



Regular Meeting of the Recreation & Parks Commission

AGENDA

Wednesday, June 19, 2024
City Council Chamber, City Hall
6:00 pm
350 Main St. El Segundo, CA
90245

COMMISSIONERS

Bob Motta	Chairperson
Kelly Watson	Vice-Chairperson
Dave Lubs	Commissioner
Julie Stolnack	Commissioner
Marc Cavagnolo	Commissioner
Aly Mancini	Recreation, Parks & Library Director
Linnea Palmer	Recreation Manager
Christopher Hentzen	Parks Superintendent

The Recreation and Parks Commission with certain statutory exceptions, can only take action on properly posted and listed agenda items.

Unless otherwise noted in the agenda, the public can only comment on City-related business that is within the subject matter jurisdiction of the Recreation and Parks Commission, and items listed on the Agenda during the Public Communications portion of the meeting. The time limit for comments is five (5) minutes per person, maximum 30 minutes.

Before speaking to the Recreation and Parks Commission, please state: your name, residence, and the organization you represent, if desired. Please respect the time limits. While comments are welcome, the Recreation and Parks Commission may not take action on any matter not on this Agenda. Arts and Culture Advisory Committee members may respond to comments after the Public Communications is closed.

Members of the Public may provide comments electronically by sending them to Aly Mancini, Recreation and Parks Director amancini@elsegundo.org (310-524-2730).

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.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE – Commissioner Lubs

C. ROLL CALL

D. PRESENTATIONS

E. PUBLIC COMMUNICATIONS – *(Related to Commission business only and that is within the subject matter under the jurisdiction of the Commission – 5 minutes per person; 30 minutes total. The Brown Act does not allow the Commission to take action on any item not on the agenda.)*

F. CONSENT CALENDAR

1. Approval of the minutes of the Recreation and Parks Commission meeting of April 17, 2024. (Commission Action Required).

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Field Allocation Policy Update
Rachel Cummings, Recreation Supervisor

Recommendation:

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

2. Change Name and Scope of Recreation Park Renovation Committee to Park Renovation Subcommittee

Recommendation:

1. Approve name change and additional scope,
2. Alternatively, discuss and take other action related to this item.

3. REPORTS

a. REPORTS OF SUBCOMMITTEES

- Aquatics Subcommittee
- Transportation Subcommittee
- Youth Sports Council
- Recreation Park Renovation Subcommittee

2. DIRECTOR'S REPORT

Aly Mancini, Recreation, Parks & Library Director

4. COMMISSIONERS COMMENTS

- Commissioner Lubs
- Commissioner Stolnack
- Vice Chairperson Watson
- Chairperson Motta

5. STAFF COMMENTS

Linnea Palmer, Recreation Manager
Christopher Hentzen, Parks Superintendent
Aly Mancini, Recreation, Parks & Library Director

ADJOURNMENT

Posted By:

Date: 06/14/2024

Time: 3:30 P.M.

Name: Jacob Von Winckelmann



RECREATION AND PARKS COMMISSION
Meeting Minutes
Wednesday, April 17, 2024, 6:00 p.m.

A. CALL TO ORDER – The meeting of the Recreation and Parks Commission was called to order by Chairperson Motta at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE – Led by Chairperson Motta.

C. ROLL CALL –

Commissioner Jeanette Gant	Present
Commissioner Julie Stolnack	Present
Commissioner Dave Lubs	Present
Vice Chairperson Kelly Watson	Present
Chairperson Bob Motta	Present

D. PRESENTATION

1. Employee Spotlight – Noe Moreno, Parks

Parks Superintendent Christopher Hentzen provided the Employee Spotlight presentation on Noe Moreno.

2. Abandoned Reservoir Project, Hilltop Park

James Rice from Public Works provided an update on the Abandoned Reservoir Green Space Project at Hilltop Park.

3. Pump Station Update

James Rice provided a brief update on Pump Station 16, with a short-term solution of upgrading pumps and engines to make it operational, and a long-term solution of completely upgrading the pump with new equipment.

E. PUBLIC COMMUNICATIONS – *(Related to Commission business only and that is within the subject matter under the jurisdiction of the Commission – 5 minutes per person; 30 minutes total. The Brown Act does not allow the Commission to act on any item, not on the agenda.)*

Community Member Kolonel Yuri discussed how roses in the Rose Garden are

being destroyed during events in the park. Yuri requested that the Commission ask City Council for 30 tomato plant cages, along with signage for the plants and trees that they manage.

Coach Steve Wood thanked El Segundo Recreation and Parks for their continuous inclusiveness, and shared about a 5-year action plan to bring Onondaga to El Segundo.

F. CONSENT CALENDAR

1. APPROVAL OF THE MINUTES of the Recreation and Parks Commission Meeting of March 20, 2024. (Commission Action Required)

Motioned by Vice Chairperson Watson, and seconded by Commissioner Lubs, to approve the minutes of the February 21, 2024, meeting with the spelling correction of Barbara Boland's name. Motion carried 5-0.

G. UNFINISHED BUSINESS

H. NEW BUSINESS –

1. Transportation Committee

Recreation Supervisor Ryan Delgado presented a proposal for a new Transportation Committee.

Motioned by Vice Chairperson Watson to move the Transportation Committee forward, seconded by Commissioner Gant. Motion carried 5-0.

I. REPORTS

1. REPORTS OF SUBCOMMITTEES

- a. Aquatics Subcommittee – Member Gant briefly presented what the Subcommittee has been working on at the City Council Meeting on April 16, 2024.
- b. Transportation Subcommittee – Did not meet.
- c. Youth Sports Council – Did not meet.
- d. Recreation Park Renovation Subcommittee – Agreed on two options for the skatepark and basketball court renovation, which were shared at the MIG kickoff meeting on April 16, 2024.

