

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2937, or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

Security procedures: Members of the public will be directed enter the West Annex at the front of the building through the sliding door. All other entrances will remain locked for entry. Oversized bags or backpacks will not be allowed in the Council Chamber or Commission meeting room. All bags are subject to search.

Any correspondence received after 2:00 p.m. on WEDNESDAY on any item on the agenda will be provided to the Commission electronically and available for public inspection in the City Clerk's Office. A copy of the correspondence will be available for public inspection in a binder at the back of the Council Chamber or Commission Meeting room.

**TORRANCE PARKS AND RECREATION COMMISSION AGENDA  
WEDNESDAY, JUNE 12, 2024  
REGULAR MEETING  
6:30 P.M. IN THE WEST ANNEX COMMISSION MEETING ROOM  
AT 3031 TORRANCE BL.**

**THE PARKS AND RECREATION COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED  
ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Candioty, Craft, Habel, Hoover, Mele, Wright, and Chair: Muhammed

**2. FLAG SALUTE**

**3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, June 6, 2024.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS (Limited up to a 15-minute period)**

*This portion of the meeting is reserved for comment on items on the Consent Calendar or not on the agenda. Under the Ralph M. Brown Act, the Commission cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. **No longer than 1 minute per speaker**. If presenting handout material to Commission, please provide 10 copies to staff before speaking.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Councilmember from the Consent Calendar and considered separately.*

**6A. Approve Commission Minutes:** No Minutes Available

**7. ADMINISTRATIVE MATTERS**

**7A. COMMUNITY SERVICES DIRECTOR – STATUS OF PROGRAMMING AND PROJECTS.**

Recommendation of the Community Services Director that the Parks and Recreation Commission receive and file updates on the status of programming and projects in the City of Torrance.

**7B. COMMUNITY SERVICES DIRECTOR – APPROVE PROCLAMATION FOR PARKS AND RECREATION MONTH**

Recommendation that Commission approve the Proclamation declaring the month of July as Parks and Recreation month in The City of Torrance.

**7C. RECOMMENDATION THAT THE COMMISSION NOMINATE AND ELECT THE CHAIR AND VICE CHAIR OF THE PARKS AND RECREATION COMMISSION FOR 2024-2025.**

Recommendation of the Community Services Director that the Parks and Recreation Commission nominate and elect the Chair and Vice Chair for 2024-2025.

**7D. COMMUNITY SERVICES DIRECTOR – RECEIVE REPORT FROM THE SUB-COMMITTEE ON THE BATTING CAGES AT LAGO SECO PARK**

Recommendation of the Community Services Director that the Parks and Recreation Commission receive a report from the Sub-Committee on the status of batting cages at Lago Seco Park.

**7E. COMMUNITY SERVICES DIRECTOR – REVIEW AND DISCUSS TORRANCE LITTLE LEAGUE USE AGREEMENTS**

Recommendation of the Community Services Director that the Parks and Recreation Commission review and provide input on the Torrance Little League Use Agreements.

**7F. COMMUNITY SERVICES DIRECTOR – REVIEW DEPARTMENT MONTHLY REPORTS.**

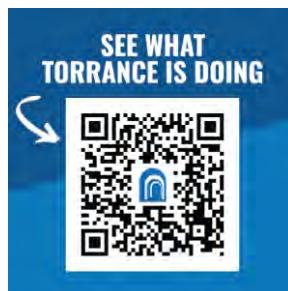
Recommendation of the Community Services Director that the Commission review the Department Monthly Reports for:

- Administrative Services
- Park Services
- Recreation Services

**8. COMMISSION ORAL COMMUNICATIONS**

**9. ADJOURNMENT**

**9A.** Adjournment of Parks and Recreation Commission Meeting to Wednesday, July 10, 2024, at 6:30 p.m. in the West Annex Commission Meeting Room.



**MINUTES  
NOT  
AVAILABLE**

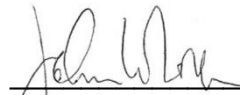
For Commission Meeting  
June 12, 2024

**TO: PARKS AND RECREATION COMMISSION**  
**FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR**  
**SUBJECT: ADMINISTRATIVE UPDATES**

Recommendation of the Community Services Director that the Parks and Recreation Commission receive and file updates on the status of programming and projects in the City of Torrance:

- City Commission and SST Oversight Committee applications period extended through June 13.
- The City will present fireworks on the July 4<sup>th</sup> holiday. Fireworks are scheduled for 9:00 p.m. at the Civic Center.

