard.

Additional highlights include the following:

- *Class Registration*: \$6,458.50 in revenue with 447 participants.
- *Lap/Recreation Swimming*: \$23,782.00 in revenue with 6,648 participants.
- *Rentals/Permit Groups*: \$38,304.70 in revenue.

Staffing

- Lifeguard interviews were conducted to continue hiring for the Plunge opening
- 8 trainings were conducted
- The Aquatics Staff Holiday party was hosted

Attachment D – Aquatics Stats – December 2025

ATTACHMENTS

Attachment A: Checkout Reservation Report – December 2025

Attachment B: Social Media Analytics – December 2025

Attachment C: Park Inspection Matrix – December 2025

Attachment D: Aquatics Stats – December 2025

Facility Report Summary - December 2025

Racquet Sport Courts

Facility	Total Hours Reserved	Amount paid
Paddle Tennis	41	\$ 210.00
Total	41	\$ 210.00
Pickleball Court 1	224	\$ 1,770.00
Pickleball Court 2	197	\$ 1,410.00
Pickleball Court 3	232	\$ 1,730.00
Pickleball Court 4	232	\$ 1,660.00
Pickleball Court 5	181	\$ 1,420.00
Pickleball Court 6	170	\$ 1,310.00
Pickleball Court 7	176	\$ 1,010.00
Pickleball Court 8	175	\$ 1,050.00
Total	1587	\$ 11,360.00
Tennis Court 1	153	\$ 1,410.00
Tennis Court 2	155	\$ 1,540.00
Tennis Court 3	147	\$ 1,420.00
Tennis Court 4	99	\$ 830.00
Tennis Court 5	169	\$ 420.00
<i>ESUSD Total hours</i>	0	\$ -
Total	723	\$ 5,620.00
Volleyball Court 1	49.3	
Volleyball Court 2	49.3	
Total	98.6	\$ -
Basketball Court	1.3	\$ -
Total	1.3	\$ -
Hockey Rink		
ES Inline	93	\$ -
Private Rentals	6.5	\$ 492.00
Total	99.5	\$ 492.00

Field Reservations

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

Total	0 \$	-
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Stevenson Field

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

Softball Field

ESHS	2 \$	-
ESGS	4 \$	-
Private Rentals	0 \$	-
City Internal Reservations	13 \$	-
Total	19 \$	-

Campus El Segundo(1/2 field)

AYSO	1.5 \$	-
ESLAX	0 \$	-
Private Rentals	40 \$	2,837.85
City Internal Reservations	3 \$	-
Total	44.5 \$	2,837.85

Campus El Segundo(full field)

ESHS	42 \$	-
AYSO	303 \$	-
ESLAX	18 \$	-
ESLL	0 \$	-
ES Football & Cheer	0 \$	-
Private Rentals	67 \$	8,132.89
City Internal Reservations	6 \$	-
Total	436 \$	8,132.89

Richmond Field

ESHS	4 \$	-
ESGS	88 \$	-
AYSO	0 \$	-
ESLL	0 \$	-
Private Rentals	0 \$	-
City Internal Reservations	0 \$	-
Total	92 \$	-

Center Street Bakalyar Field

ESHS	0 \$	-
ESGS	0 \$	-
AYSO	0 \$	-
ESLL	101.75 \$	-

Private Rentals	8 \$	536.00
City Internal Reservations	0 \$	-
Total	109.75 \$	536.00

Center Street Walton Field

ESHS	0 \$	-
ESGS	0 \$	-
AYSO	0 \$	-
ESLL	37 \$	-
Private Rentals	0 \$	-
City Internal Reservations	0 \$	-
Total	37 \$	-

Center Street Walton Field (Rookie)

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

Other Facility Reservations

Facility	Total Hours Reserved	Amount paid
Skate Circle	9 \$	-
Total	9 \$	-
Hilltop Park Picnic Areas	0	-
Total	0 \$	-
Checkout Grass Area	11.15 \$	-
Total	11.15 \$	-
Bounce House (Total not Hours)	12 \$	784.00
Total	12 \$	784.00
Picnic Tables	28 \$	931.00
Total	28 \$	931.00
BBQ Area	6 \$	402.00
Total	6 \$	402.00
Fire Circle	2 \$	270.00

Total		
Lawn Bowling	4.3	\$ -
Total		
	4.3	\$ -

Raytheon Facilities

Facility	Total Hours Reserved	Amount paid
Ball Field 1		
ESLL	24	\$ -
ESGS	0	\$ -
Total		
	24	\$ -