2. DIRECTOR REPORTS

Director Mancini provided a report with updates for the Commission members and opened the floor for questions.

3. Recreation Quarter Report

Acting Recreation Manager Palmer provided a review presentation of the third quarter.

4. Administrative Section Report

Director Mancini provided a brief staffing update.

J. COMMISSIONERS COMMENTS

Commissioner Lubs – No comment.

Commissioner Stolnack – No comment.

Commissioner Gant – Discussed the success of the Egg Hunt pivot, the vacancies in Aquatics, and the positives of auto renewal membership with policies set in place. She also notified the Commission that it would be her last meeting.

Vice Chairperson Watson – Thanked Commissioner Gant for her work, and also mentioned how successful the Inter-Club Swim Meet was.

Chairperson Motta – Congratulated Noe Moreno on his Employee Spotlight.

L. STAFF COMMENTS

Acting Recreation Superintendent Linnea Palmer

Palmer discussed the success of the Awards and Installation Banquet for District 9, and mentioned how Jaye O’Riley, Jaclyn Paetzold, and Bailey Myers were recognized.

Parks Superintendent Christopher Hentzen

Hentzen stated that the date for the Pollinator Garden planting is April 30, 2024. He also attended the kickoff meeting for the new El Segundo entry sign.

Director Mancini

Mancini stated that there was a Recreation Park Renovation kickoff meeting with MIG on April 16, and a kickoff meeting for The Plunge project on April 17.

M. ADJOURNMENT

Adjourn to the next meeting on May 15, 2024, at 6:00 pm.

The meeting adjourned at 6:58 pm.



Recreation and Parks Commission Agenda Statement
Meeting Date: May 15, 2024
Agenda Heading: Approval/Recommendation

TITLE:

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

RECOMMENDATION:

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

FISCAL IMPACT: None.

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

BACKGROUND:

The Athletic Field/Facility Use and Allocation Policy was originally created in 2004 by the Recreation and Parks Department with assistance from various El Segundo youth sports representatives. The policy established guidelines for the allocation of field space for user groups utilizing City athletic fields and facilities, and also outlined governing rules for the Youth Sports Council and its charter organizations.

Since its creation 20 years ago, the policy has undergone several revisions and amendments. To evolve with the changes over time with the various user groups and city resources, it is again necessary to review and revise the policy to improve its enforceability, clarity, and consistency.

Additionally, in July 2014, the City Council approved a "Per Player Fee" to be instituted to Youth Sports Organizations utilizing the city athletic facilities. The purpose of the fee is to provide partial cost recovery for the expenses incurred by the City to maintain and prepare the fields and facilities for their use. The fee was established as \$10 per El Segundo Resident and \$30 per Non-El Segundo Resident on the organizations' annual rosters. Since the institution of the per player fee, the rates have increased to their current rate of \$15 per El Segundo Resident and \$40 per Non-El Segundo Resident.

DISCUSSION:

In March 2024, a subcommittee was formed which included Department Staff and two members of the Recreation and Parks Commission to assist the Department with updating the policy to as deemed necessary since its last amendment in 2022. The subcommittee met and updated the document to be consistent with department changes,

TOPIC (Athletic Field/Facility Use and Allocation Policy)

5/15/2024

Page 2 of 2

Joint Use Agreement updates, facility maintenance needs and expectations, and City license agreement requirements.

Recreation, Parks, and Library Staff recommend that the Recreation and Parks Commission approve the revisions to the Athletic Field/Facility Use and Allocation Policy.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service and Engagement

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

Objective C: Institute process streamlining and service-oriented practices.

PREPARED BY: Rachel Cummings, Recreation Supervisor

REVIEWED BY: Linnea Palmer, Acting Recreation Manager

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

ATTACHED SUPPORTING DOCUMENTS:

1. Athletic Field/Facility Use and Allocation Policy



Athletic Field/Facility Use and Allocation Policy

Recreation & Parks Commission

- Approved: December 8, 2004
- Amendments #1 & 2: August 17, 2005
- Amendments #3 & 4: February 15, 2006
- Amendment #5: June 20, 2007
- Revised: June 20, 2007
- Amendment #6: April 16, 2008
- Revised: December 17, 2008
- Revised: February 18, 2009
- Revised: March 18, 2009
- Revised: January, 2015
- Revised: December 14, 2022
- Revised: May 15, 2024

City Council

- Approved: December 21, 2004
- Approved: April 21, 2015

Introduction

The City of El Segundo Recreation, Parks and Library Department, Recreation Division coordinates and issues permits for the use of athletic fields and facilities to organizations and the general public for cultural, social and recreational activities and programs. The City also coordinates the use of **the Richmond Street School Fields** and **Center Street School Fields** which is owned **and maintained** by the El Segundo Unified School District but is scheduled by the City along with Raytheon Fields that are owned and maintained by Raytheon. The purpose of this policy is to outline the City procedure and allocation priority for the permitted use of athletic fields/facilities. Due to the increased demand for the use of City fields it is imperative that all user groups abide by the policies and procedures set forth in this policy.

Athletic fields and facilities are permitted and allocated **quarterly**. The Recreation Division will monitor proper use of allocations and permits. Priority will be given to El Segundo Recreation, Parks and Library Department programs, El Segundo High School, El Segundo Youth group organizations and El Segundo residents.