Respectfully submitted,



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John La Rock  
Community Services Director

For Commission Meeting  
June 12, 2024

**TO: PARKS AND RECREATION COMMISSION**  
**FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR**  
**SUBJECT: PROCLAMATION DECLARING THE MONTH OF JULY AS PARKS AND RECREATION MONTH IN THE CITY OF TORRANCE**

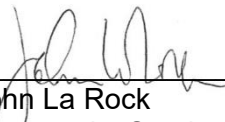
**RECOMMENDATION**

Recommendation of the Community Services Director that the Parks and Recreation Commission approve the Proclamation declaring the month of July as Parks and Recreation Month in the City of Torrance.

**BACKGROUND/ANALYSIS**

Attached is the 2024 Proclamation to celebrate July as Parks and Recreation Month. As a result of cancelled City Council public meetings in July, staff recommends that the Commission approve the Proclamation.

Respectfully submitted,

  
\_\_\_\_\_  
John La Rock  
Community Services Director

Attachment: Proclamation - July is Parks and Recreation Month

# PROCLAMATION

- WHEREAS,** July is National Parks and Recreation Month. Parks and recreation programs are an integral part of communities throughout this country, including Torrance, and are fundamental to the environment and well-being of our citizens; and
- WHEREAS,** parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and
- WHEREAS,** parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and
- WHEREAS,** parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and
- WHEREAS,** park and recreation programming and education activities, such as out of-school time programming, youth sports and environmental education, are critical to childhood development; and
- WHEREAS,** our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and
- WHEREAS,** the National Parks and Recreation Society’s 2024 theme is “Where You Belong” celebrates the many ways park and recreation professionals across the country foster a sense of belonging in their community by providing welcoming and inclusive programs, essential services for all ages and abilities, and safe, accessible spaces to build meaningful connections.

**NOW, THEREFORE, I, Zohra Muhammed, as Chair of the Parks and Recreation Commission of the City of Torrance, California,** do hereby proclaim the month of July 2024 as

## ***PARKS AND RECREATION MONTH***

in the City of Torrance and urge all residents to recognize the environmental and community wellness benefits derived from enjoying the open space and participating in recreational programs available in the City of Torrance.

Signed this 12<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Chair Zohra Muhammed

ATTEST:

\_\_\_\_\_  
John La Rock,  
Community Services Director

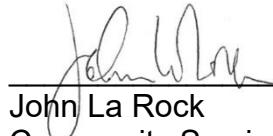
For Commission Meeting  
June 12, 2024

**TO: PARKS AND RECREATION COMMISSION**  
**FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR**  
**SUBJECT: ELECTION OF COMMISSION CHAIR AND VICE CHAIR**

Recommendation of the Community Services Director that the Parks and Recreation Commission Nominate and Elect a Commission Chair and Commission Vice Chair by majority votes of the Commission. Each appointee shall serve for one year.

The current Chair shall conduct the election. Past practice for the nominations and elections has been based on those Commissioners who have the most seniority. However, any Commissioner may nominate a fellow Commissioner or themselves for the position of Chair and or Vice Chair.

Respectfully submitted,



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John La Rock  
Community Services Director

Attachment: Commissioner Seniority

**PARKS AND RECREATION COMMISSION  
SENIORITY LIST 2023-24**

| <b>FIRST APPOINTED</b> | <b>NAME</b>    | <b>TERM BEGAN</b> | <b>TERM EXPIRES</b> |
|------------------------|----------------|-------------------|---------------------|
| 1.24.17                | Ed Candioly    | 2.1.17            | 6.30.25             |
| 12.1.20                | Zohra Muhammed | 12.1.20           | 6.30.26             |
| 7.1.21                 | Linda Mele     | 7.1.21            | 6.30.25             |
| 6.14.22                | Robert Habel   | 7.1.22            | 6.30.25             |
| 6.14.22                | Chet Craft     | 7.1.22            | 6.30.26             |
| 6.6.23                 | Martin Hoover  | 7.1.23            | 6.30.27             |
| 6.6.23                 | Garrett Wright | 7.1.23            | 6.30.27             |

**CHAIRPERSON APPOINTMENTS** (*July 1 to Jun 30*)

| <b>TERM</b> | <b>NAME</b>    |
|-------------|----------------|
| 2023 - 2024 | Zohra Muhammed |
| 2022-2023   | Ron Mataalii   |
| 2021-2022   | Ed Candioly    |
| 2020-2021   | Dan Feliz      |

:car\p&r\commission\seniority list\5.24.24



For Commission Meeting  
June 12, 2024

**TO: PARKS AND RECREATION COMMISSION**  
**FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR**  
**SUBJECT: SUB COMMITTEE REPORT ON PROPOSED BATTING CAGES AT LAGO SECO PARK**

Recommendation of the Community Services Director that the Parks and Recreation Commission receive reporting from the Commission Sub Committee (Members Hoover, Muhammed, and Wright) on their research regarding proposed batting cages at Lago Seco Park and make recommendations for City Council consideration and or provide additional referrals to staff.