Ball Field 2		
ESLL	0	\$ -
ESGS	16	\$ -
Total		
	16	\$ -

Raytheon Field		
AYSO	0	\$ -
Private	19.5	\$ 594.75
Total		
	19.5	\$ 594.75

RPL INSTAGRAM

	Previous Month	December
Followers end month	4,047	4,080
Number of posts	7	9

RPL FACEBOOK

	Previous Month	December
Followers end month	3,575	3,589
Number of posts	7	9

Monthly Park Inspection

Campus El Segundo

Status	Due Date	Park	Date of Inspection	Staff Name	Area	Assessment	Plan of Action
Working on it	1/12/2026	Campus El Segundo	11/4/2025	Hentzen	Perimeter/courtyard	Mulch perimeter planters Install ground cover west side courtyard planter	contractor install mulch and ground cover
Working on it			12/31/2025	Hentzen	East Planter		completed

Dog Park

Status	Due Date	Park	Date of Inspection	Staff Name	Area	Assessment	Plan of Action
Working on it	4/13/2026	Dog Park	1/7/2026	Casillas	Perimeter	Fencing repair Slope repair Swing gate repair	Contractor Public Works project

Hilltop Park

Status	Due Date	Park	Date of Inspection	Staff Name	Area	Assessment	Plan of Action
Working on it		Hilltop Park	11/12/2025	Casillas	Park	Clean Pool closed for winter	Contractor continue maintenance

Independence Park

Status	Due Date	Park	Date of Inspection	Staff Name	Area	Assessment	Plan of Action
Working on it			1/7/2026	Travis Morris	Open space park	DG walkway edging	Edging completed Sign repaired

Recreation Park

Status	Due Date	Park	Date of Inspection	Staff Name	Area	Assessment	Plan of Action
Working on it		Recreation Park	11/5/2025	Casillas and Haro	Park	Court distressed walls and fencing Lower playground surfacing	Public works project Playground design schematics
Working on it			1/7/2026	Casillas and Haro	Park	Court walls	Bids in progress

COMPLETED

Status	Due Date	Park	Date of Inspection	Staff Name	Area	Assessment	Plan of Action
Completed		Clutters Park	11/12/2025	Hentzen	Park	Clean	contractor ongoing maintenance

Monthly Park Inspection

Completed	1/12/2026	Constitution Park	11/12/2025	Morris	open space park	Rehab park sign	Staff repair
Completed		Medians	11/4/2025	Hentzen, Haro	Median islands	clear of trash and weeds	Brightview maintenance
Completed		Clutters Park	11/4/2025			Clean	
Completed	1/5/2026	Acacia Park	11/4/2025	Moreno	Park	Turf bare areas Mulch planters	Contractor reseed and install mulch
Completed		Holly Valley Park	11/4/2025	Haro	Park	Clean, good shape	Contractor continue maintenance
Completed		Sycamore Park	11/4/2025	Hentzen	Park	Clean, good shape	Contractor continue maintenance
Completed		Acacia Park	11/4/2025	Haro	Park	Clean, good shape	Contractor continue maintenance
Completed	1/12/2026	Candy Cane Park	11/4/2025	Moreno	Park	Fence peeling paint Play ground surface patch	paint fence Repair surface areas patching
Completed			1/6/2026	Noe Moreno			
Completed			1/6/2026	Noe Moreno			
Completed			1/7/2026	Hentzen		good shape	
Completed			1/7/2026	Travis morris	Open space park	sign repaired	
Completed			1/7/2026	Travis Morris	Open space park	DG walkway edge	edging completed
Completed	1/13/2026	Freedom Park	11/4/2025	Morris	Open space park	Weeds in planters DG walkways rehab	Contractor maintenance weeds DG pathways CIP
Completed			1/8/2026	Santos haro	Park	good shape	
Completed			1/8/2026	Joseph Casillas	Park	Good shape	
Completed	1/12/2026	Independence Park	11/4/2025	Morris	Open space park	DG pathways rehab Signage rehab Fence repair	Add DG Sign repair Fence repair
Working on it			1/8/2026	Hentzen	Park	Good shape	Gazebo roof repair in progress
Completed			1/8/2026	Hentzen	Park	Good shape	
Completed			1/8/2026	Travis Morris	Open space park	Pathway edging	Edging completed
Completed	1/12/2026	Washington	11/12/2025	Morris	Open space park and playground	Dg pathways rehab	Add DG to pathways