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

Definition of Terms

Resident Status

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

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

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

Youth Status

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

Non-Profit Status

To qualify as a Non-Profit user, the organization must meet all the criteria below. All Youth Sports Council groups must submit proof of non-profit status annually.

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; must be El Segundo residents.

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

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

Priority Group Qualification: Group 1 – 10

Priority use of fields/facilities will be allocated as follows. **This priority list serves as a guideline for City Staff however the Recreation, Parks, and Library Director retains the right to allocate field space at their reasonable discretion.**

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

Group 2: El Segundo Unified School District related programs.

Group 3: **Organizations part of the El Segundo Youth Sports Council.** Youth programs, organizations, or events with 75% El Segundo residency status. (AYSO, Little League, ESGS) “Everybody Plays” Philosophy.

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

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

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

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

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

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

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

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

Please Note: All regular use El Segundo sports organizations, within Priority Groups 3 – 10 will schedule and play games on Sundays, if necessary, in an effort to allow for allocation of Saturday field time for other user groups within the El Segundo community.

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

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

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

Youth Sports Advisory Committee

The Youth Sports Advisory Committee is a recommending body established and appointed by the Recreation & Parks Commission. Its purpose is to work cooperatively with City Staff in field allocation, help identify field allocation issues, and review field allocation and use policies when necessary. Any and all decisions made by the Youth Sports Council will be considered a recommendation to the Recreation & Parks Commission. Staff will present recommendations at the monthly Recreation & Parks Commission Meetings, when necessary. The Youth Sports Advisory Committee will meet a minimum of 2 times per year for allocation but may additionally meet as needed to discuss pending issues or concerns.

~~Charter~~ Organizations of the Youth Sports Advisory ~~Committee~~ Council

The ~~charter~~ members of the Youth Sports Advisory ~~Committee~~ Council are listed below. These organizations will remain a part of the Youth Sports Advisory Committee regardless of status unless that Organization, the Committee, or the City of El Segundo Recreation, Parks, and Library Department decide otherwise. Each organization below is designated as an “Everybody Plays” organization unless otherwise noted. Organizations wishing to change their name or status must re-apply under the “New Member Organizations” guidelines.

- Eagles of El Segundo Youth Football and Cheer
- El Segundo AYSO
- El Segundo Babe Ruth
- El Segundo Girls Softball
- El Segundo Lacrosse
- El Segundo Little League
- El Segundo Inline Hockey
- El Segundo Unified School District
- El Segundo Youth Volleyball (USYVL)

Voting Member Organizations

All Voting Members must meet and maintain the following:

1. Only those organizations qualifying within Priority Allocation Groups 1 – 4 AND maintaining 75% El Segundo residency (overall organization membership) shall be designated as a voting member organization in the Youth Sports Advisory ~~Commission~~ Council. El Segundo residency status will be monitored through league rosters and will be reviewed bi-annually in February and ~~September~~ August for that organization’s primary season. If at any time a designated voting member organization does not meet these requirements, that organization will lose voting privileges.
2. Any and all organization representatives designated as a voting member must be a current El Segundo resident and maintain El Segundo residency during the course of the designation. El Segundo residency will be monitored through Board rosters and will be reviewed prior to that group’s primary season. If at any time a designated voting member does not meet this requirement, that respective organization must designate a new voting member to the Youth Sports Advisory ~~Committee~~ Council.
3. El Segundo Babe Ruth will maintain voting rights provided their residency remains at or above 60%.

New Member Organizations

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

- Have at least 100 El Segundo Resident Players in their organization
- Submit league rosters containing at least 75% El Segundo Residents
- The organization must be registered as a not-for-profit with the State of California.
- **The organization must be able to provide current liability insurance, City of El Segundo Business License, and worker’s compensation insurance.**
- **All new organizations that are added to the Youth Sports Advisory Council are put on a one-year probation.**

Good Faith Rule

All Youth Sports Advisory Committee will work together in “good faith” to accommodate as many El Segundo based youth sports organizations as possible on City controlled fields.

Per Player Fee

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

1. The per player fee applies to all players and teams that practice or play on City of El Segundo fields during regular season practices and games.
2. If a portion of the league does not utilize a City of El Segundo field, they are not required to pay the fee for those players that do not use the field during the regular season.
3. If a league has teams that come from outside the City to participate in regular season games, then these leagues must either:
 - a. Pay the per player Fee for all teams (Resident and Non-Resident) in their respective organization that utilize City fields.
or
 - b. Pay the per player fee for Resident teams that utilize City fields and in addition pay these per hour rates:
El Segundo Team vs. Non-Resident Team pay ½ ES Non-Profit Field Rate per hour
Non-Resident Team vs. Non-Resident Team pay full ES Non-Profit Field Rate per hour

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

Three Strikes Rule

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

STRIKE ONE

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

STRIKE TWO

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

STRIKE THREE

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

Process for Obtaining Permits

Requests to permit the use of City fields and facilities in El Segundo are made through the City of El Segundo Recreation, Parks, and Library Department, Recreation Division at 401 Sheldon Street, El Segundo. ~~Groups of 10 or more~~ **All groups who wish to utilize an athletic field or facility must complete an appropriate application and the rules and regulations form.**

Fields/facilities are allocated to user groups in ~~bi-annual~~ **quarterly** periods. Youth Sports Advisory Committee Organizations requesting space must submit their request **at or before the Bi-Annual Youth Sports Advisory Committee Field Allocation Meetings**. Organizations may make requests by e-mail or phone, but are still required to sign and submit an Athletic Field/Facility Use Rules and Regulations form, Application and Agreement Request for Use of City of El Segundo facilities, and Hold Harmless and Indemnity Agreement form at the end of this policy. If fields and facilities are not used as requested, permits may be rescinded. Groups or organizations not using fields and facilities as stated may lose their permitted time and/or priority allocation consideration for future allocations per the 3 Strikes Rule. Deadlines for required Youth Sports Organization information and documents are:

- **Proof of Insurance: due by February 1 for spring primary seasons and August 15 for fall primary seasons.**
- **Game and practice schedules: due two (2) weeks prior to that league's respective opening day and will be used by City staff to insure fields are being used as allocated.**
- **Final Board and League Rosters: due one (1) week following final league registration date.**

Multiple-use reservations may be made for more than one date or with recurring weekly use. Any person or organization missing these deadlines will have access to any remaining fields/facilities after the allocation process is finalized on a first come first served basis. **Submission of an Application and Agreement Request for Use of City of El Segundo facilities does not constitute approval.** Approval is given according to allocation policy, after fees are paid and when a permit is issued. Every effort will be made to accommodate user group's use of fields. **Priority of fields will be given to primary season sports, then by priority grouping. This means that primary season holds precedence ONLY within each priority grouping level.**

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

Sport Specific Field Designation & Use

The following fields have been designated as sport-specific athletic fields:

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

***The City retains the right to utilize any field for any City sponsored activity including events and other sport activities.**

Liability Insurance Requirements

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

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

Notice of Field Exchange

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

Notice of Non-Use of Field

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

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

Permit Cancellation

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

- 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.
- City begins work involving any of the facilities.
- Non-adherence to Athletic Field/Facility Use and Allocation Policy or City ordinance.
- ESUSD cancels use of fields under the direction of their administrative office.

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

Post-Season Tournaments

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

Camp/Clinic

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

* Any El Segundo based organization making a "Special Request" of the Recreation & Parks Commission to operate outside of the current Athletic Field/Facility Use & Allocation Policy must send a representative from its current Board to the Recreation & Parks Commission Meeting for which their "Special Request" is agenzized. (Revision: December 2008)

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

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

Miscellaneous Rules

- **All groups** wishing to utilize a field must acquire a permit with the City of El Segundo. Field use permit must be available during use and presented to any City representative upon request. It is the League/organizations president or their Field Coordinator's responsibility to make sure coaches receive and understand that permits must be on site during field use.
- It is the responsibility of the organization president and the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- Use begins and ends at the times stated on the permit including set-up and clean up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit. Check your permit for specific times you may access the fields.
- Use will end at dusk on unlighted fields and by 9 pm or 10 pm on lighted fields except where noted on Site Specific Field Use (page 11). Check your permit for specific times you may access the fields.
- Parking is allowed in designated areas only. No vehicles are allowed on City or District fields or property, other than parking lots, without written permission noted on the permit issued by the City of El Segundo. User groups must inform their participants and spectators to park in facility parking lots and public parking areas.
- Smoking is not allowed at any City of El Segundo facility where youth sports are occurring including tobacco, drugs, or simulated smoking devices.
- Alcoholic beverages are not allowed in City parks, fields, schools, or adjacent areas (E.S. Municipal Code, SEC. 13.04.040)
- Selling food or other items is not allowed without City approval and must be noted on the permit.
- Amplified sound is not allowed on any field without City approval and must be noted on the permit. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
- Banners may not be posted without City approval and noted on your permit.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner's permission.
- Property boundary walls and fences are not to be used as backstops at any time.
- Portable goals and/or markers are allowed but must be removed daily.
- **Any special events (such as opening days, championships, parades, etc.) must be submitted through the City's special event permit process through OpenGov 50 days prior to event.**

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

Starting & Ending Use Times

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

Site Specific Field Use

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

Inclement Weather Field Closures

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

Traffic and Parking

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

Meeting Rooms

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

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

Field Maintenance

Field Duties Between Games by Leagues:

1. First scheduled game is prepped by City Maintenance Staff.
2. Following each game, league coaches or field manager for league, will assign coaches to prep infield.
3. Prepping the infield before games includes:

- a) Drag the infield smooth.
 - b) Water infield brick dust light spray.
 - c) Pitcher's Mound & Home Plate - Rake, tamp mound, remove excess brick dust on grass area and light water spray.
 - d) Chalk Infield.
4. Prepping the fields after the last game includes:
- a) Water infield and mound.
 - b) Clean both dugouts.
 - c) Report scoreboard or field lights that are out of service immediately.

Rest and Renovation

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

Field/Facility Closures

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

The City may close field facilities for any of the following:

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

ANNUAL FIELD CLOSURES

Stevenson Field

2nd week of December – February 14 and July 5th-September 30th

Softball Field

Winter Closure – Field closed December 1st, and opening February 1st.

No summer closure

Richmond ~~Street & Center Street School~~ Field

Maintained by ESUSD

Raytheon Field

Maintained by Raytheon

Brett Field

Winter Closure –Second week of December and opening one week before Opening Day

Summer Closure - Every other year the City will close the field in early September for rest and renovation.

Athletic Field Lining/Marking

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

Field Modifications

Requests to modify or improve any City facility shall be submitted for review to the City of El Segundo Recreation Division for consideration. No permanent structures or equipment shall be erected on facility unless approved by the City and is dedicated for community use.

Requests to modify field size for multiple use shall be submitted for review to the City of El Segundo Recreation Division for consideration. Users may not modify a field for use by more than two teams without approval noted on your permit. Adding additional fields to a site without permission will result in a Strike. Please see "Three Strikes Rule". Modified fields for multiple use will be billed appropriately.