Respectfully submitted,



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John La Rock  
Community Services Director

**TO: PARKS AND RECREATION COMMISSION**

**FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR**

**SUBJECT: REVIEW AND PROVIDE INPUT ON LITTLE LEAGUE LEASE RENEWALS**

Recommendation of the Community Services Director that the Parks and Recreation Commission receive a report and provide input on the Little League Lease Agreements with Torrance American Boys Baseball (TABB) and Torrance Little League (TLL).

Under the direction of the City Council, staff began the process of reviewing the Little League leases with the four Little League organizations. The current lease agreements were approved by the City Council on November 19, 2019, for a five-year term beginning January 1, 2020 and ending December 31, 2024. Before a new five-year agreement is considered for approval for January 1, 2025 through December 31, 2029, staff is seeking input from the Commission and from the community for lease conditions that address league use of City property in proximity to residential dwellings. The Torrance American Boys Baseball (TABB) and Torrance Little League (TLL) are the organizations for review in this report. Review and discussions for Riviera Little League and West Torrance Little League will occur at the next Commission meeting.

For background, the City currently leases the properties for \$1 a year in exchange for the Leagues' responsibilities to maintain and upkeep their respective fields and to reimburse the City for a portion of water billing. Responsibilities included: Maintenance of the fields, field vegetation, bleachers, and backstop, submission of annual reports, including registration numbers, and 40% of the average monthly water usage.

TABB is located at the Doris Way Basin at 23009 Doris Way. They use two baseball fields and have two batting cages. They also have one storage container next to the batting cage and operate one snack stand for their users. Special conditions in the current lease include ensuring gate closures, expanded days of operation from January through August, limited weekday play hours to 4pm-8pm, Saturdays from 9am-7:30pm, and Sundays at 12pm-7:30pm, and creating a neighborhood liaison.

TLL is located at the former landfill site at 1740 Plaza Del Amo. They have three baseball fields, three batting cages, four storage containers, and operate one snack stand for their users. The leagues have been responsive and have made payments on time.

Potential inclusions to a new lease agreement could include:

- Accommodating potential international little league friendlies,
- Accommodating potential L.A. Olympics-related programming,
- Ability for the City to provide potential accommodations for the North Torrance Little League transition at the Hamilton Adult School.
  - The North Torrance Little League does not use City property and does not require a lease agreement.

Discussions for any further additions to a new lease agreement can include:

- Codifying maintenance obligations,
- Possible consequences for neglecting any portion of the lease, or
- Other location-specific conditions

These comments will be collected by staff for negotiation considerations with the organizations.

Staff recommends that the Commission discuss the presented considerations and provide one or more recommendations for a new lease agreement.

Respectfully submitted,



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John La Rock  
Community Services Director

Attachments: A) TABB lease and amendments (2020-2024)  
B) TLL lease and amendments (2020-2024)

# LEASE

This Lease made and entered into as of this 1st day of January, 2020 by and between the **City of Torrance**, a municipal corporation, ("CITY"), and the **Torrance American Boys Baseball**, a non-profit organization, ("LESSEE").

## WITNESSETH

### 1. PROPERTY

The CITY leases to LESSEE that certain parcel of real property designated as Doris Way Sump Little League Fields (23009 Doris Way), Torrance, CA, ("PROPERTY") as depicted in Exhibit 1.

### 2. TERM

- a) Subject to the provisions of subparagraph (b) of this paragraph two, this Lease will commence on the date first written above and expire December 31, 2024.
- b) Either party may cancel this Lease on thirty (30) days written notice in the manner provided in paragraph 19.

### 3. RENT

- a) LESSEE will pay the CITY as rent for the PROPERTY the sum of One Dollar (\$1.00) on or before January 1<sup>st</sup> of each year.
- b) LESSEE will be responsible for the payment of all license fees associated with its use of the PROPERTY.

### 4. UTILITIES

The LESSEE will be responsible for the payment of all electrical charges associated with the PROPERTY. LESSEE will be responsible for the payment of water charges, however, the CITY will be responsible for paying an amount not-to-exceed 60% of the average monthly water usage charges of all four organizations as established in 2009.