Total AC
Lane
hours:
6117

December 2025 Report

Aquatics Center Instructional Programming		Lane Hours	\$	Number of Participants	Unique participants
Contract Classes					
	Naomi's Hiit Water Aerobics	164	\$ 5,474.00	440	71
	Swim With Me	10	\$ 422.00	1	
	Fluid Movement	20	\$ 212.50	1	
Swim Lessons					
	Group	48	\$ 360.00	5	
	Semi-Private and Private		\$ -		
Totals			\$ 6,468.50	447	

Aquatics Center Public Drop In Programming			\$	Number of Customer Lane Uses	
Public Swim					
	Reservations	5207	\$ 10,907.00	6250	839
	Lap Swim Drop in	476	\$ 897.00	284	130
	Recreation Swim	192	\$ 434.00	114	32
Totals			\$ 12,238.00	6648	

Annual Membership Sales at the Aquatics Center			\$	Memberships sold	
Wiseburn Rec IDs	Adult ID		\$ 135.00	9	
Wiseburn Rec IDs	Senior ID		\$ 15.00	3	
Wiseburn Rec IDs	Youth ID		\$ 40.00	4	
Wiseburn Rec IDs	Infant ID		\$ -		
Totals			\$ 190.00	16	

El Segundo Rec IDs	Adult ID		\$ 210.00	14	
El Segundo Rec IDs	Senior ID		\$ 25.00	5	
El Segundo Rec IDs	Youth ID		\$ 40.00	4	
El Segundo Rec IDs	Infant ID		\$ 5.00	1	
Totals			\$ 280.00	24	

Membership Sales			\$	Passes Purchased to use towards Lane Rentals	
El Segundo Resident Punch Passes					
	10 Punch Pass		\$ 132.00	3	
	20 Punch Pass		\$ -		
	30 Punch Pass		\$ 675.00	9	
El Segundo Resident Membership Passes					
	Annual		\$ 1,100.00	3	
Wiseburn Resident Punch Passes					
	10 Punch Pass		\$ 27.00	1	
	20 Punch Pass		\$ 195.00	2	
	30 Punch Pass		\$ 451.00	5	
Wiseburn Resident Membership Passes					
	Annual		\$ -		
Non-Resident Punch Passes					
	10 Punch Pass		\$ 1,297.00	26	
	20 Punch Pass		\$ 1,112.00	11	
	30 Punch Pass		\$ 4,855.00	35	
Non-Resident Membership Passes					
	Annual		\$ 1,700.00	3	
Totals			\$ 11,544.00	98	

Aquatics Center Permit Groups		Lane Hours	\$	Estimated Participants (4 to 5 per lane)	
Beach Cities Alpha		1430.00	\$ 21,252.00	5720	
SCAQ		426.00	\$ 7,488.00	1704	
South Bay United		464.00	\$ 4,547.20	1392	
Tower 26		107.25	\$ 1,930.50	321.75	
Trojan		255.00	\$ 2,499.00	510	
Coastal		60.00	\$ 588.00	120	
Totals		2742.25	\$ 38,304.70	9767.75	

Events + Special Programming			\$	Number of Participants	
US COAST GUARD	12/15/2025	4.00	\$ 216.00	10	
Lifeguard Course	12/27-12/28		\$ 4,387.00	20	
Totals			\$ 4,603.00	30	

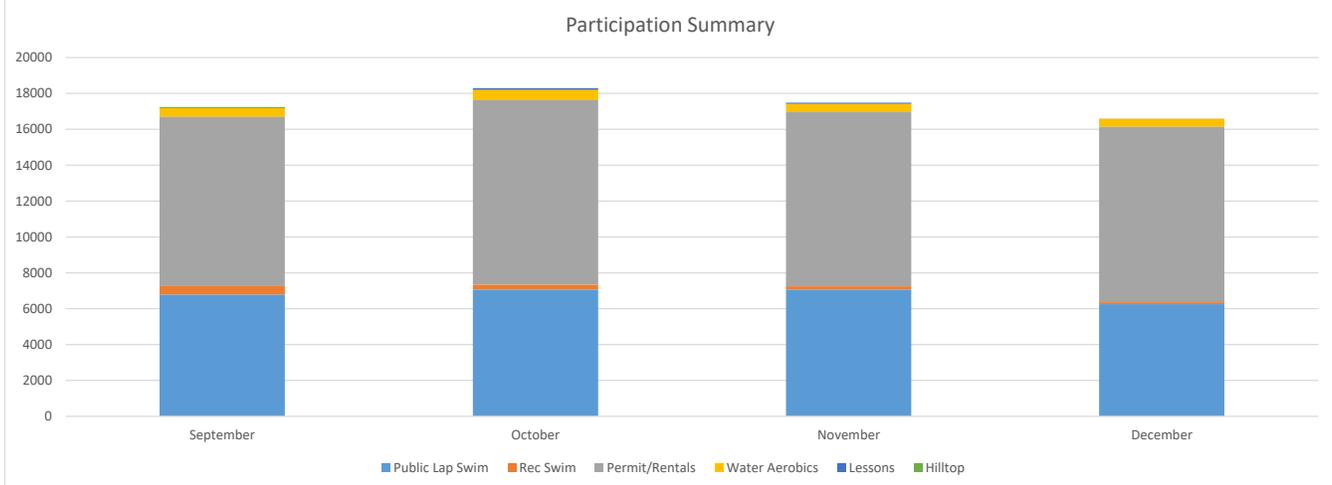
Total Revenue		Estimated Amount of Visitors in December	
TOTAL \$ 73,628.20		17030.75	