Trash/Field Clean-Up

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

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

Parks Maintenance Staff Field Safety

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

ATHLETIC FIELD/FACILITY USE RULES AND REGULATIONS

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

These rules include but are not limited to:

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

- Wet Field Policy:** Groups may not play on fields closed due to wet field conditions. It is the responsibility of groups to access field closure information by phoning the Recreation, Parks, and Library Department Field Conditions Hotline @ (310) 524-2883 after 12 pm Monday – Friday or after 8 am Saturday and Sunday. A secondary update to field conditions may be made by 12pm on Saturday and Sunday. Each field will be assessed individually for closures.
- Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the *cancellation of current and/or prohibition of future use*.

Applicant Name: _____
(Print)
(Title)

(Signature) (Date)

*Approved by
 City Representative:*

(Print/Signature)

(Date & Title)

Application and Agreement Request For Use of City of El Segundo

Athletic Fields / Facilities

In accordance with the Joint Use Agreement between the City of El Segundo and El Segundo Unified School District, the City will be the responsible agency for scheduling and permitting all City owned and Richmond Street and Center Street fields and athletic facilities located within El Segundo City limits after 4 p.m. weekdays and all day on weekends. Submission of an Application and Agreement Request does not constitute approval. Approval is given according to the allocation policy, field/facility availability, after fees are paid and when a permit is issued.

*El Segundo Recreation Division
401 Sheldon Street, El Segundo CA
90245 Phone 310-524-2700
www.elsegundo.org*

Organization _____

Name of Applicant _____

Address _____ City & Zip _____

Home Phone () _____ Day Phone () _____

Fax Number () _____ E-Mail Address _____

Field/Facility Requested _____

Description of Activity _____

Estimated Attendance _____ Open to the Public Yes ___ No _____

Day of Week	Dates (s)	Start Time - Include Set-up	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

Signature of Applicant

Signature of Organization President or

AD Date

Date

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

Dated this _____ day of _____, 20_____.

By: _____, Recreation Supervisor or Designee

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

Dated this _____ day of _____, 20_____.

By: _____, League President or Authorized Representative



RECREATION, PARKS and LIBRARY DEPARTMENT

DATE: June 19, 2024
TO: Recreation and Parks Commission
FROM: Aly Mancini, Director of Recreation, Parks and Library
SUBJECT: Department Report

Council Items

Strategic Plan Update

The City Council held a Strategic Planning session on April 30th at the El Segundo Library. Councilmembers and the City's Executive Team discussed priorities for Fiscal Year 2024-2025. A completed report will be presented to the Council for adoption at an upcoming meeting of the City Council.

Annual Budget

The City Council held a Budget workshop on May 6th in the Council Chambers of City Hall. CFO, Paul Chung, presented a review of the budget for Fiscal Year 2024-2025. The final budget will be presented for adoption at a meeting of the City Council in June.

CIP Updates

The Recreation Park Renovation Project is in the detailed design phase. In late June, staff will present to the City Council two to three options for the suggested layout of the skatepark and the basketball court at the Teen Center.

Arts and Culture

The Arts and Culture Coordinator, along with the Chair of the Arts and Culture Advisory Committee, presented a proposed budget and related initiatives for Fiscal Year 2024-2025. The City Council approved the budget which will include funding for programming, activities and events. The budget will also include funding for CIP projects.

Teen Center

The Teen Center was open for drop-in use a total of 26 days in April. A total of 1,225 teens visited the center to participate in activities including a pizza party to celebrate Spring Break.

April Average Hourly Attendance: Six teens per hour

Spring Break Camp

Tiny Tot day camp, serving youth ages 3-5 years old, had 20 participants for the Spring Break session. Campers participated in a variety of activities including arts and crafts and games. Spring Break Camp for older children served 33 campers and featured outdoor play time, games, and crafts.

Gordon Clubhouse Facility Use

The Clubhouse spaces were activated for 250 hours in April for recreation activities, youth drama programming, camps, El Segundo Co-op programming, and various meetings and rentals.

April:

Auditorium:

Classes: 77

Camps: 0

Internal meetings: 0

Rentals: 2

Tri-Room:

Classes: 11

Camps: 0

Internal Meetings: 4

Rentals: 0

Drop-In Room:

Classes: 14

Camps: 0

Internal Meetings: 0

Rentals: 0

El Segundo Co-Op: 13

Kitchen:

Rentals: 1

Internal Meetings: 0

Room A:

El Segundo Co-Op: 15

Room C:

Classes: 0

Clubhouse Total Reservations: 123

Total # of Hours: 250

Joslyn Center

The Joslyn Center had a total of 160 hours of recurring Senior Club activities, 248 hours of recurring Joslyn Activities, 567 outreach participants, 635 transportation rides, 102 instructor classes, and 38 active plots in the community garden.

(Attachment C – Joslyn Activity Report – April 2024)

Youth and Adult Sports

Adult Basketball League

The Winter league playoffs took place on April 7th. The Spring league began on April 9th. The Spring league will host 14 teams with 152 athletes participating.

Coed 7x7 Soccer League

The Spring season concluded on May 3rd. Playoffs will be held on May 10th and the League final will be held on May 24th. A total of 102 athletes participated in the Spring season. Registration for Summer league begins in May.

Coed Adult Softball League

Registration for the Summer league begins in May.

Fields, Facilities, and Courts

The pickleball and tennis courts continued to be busy with a variety of programming uses. Pickleball currently utilizes pickleball courts 1-8, tennis courts 1& 2, and the volleyball court.

El Segundo High School boy's tennis is in season and utilizing multiple courts throughout the week.

Jaguar Tennis Academy utilizes Tennis Court 5.