### 5. USE

- a) The PROPERTY will be used by LESSEE solely for the purpose of maintaining the two baseball diamonds and two batting cages, together with bleachers and other improvements and facilities as are necessary for the operation of the ballfields. Any other use of the PROPERTY must be pre-approved in writing by the Community Services Director. LESSEE must abide by the following:

- i) No admission charge may be imposed on spectators.
- ii) No public address or loudspeaker system may be used on the PROPERTY. Except that amplified sound may be allowed for opening and closing day ceremonies provided LESSEE obtains the appropriate sound permit from CITY.
- iii) Artificial lights may not be used on the PROPERTY.
- iv) All ball games on the PROPERTY must be played solely by persons eighteen years of age or under.

## **6. USE BY THE CITY**

LESSEE will notify the CITY as provided in paragraph 19 whenever the PROPERTY will not be used by LESSEE. The CITY reserves the right to operate the PROPERTY as a public recreation facility whenever the LESSEE has notified the CITY it will not be using the PROPERTY.

## **7. CONCESSIONS**

- a) LESSEE may sell or otherwise distribute food and drink to players and spectators at ball games on the PROPERTY, subject to reasonable regulations of the CITY and the Los Angeles County Health Department.
- b) LESSEE may not assign or otherwise transfer the right to sell or distribute food or drink on the PROPERTY.
- c) LESSEE agrees that in the event LESSEE operates a snack bar upon the PROPERTY, LESSEE will assure that no litter, rubbish or trash resulting from any snack bar sales will be permitted to be carried, blown or in any other manner be deposited on adjoining properties, but instead shall be properly disposed of in closed trash containers on the PROPERTY.

## **8. APPROVAL OF PLANS**

LESSEE may not alter any improvements whatsoever on the PROPERTY including, but not limited to, the baseball diamonds and batting cages, without first having secured approval of the plans from the Director of Community Services and the Community Development Director. Improvements existing on the PROPERTY at the commencement of this Lease are deemed approved.”

## **9. SAFETY PROVISIONS**

- a) LESSEE agrees it will, at its own expense, construct and/or maintain on the PROPERTY any fences or other improvements necessary to protect persons or PROPERTY from injury or damage as a result of the activities of LESSEE.

- b) LESSEE agrees to Special Conditions as contained in Exhibit 2 and that it will arrange off-street parking for all participants and spectators at league functions on the PROPERTY to the greatest extent possible. LESSEE will use its best efforts to minimize the impact of on-street parking to the residents or businesses adjacent to the PROPERTY by such means as the scheduling of activities; soliciting the cooperation of participants; posting of signs, if necessary, with CITY permission; arranging for other off-site parking, if possible; arranging and scheduling car pools for participants and spectators. LESSEE further agrees to provide, before and after each league function, sufficient adult persons to direct traffic in and out of the off-street parking facilities on the PROPERTY, and such other off-street parking facilities as may be available to LESSEE, to insure that vehicles leaving such parking facilities will do so in a safe and orderly manner, minimizing noise, traffic congestion and dust.
- c) LESSEE agrees to provide the Community Services Director with a Traffic Plan outlining the efforts of LESSEE to limit the impacts described above. The Traffic Plan will be reviewed and approved by the Director or designee, and will be kept on file at all times by CITY and LESSEE.

#### **10. MAINTENANCE**

At its own expense, LESSEE will:

- a) Maintain all improvements erected upon the PROPERTY in good order and repair and may modify or remodel them from time to time with the consent of the Director of Community Services and the Director of Community Development.
- b) Plant and maintain grass on the baseball diamond or diamonds; provided, however, that the CITY may abate weeds whenever required by the CITY.
- c) Plant and maintain vegetation on all cut banks as is required by the Director of Community Development.
- d) Keep the PROPERTY clean and neat, and dispose of all debris and other waste matter which may accumulate, and provide containers with proper covers for the deposit of waste which may accumulate upon the PROPERTY.
- e) Not pave or otherwise hard surface any part of the PROPERTY except as permitted by the Community Development Director; provided, however, that LESSEE at the expense of LESSEE, shall construct and maintain such drainage structures as are necessary and proper to protect adjacent PROPERTY, or as may be required by the Community Development Director.

LESSEE agrees that in the event the PROPERTY is not properly maintained or cleaned, CITY reserves the right to enter upon the PROPERTY in order to

maintain or clean the PROPERTY, and LESSEE will pay the cost thereof to CITY upon demand.