AQUATICS September-December

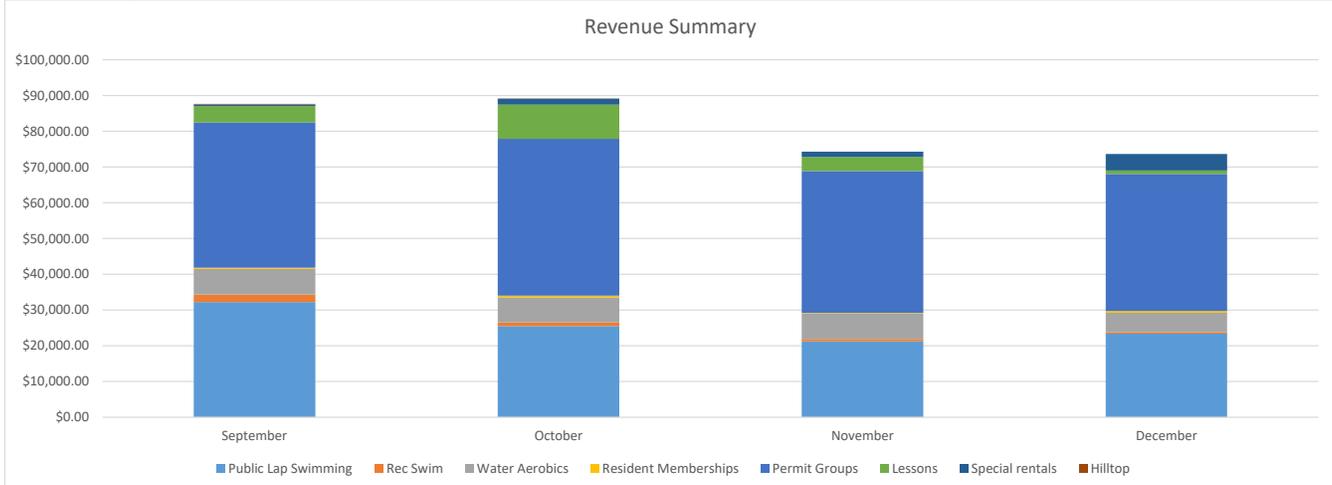
Monthly Statistics	September		October		November		December	
	Revenue	Participation	Revenue	Participation	Revenue	Participation	Revenue	Participation
Water Aerobics	\$ 7,144.00	508	\$ 7,006.00	570	\$ 7,072.00	469	\$ 5,474.00	440
Lesson Programming	\$ 4,552.00	13	\$ 9,539.00	96	\$ 3,947.75	59	\$ 994.50	7
Lap Swimming	\$ 32,222.00	6777	\$ 25,475.00	7059	\$ 21,232.00	7059	\$ 23,348.00	6250
Family/Rec Swim	\$ 2,128.00	482	\$ 1,045.00	274	\$ 684.00	191	\$ 434.00	114
Annual Membership Sales	\$ 330.00	34	\$ 460.00	40	\$ 210.00	23	\$ 470.00	40
Rentals/Permit Groups	\$ 40,639.20	9424.5	\$ 43,890.80	10296	\$ 39,680.00	9701.5	\$ 38,304.70	9767.75
Special Events/Rentals	\$ 488.00	37	\$ 1,701.00	190	\$ 1,440.00	60	\$ 4,603.00	10
Hilltop	\$ 146.00	30.00	\$ -	-	\$ -	-	\$ -	-
TOTAL	\$87,649.20	17,306	\$89,116.80	18,525	\$74,265.75	17,563	\$73,628.20	16,629

Participation Summary



Total Participation September-December 70,022

Revenue Summary



Total Revenue September-December \$324,659.95