(Attachment A – Facility Report Summary – April 2024)

An unexpected issue with the Civic Rec system impacted patron's abilities to make online transactions for two days in April which resulted in fewer reservations and revenue.

Programming

Pickleball Spring League Begins on March 27 and concludes mid-May. There are currently 98 teams registered.

Field Reservations

Spring Season is underway for Little League, Babe Ruth, ESHS Baseball and Softball, El Segundo Girls Softball, El Segundo Lacrosse, El Segundo Youth Football & Cheer, and AYSO.

Parks

Parks, Projects, and Improvements

The Parks division completed routine maintenance throughout the parks. Projects included ballfield maintenance, the Nash Street extension median landscape installation, progress on the additional bike racks at Recreation Park, and progress on the replacement trash receptacles at Recreation Park.

Tree Report

The city tree crew performed routine tree trimming, removal, and planting per removal.

Aquatics

Programming

The month of April offered regular aquatics programming including water aerobics, lap swim, swim lessons, and recreation swim. The pool was also utilized by the regular user groups for programming. In addition, the facility hosted league finals for swimming with six schools participating.

(Attachment B - Aquatics April 2024 Report)

Maintenance

The pools were closed for annual maintenance during the week of April 1st. The following maintenance items were completed:

- Draining and refilling of water
- Repair of tile around pool edge
- Repair of drywall in locker rooms
- Repair of locker room entry doors
- Pressure washing deck
- Cleaning of outdoor showers
- Cleaning of bleachers

Staff and Training

Aquatics staff held two mandatory in-service training dates for Lifeguards and Senior Lifeguards to review spinal injury management.

Bailey Myers was promoted to a fulltime Recreation Coordinator position.

In addition, a temporary staff person was hired to assist in front desk operations.

There are 14 individuals in the hiring process for lifeguard positions.

Farmer's Market

The market has received more food traffic since Daylight savings. The market offers a crafts table for children each week. In April, the Rotary club sold raffle duckies for the Hometown Fair. The market also hosted a booth for the Environmental Committee to celebrate Earth Day.

- April 4, 2024
 - Prepackaged Vendors: 14
 - Produce Vendors: 4
 - Craft Vendors: 3
 - Total Vendors: 21
 - Total Revenue: \$883.00

- April 11, 2024
 - Prepackaged Vendors: 16
 - Produce Vendors: 4
 - Craft Vendors: 5
 - Total Vendors: 25
 - Total Revenue: \$1235.47

- April 18, 2024
 - Prepackaged Vendors: 15
 - Produce Vendors: 4
 - Craft Vendors: 5
 - Total Vendors: 24
 - Total Revenue: \$1222.40

- April 25, 2024
 - Prepackaged Vendors: 16
 - Produce Vendors: 3
 - Craft Vendors: 4
 - Total Vendors: 25
 - Total Revenue: \$1296.50

ATTACHMENTS

Attachment A: Facility Report Summary – April 2024

Attachment B: Aquatics April 2024 Report

Attachment C: Joslyn Activity Report – April 2024

Facility Report Summary - April 2024

Racquet Sport Courts

Facility	Total Hours Reserved	Amount paid
Paddle Tennis	38	\$220.00
Total	38	\$220.00
Pickleball Court 1	403	\$ 1,515.00
Pickleball Court 2	364	\$ 1,450.00
Pickleball Court 3	415	\$ 1,420.00
Pickleball Court 4	385	\$ 1,260.00
Pickleball Court 5	364	\$ 1,775.00
Pickleball Court 6	300	\$ 1,640.00
Pickleball Court 7	363	\$ 1,425.00
Pickleball Court 8	332	\$ 1,570.00
Total	2926	\$ 12,055.00
Tennis Court 1	234	\$ 1,160.00
Tennis Court 2	227	\$ 1,095.00
Tennis Court 3	223	\$ 1,200.00
Tennis Court 4	194	\$ 990.00
Tennis Court 5	217	\$ 800.00
Total	1095	\$ 5,245.00
Total	0	\$ -
Volleyball Court 1	105	\$0.00
Volleyball Court 2	105	\$0
Total	210	\$ -
Basketball Court	4	\$ -
Total	4	\$ -
Hockey Rink	3	\$ -
Total	3	\$ -

Field Reservations

Facility	Total Hours Reserved	Amount paid
George Brett Field	229	\$ -
AYSO	-	
ESLL	229	

Private Rentals	-		
City Internal Reservations	-		
Total	229	\$	-
Stevenson Field	269	\$	-
ESHS	77		
Babe Ruth	192		
Private Rentals	-		
City Internal Reservations	-		
Total	\$		-
Softball Field	249.5	\$	-
ESHS	68.5		
ESGS	181		
Private Rentals	-		
City Internal Reservations	-		
Total	261.5	\$	-
Campus El Segundo(1/2 field)	55.5	\$	1,894.00
AYSO	-		
ESLAX	-		
Private Rentals	39.5	\$	1,894.00
City Internal Reservations	16		
Total	55.5	\$	1,894.00
Campus El Segundo(full field)	474.5	\$	4,776.50
ESHS	33		
AYSO	178		
ESLAX	168		
ESLL	8		
ES Football & Cheer	18		
Private Rentals	55.5	\$	4,776.50
City Internal Reservations	14		
Total	474.5	\$	4,776.50
Richmond Field	187		
ESHS	66		
ESGS	121		
AYSO	-		
ESLL	-		
Private Rentals	-		
City Internal Reservations	-		
Total	187	\$	-