#### **11. SIGNS**

No signs or advertising matter may be erected on the PROPERTY without the prior written consent of the of Community Services Director; provided, however, that the LESSEE may continue to maintain the signs and advertising matter located on the PROPERTY at the commencement of this Lease.

#### **12. TAXES**

This Lease may create a taxable possessory interest. LESSEE will pay any possessory interest tax or assessment that may be levied as a result of LESSEE's possessory interest in this leasehold. Possessory interest means any interest described in Section 107 of the California Revenue and Taxation Code, or its successor statute. This section is deemed to comply with Section 107.6 of the same code.

#### **13. ENCUMBRANCES**

LESSEE may not place, or allow to be placed, upon the PROPERTY, any encumbrances whatsoever and will promptly remove any mechanic's or material men's liens or any attachments or charges, or other liens of any kind or nature, which might be placed upon or levied against the PROPERTY.

#### **14. LIABILITY**

- a) LESSEE agrees that its taking possession of the PROPERTY will be an acceptance of the safety and condition thereof.
- b) LESSEE will indemnify, defend, and hold harmless CITY, its City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including , but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of LESSEE, its officers, employees, agents, subcontractors or vendors. It is further agreed, LESSEE's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member hereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. In the event of any dispute between LESSEE and City, as to whether liability arises from the sole negligence of the CITY or its officers, employees agents, subcontractors or vendors, LESSEE will be obligated to

pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. LESSEE will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

## 15. INSURANCE

- a) LESSEE must maintain for the duration of the Agreement at their sole expense the following insurance, which will be full coverage, not subject to self-insurance provisions:
  1. Automobile Liability, if Applicable, including owned, non-owned and hired vehicles, with at least the following limits of liability:
    - a. Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and
    - b. Primary Property Damage of at least \$250,000 per occurrence; or
    - c. Combined single limits of \$1,000,000 per occurrence.
  2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.

If the Commercial General Liability Policy does not cover or has an exclusion of sexual and physical abuse and/or molestation, a separate policy to cover this exposure will be required with \$1,000,000 per claim and \$2,000,000 aggregate.
  3. Workers' Compensation coverage as required by the Labor Code of the State of California and, if workers' compensation is required, employer's liability insurance with minimum limits of \$1,000,000 per occurrence or occupational illness. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the CITY for all work performed by the LESSEE, its employees, agents and subcontractors.
- b) The insurance provided by LESSEE will be primary and non-contributory.
- c) CITY ("City of Torrance"), the Successor Agency to the Former Redevelopment Agency of the City of Torrance, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.



- d) LESSEE must provide certificates of insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) indicating appropriate coverage, to the City Clerk of the City of Torrance before the commencement of the lease.
- e) Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.
- f) If the LESSEE maintains broader coverage and/or higher limits than the minimums shown above, the CITY requires and shall be entitled to the broader coverage and/or the higher limits maintained by the LESSEE. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.
- g) The procuring of insurance shall not be construed as a limitation on liability nor as full performance of the indemnification provisions of the LESSEE.
- h) LESSEE hereby grants to CITY a waiver of any right to subrogation which any insurer of said LESSEE may acquire against the CITY by virtue of the payment of any loss under such insurance. LESSEE agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer.

#### **16. SUFFICIENCY OF INSURERS**

Insurance required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "A" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the LESSEE agrees that the minimum limits of any insurance policies or performance bonds required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that LESSEE will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

#### **17. ANNUAL REPORTS**

LESSEE will submit an Annual Report to the Community Services Department of the CITY on or before October 30<sup>th</sup> of each year. The report will include a summary of the following:

- a) Registration numbers for the spring, all-star, and fall seasons;
- b) A list of activities that took place on the property during the year;
- c) A list of any complaints received from the neighborhood/residents along with LESSEE's responses; and
- d) Any capital projects that were completed during the year

**18. COMPLIANCE WITH LAW**

LESSEE will conduct its operations and business upon the PROPERTY in compliance with all federal, state, and municipal laws and ordinances and with health, fire, and safety rules and regulations of any board or public authority relating to the use of the PROPERTY or any appliances, machinery, fixtures, or structure.

**19. NOTICE**

All notices, requests, demands or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:

- a) Personal delivery. When personally delivered to the recipient. Notice is effective on delivery.
- b) First-class mail. When mailed first class to the last address of the recipient known to the party giving notice. Notice is effective three mail delivery days after deposit in a United States Postal Service office or mailbox.
- c) Certified mail. When mailed certified mail, return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.
- d) Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account. Notice is effective on delivery, if delivery is confirmed by the delivery service.
- e) Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice. Notice is effective on receipt, provided that (i) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (ii) the receiving party delivers a written confirmation of receipt. Any notice given by fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

|   |  |
|---|--|
| <p><b>LESSEE:</b><br/> Torrance American Boys Baseball<br/> P.O. Box 1365<br/> Torrance, CA 90505</p> | <p><b>CITY:</b><br/> City Clerk<br/> 3031 Torrance Boulevard<br/> Torrance, CA 90503<br/> (310) 618-2931 FAX</p> |
|---|--|

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.