Other Facility Reservations

Facility	Total Hours Reserved	Amount paid	
Skate Circle	24	\$	-
Total	24	\$	-
Lawn Bowling	30	\$	45.00
Total	30	\$	45.00
Checkout Grass Area	39.5	\$	328.25
Total	39.5	\$	328.25
Picnic Tables	62.5	\$	1,026.00
Total	62.5	\$	1,026.00
BBQ Area	15.5	\$	745.50
Total	15.5	\$	745.50
Fire Circle	39	\$	1,840.00
Total	39	\$	1,840.00

Raytheon Facilities

Facility	Total Hours Reserved	Amount paid	
Ball Field 1	83	\$	-
ESLL	83		
Total	83	\$	-
Ball Field 2	27		-
ESLL	27		
Total	27	\$	-
Raytheon Field	43.5	\$	1,326.75
Private	43.5	\$	1,326.75
Total	43.5	\$	1,326.75



Aquatics April 2024 Report

Aquatics Center Instructional Programming		\$	Number of Participants
Contract Classes			
Naomi's Hiit Water Aerobics	\$	4,332.00	383
Totals	\$	4,332.00	383

Aquatics Center Public Drop In Programming		\$	Number of Customer Lane Reservations
Public Swim			
Reservations	\$	7,486.00	4645
Lap Swim Drop in	\$	418.00	201
Recreation Swim	\$	886.00	264
Totals	\$	8,790.00	5110

Annual Membership Sales at the Aquatics Center		\$	Memberships sold
Wiseburn Rec IDs	Adult ID	\$ 165.00	11
Wiseburn Rec IDs	Senior ID	\$ 20.00	4
Wiseburn Rec IDs	Youth ID	\$ 90.00	9
Wiseburn Rec IDs	Infant ID	\$ 10.00	2
Totals		\$ 285.00	26

El Segundo Rec IDs	Adult ID	\$ 180.00	12
El Segundo Rec IDs	Senior ID	\$ 15.00	3
El Segundo Rec IDs	Youth ID	\$ 50.00	5
El Segundo Rec IDs	Infant ID	\$ -	0
Totals		\$ 245.00	20

Membership Sales		Passes Purchased to use towards Lane Rentals	
El Segundo Resident Punch Passes			
	10 Punch Pass	\$ 228.00	13
	20 Punch Pass	\$ 66.00	2
	30 Punch Pass	\$ 720.00	9
El Segundo Resident Membership Passes			
	30 Day	\$ -	0
	90 Day	\$ -	1
	Annual	\$ 200.00	1
Wiseburn Resident Punch Passes			
	10 Punch Pass	\$ 88.00	3
	20 Punch Pass	\$ 33.00	1
	30 Punch Pass	\$ 315.00	5
Wiseburn Resident Membership Passes			
	30 Day	\$ 20.00	1
	90 Day	\$ 160.00	2
	Annual	\$ -	0
Non-Resident Punch Passes			
	10 Punch Pass	\$ 903.00	19
	20 Punch Pass	\$ 195.00	3
	30 Punch Pass	\$ 1,530.00	16
Non-Resident Membership Passes			
	30 Day	\$ 560.00	10
	90 Day	\$ 120.00	1
	Annual	\$ 3,200.00	7
Totals		\$ 8,338.00	94

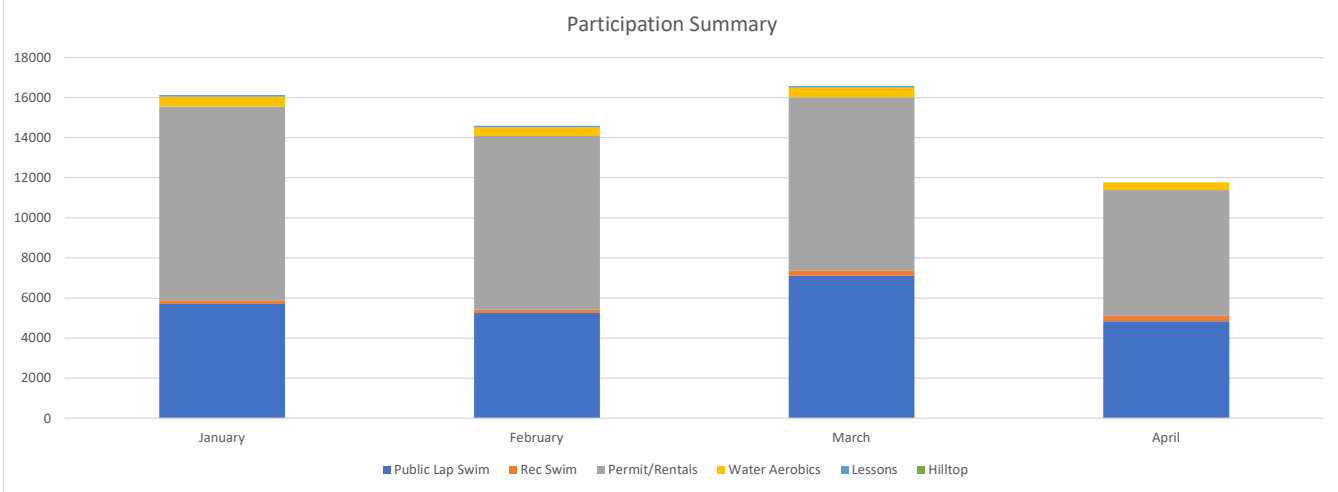
Aquatics Center Permit Groups	Lane Hours	\$	Estimated Participants (4 to 5 per lane)
Alpha	502.50	\$ 7,638.75	2010
Beach Cities	348.00	\$ 5,394.00	1392
SCAQ	324.50	\$ 5,009.75	1298
South Bay United	374.00	\$ 2,468.40	748
Tower 26	131.50	\$ 2,038.25	394.5
Trojan	155.00	\$ 1,333.00	310
Coastal	60.00	\$ 396.00	120
Totals	1895.50	\$ 24,278.15	6272.50