Any party may change its address of fax number by giving the other party notice of the change in any manner permitted by this Agreement.

## **20. ASSIGNMENT AND SUBLETTING**

LESSEE will not at any time during the term of this Lease, either directly or indirectly, assign, sublease, hypothecate or transfer this Lease, or any interest therein, without the written approval of the Community Services Director; and the giving of such consent will not be a waiver of any right to object to future or further assignments or subleases, but the consent to each successive assignment or sublease must be first obtained from the Community Services Director; nor may the Lease become an asset in any bankruptcy proceeding, nor assigned nor transferred because of such proceeding, nor assigned by operation of law without the prior consent of the Community Services Director. In the event that consent to an assignment or sublease or any transfer of any interest in the Lease is obtained, said assignee or sub-lessee shall be required to list the City of Torrance and its City Council as additional insureds on any and all certificates of insurance required by the CITY.

## **21. DEFAULT**

If LESSEE fails in any manner to fully perform and carry out each and every term, covenant and condition of this Lease, it will be in default of this Lease. In case of default or breach of this Lease, the CITY may, at its option, terminate and cancel the Lease. Termination will not affect or terminate any of the rights of CITY against LESSEE that exist or which may thereafter occur because of the default, and the forgoing will be in addition to all other rights and remedies available to CITY under the law.

## **22. CONFLICT OF INTEREST**

- a) No officer or employee of the CITY may have any financial interest, direct or indirect, in this Lease, nor may any officer or employee participate in any decision relating to the Lease that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly, interested in violation of any law, rule or regulation.
- b) No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendations, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any

other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

**23. CUMULATIVE REMEDIES**

The remedies granted to the CITY are cumulative and in addition to any and all other legal remedies which the CITY may have.

**24. RIGHT OF ENTRY**

The CITY reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this Lease, or for maintenance of their facilities or equipment.

**25. SUCCESSORS**

Each of the terms, covenants and conditions will inure to the benefit of, and will bind, as the case may be, not only the parties, but each and every of the successors and assigns of the parties, subject, however, to the provisions of paragraph 20.

**26. SURRENDER**

LESSEE will return the PROPERTY to CITY at the end of the term, or the sooner termination of this Lease, in as good order and condition as received by LESSEE, reasonable wear and tear excepted. All improvements and alterations will remain the PROPERTY of LESSEE and must be removed by LESSEE at any time prior to or at the expiration of this Lease.

**27. INTEGRATION**

This Agreement and all documents explicitly incorporated by reference represent the entire understanding of the CITY and LESSEE as to those matters. No prior oral or written understanding will be of any force or effect with respect to those matters. This Agreement may not be modified or altered except in writing signed by both parties.

**28. WAIVER OF BREACH**

No waiver of any breach of this Agreement will constitute a waiver of a subsequent breach.

**29. JURISDICTION**

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

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If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with the laws, but the remainder of the Agreement will remain in full force and effect.

**31. LESSEE'S AUTHORITY TO EXECUTE**

The persons executing this Lease on behalf of LESSEE warrant that (i) LESSEE is duly organized and existing; (ii) they are duly authorized to execute this Lease on behalf of LESSEE; (iii) by so executing this Lease, LESSEE is formally bound to the provisions of this Lease; and (iv) the entering into this Lease does not violate any provision of any other agreement to which LESSEE is bound.

CITY OF TORRANCE,  
a municipal corporation

Torrance American Boys Baseball  
a non-profit organization

By \_\_\_\_\_  
Patrick J. Furey, Mayor

\_\_\_\_\_  
Ryan Nakanishi, President

ATTEST:

\_\_\_\_\_  
Rebecca Poirier  
City Clerk

APPROVED AS TO FORM:

PATRICK Q. SULLIVAN  
CITY ATTORNEY

By \_\_\_\_\_  
Della Thompson-Bell  
Deputy City Attorney

Exhibit 1: Torrance American Boys Baseball Location and Field map  
Exhibit 2: Special Conditions

**Torrance American Boys Baseball**  
Doris Way Sump – 23009 Doris Way

**Torrance American Boys Baseball****Special Conditions**

The following special conditions to the Torrance American Boys Baseball (TABB) lease outline the agreed upon methods of operation in the conduct of the leagues held in the Doris Way Sump. The City of Torrance and the Community Services Department will monitor these conditions to ensure that TABB is in compliance with the conditions set forth.

**Definitions:**

*Play Activities* shall be defined as any TABB sponsored practice, batting cage use, warm-up, or game.

*Field Preparation* shall be defined as the watering, chalking, and dragging of the fields prior to an organized game.

**1. PERIOD OF OPERATION**

- a. One (1) Play Activity day will be allowed during the month of January for league tryouts.
- b. Five (5) Play Activity days will be allowed during the month of February for scrimmages and a hit-a-thon fundraiser.
- c. Fields will be used for Play Activities during the months of March through July
- d. Fields may be used for Play Activities on the first two full weekends in August only (including Friday through Sunday). Any additional days/weekends in August are not allowed.
- e. No Play Activities will be allowed during the months of September through December.
- f. The league will honor all national holidays with no organized usage at the facility.

**2. FIELD TIME SCHEDULES**

- a. Mondays through Fridays: No play activities before 4:00PM and all Play Activities must end by 8:00PM.
- b. Saturdays: No Play Activities before 9:00AM and all Play Activities must end by 7:30PM.
- c. Sundays: No Play Activities before 12:00 pm (noon) and all Play Activities must end by 7:30PM.
- d. All Field Preparation may begin approximately 1 hour before Play Activities are scheduled to begin, and all field and area cleanup should be completed as quickly as possible.
- e. Batting Cage hours are limited to the above scheduled times.

### **3. ACCESS/TRAFFIC PLAN**

LESSEE is responsible for ensuring that all gates (see map attached) are opened, closed, and monitored at the appropriate times based on the following:

Gate 1: This gate will remain closed during all Play Activities. It will only be opened periodically for the removal of trash and/or maintenance of the fields/parking lot.

Gate 2: This gate will be open for all Play Activities, including practices, games, and special events.

Gate 3: This is a pedestrian gate only, and will not be opened to vehicular traffic. It will be open for Play Activities as needed.

Gate 4: This gate will be open for managers, snack shack personnel, umpires, scorekeepers, groundskeepers, and Pony officials. Passes will be assigned based on the number of designated parking stalls. There should be no player drop off or pick up through this gate.

### **4. LIGHTING**

At no time will facilities have any lighting for night activities.

### **5. MAINTENANCE**

Lessee is responsible for the maintenance of the fields, parking lots, and concession areas. This maintenance includes the monitoring and cleaning of the drains in the parking lots.

### **6. NEIGHBORHOOD LIAISON**

TABB will be responsible for appointing a Neighborhood Liaison that will be the primary contact with the neighborhood. The designated Liaison will notify neighbors before the start of the season and before any events, i.e. Opening Day. The Liaison will also be the main point of contact for the neighborhood if there are concerns or issues regarding the use of the facility, noise complaints, or other concerns.



# LEASE

This Lease made and entered into as of this 1st day of January, 2020 by and between the **City of Torrance**, a municipal corporation, ("CITY"), and the **Torrance Little League**, a non-profit organization, ("LESSEE").

## WITNESSETH

### 1. PROPERTY

The CITY leases to LESSEE that certain parcel of real property designated as Torrance Little League Fields (1740 Plaza Del Amo), Torrance, CA, ("PROPERTY") as depicted in Exhibit 1.

### 2. TERM

- a) Subject to the provisions of subparagraph (b) of this paragraph two, this Lease will commence on the date first written above and expire December 31, 2024.
- b) Either party may cancel this Lease on thirty (30) days written notice in the manner provided in paragraph 19.

### 3. RENT

- a) LESSEE will pay the CITY as rent for the PROPERTY the sum of One Dollar (\$1.00) on or before January 1<sup>st</sup> of each year.
- b) LESSEE will be responsible for the payment of all license fees associated with its use of the PROPERTY.

### 4. UTILITIES

The LESSEE will be responsible for the payment of all electrical charges associated with the PROPERTY. LESSEE will be responsible for the payment of water charges, however, the CITY will be responsible for paying an amount not-to-exceed 60% of the average monthly water usage charges of all four organizations as established in 2009.