Events	\$	Number of Participants
Totals	\$ -	0

TOTAL	\$ 46,268.15	Estimated Amount of Visitors in April	11905.50
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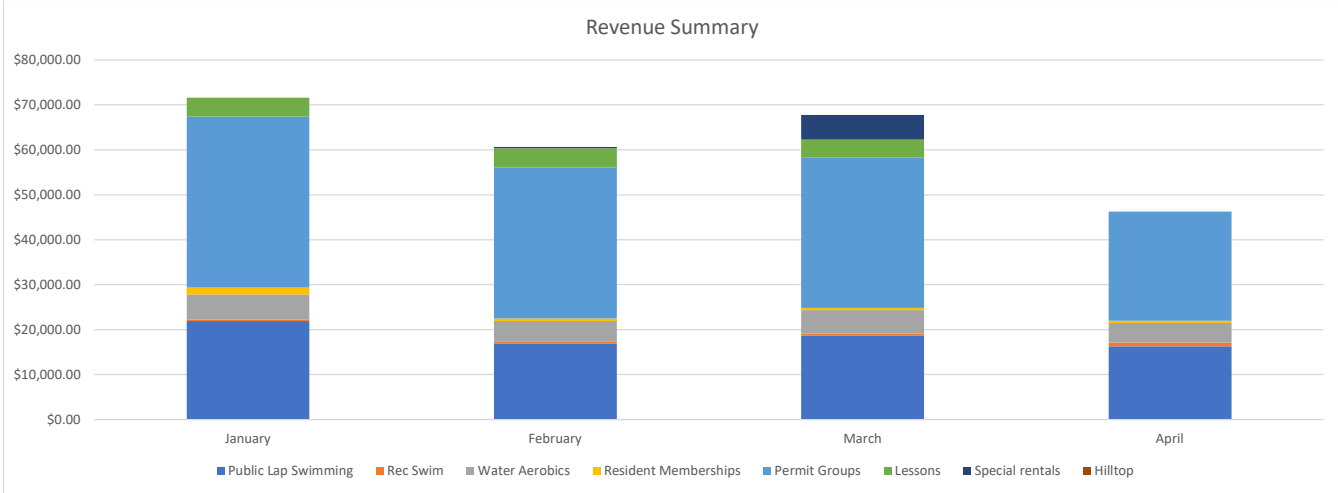
Monthly Statistics	January		February		March		April	
	Revenue	Participation	Revenue	Participation	Revenue	Participation	Revenue	Participation
Water Aerobics	\$ 5,540.00	498	\$ 4,616.00	424	\$ 5,168.00	478	\$ 4,332.00	383
Lesson Programming	\$ 4,206.00	64	\$ 4,208.50	86	\$ 3,958.00	79	\$ -	0
Lap Swimming	\$ 21,874.00	5715	\$ 16,910.00	5270	\$ 18,677.00	7115	\$ 16,242.00	4846
Family/Rec Swim	\$ 374.00	155	\$ 374.00	155	\$ 474.00	267	\$ 886.00	264
Annual Membership Sales	\$ 1,609.00	148	\$ 605.00	55	\$ 550.00	49	\$ 530.00	46
Rentals/Permit Groups	\$ 37,997.75	9688.5	\$ 33,604.00	8666	\$ 33,433.10	8641.5	\$ 24,278.15	6272.5
Special Events/Rentals			\$ 318.00	50	\$ 5,481.00	1700	\$ -	0
	\$71,600.75	16,269	\$60,635.50	14,656	\$62,260.10	16,630	\$46,268.15	11,812

Participation Summary



Total Participation January-April 59,366

Revenue Summary



Total Revenue January-April \$240,764.50

Joslyn Activity Report - April 2024

Recurring Senior Club Activities		
Activity	Day of the week	Participants
Pinochle	Mondays	32
Canasta	Tuesdays	26
Bridge	Thursdays	28
Gernal Meetings/Luncheon	3rd Tuesday of Month	42
Board Meeting	1st Tuesday of Month	8
Sit-N-Knit	2nd Sunday	24
Total		160

Recurring Joslyn Activities		
Activity	Day of the Week	Participants
Thusdays at the Movies	Thursdays	19
Ameneties usage	All Hours	34
Group Reservations	All Hours	50
Visitors and Registration Help	All Hours	145
Total		248

Outreach			
Activity	Participants	Hours Serviced	
In Home Services		13	26
Meals on Wheels		554	N/A
Total		567	26

Transportation			
Year Round Transportation	Total # of Rides	Dr. Dial A Ride	
Dial A Ride (Concierge)		434	43
Dial A Ride (Lyft APP)		201	5
Total		635	48
Seasonal Transportation	# of Riders	# of Rides	
Day Trips		N/A	
Spring Break Shuttle		N/A	
Beach Shuttle (June - Sept)		N/A	
Total		0	

Facility Rentals and # of Participants (including classes & Senior Club)			
Facility	Reservations per hour		
Social Hall	85		350
Library	20		115
Craft Room	22		245
Total	127		

Instructor Classes			
Activity	# of Participants	# of Rec Classes	
Contracted Classes	102	10	
Total	102	10	

Community Garden			
Facility	Active plots	Active time	
Community Garden (West)	16	Feb 2022- Jan 2024	
Community Garden (East)	22	Feb 2023- Jan 2025	
Total	38		