### 5. USE

- a) The PROPERTY will be used by LESSEE solely for the purpose of maintaining the three baseball diamonds and three batting cages, together with bleachers and other improvements and facilities as are necessary for the operation of ballfields. Any other use of the PROPERTY must be pre-approved in writing by the Community Services Director. LESSEE must abide by the following:

- i) No admission charge may be imposed on spectators.
- ii) No public address or loudspeaker system may be used on the PROPERTY. Except that amplified sound may be allowed for opening and closing day ceremonies provided LESSEE obtains the appropriate sound permit from CITY.
- iii) Artificial lights may not be used on the PROPERTY.
- iv) All ball games on the PROPERTY must be played solely by persons eighteen years of age or under.

## **6. USE BY THE CITY**

LESSEE will notify the CITY as provided in paragraph 19 whenever the PROPERTY will be used by LESSEE. All periods of LESSEE's use must be identified by the LESSEE, including start and end dates of each season/league. The CITY reserves the right to operate the PROPERTY as a public recreation facility during periods not identified by the LESSEE.

## **7. CONCESSIONS**

- a) LESSEE may sell or otherwise distribute food and drink to players and spectators at ball games on the PROPERTY, subject to reasonable regulations of the CITY and the Los Angeles County Health Department.
- b) LESSEE may not assign or otherwise transfer the right to sell or distribute food or drink on the PROPERTY.
- c) LESSEE agrees that in the event LESSEE operates a snack bar upon the PROPERTY, LESSEE will assure that no litter, rubbish or trash resulting from any snack bar sales will be permitted to be carried, blown or in any other manner be deposited on adjoining properties, but instead shall be properly disposed of in closed trash containers on the PROPERTY.

## **8. APPROVAL OF PLANS**

LESSEE may not alter any improvements whatsoever on the PROPERTY including, but not limited to, the baseball diamonds and three batting cages, without first having secured approval of the plans from the Director of Community Services and the Community Development Director. Improvements existing on the PROPERTY at the commencement of this Lease are deemed approved.

## **9. SAFETY PROVISIONS**

- a) LESSEE agrees it will, at its own expense, construct and/or maintain on the PROPERTY any fences or other improvements necessary to protect persons or PROPERTY from injury or damage as a result of the activities of LESSEE.

- b) LESSEE agrees that it will arrange off-street parking for all participants and spectators at league functions on the PROPERTY to the greatest extent possible. LESSEE will use its best efforts to minimize the impact of on-street parking to the residents or businesses adjacent to the PROPERTY by such means as the scheduling of activities; soliciting the cooperation of participants; posting of signs, if necessary, with CITY permission; arranging for other off-site parking, if possible; arranging and scheduling car pools for participants and spectators. LESSEE further agrees to provide, before and after each league function, sufficient adult persons to direct traffic in and out of the off-street parking facilities on the PROPERTY, and such other off-street parking facilities as may be available to LESSEE, to insure that vehicles leaving such parking facilities will do so in a safe and orderly manner, minimizing noise, traffic congestion and dust.
- c) LESSEE agrees to provide the Community Services Director with a Traffic Plan outlining the efforts of LESSEE to limit the impacts described above. The Traffic Plan will be reviewed and approved by the Director or designee, and will be kept on file at all times by CITY and LESSEE.

#### **10. MAINTENANCE**

At its own expense, LESSEE will:

- a) Maintain all improvements erected upon the PROPERTY in good order and repair and may modify or remodel them from time to time with the consent of the Director of Community Services and the Director of Community Development.
- b) Plant and maintain grass on the baseball diamond or diamonds; provided, however, that the CITY may abate weeds whenever required by the CITY.
- c) Plant and maintain vegetation on all cut banks as is required by the Director of Community Development.
- d) Keep the PROPERTY clean and neat, and dispose of all debris and other waste matter which may accumulate, and provide containers with proper covers for the deposit of waste which may accumulate upon the PROPERTY.
- e) Not pave or otherwise hard surface any part of the PROPERTY except as permitted by the Community Development Director; provided, however, that LESSEE at the expense of LESSEE, shall construct and maintain such drainage structures as are necessary and proper to protect adjacent PROPERTY, or as may be required by the Community Development Director.

LESSEE agrees that in the event the PROPERTY is not properly maintained or cleaned, CITY reserves the right to enter upon the PROPERTY in order to

maintain or clean the PROPERTY, and LESSEE will pay the cost thereof to CITY upon demand.

#### **11. SIGNS**

No signs or advertising matter may be erected on the PROPERTY without the prior written consent of the of Community Services Director; provided, however, that the LESSEE may continue to maintain the signs and advertising matter located on the PROPERTY at the commencement of this Lease.

#### **12. TAXES**

This Lease may create a taxable possessory interest. LESSEE will pay any possessory interest tax or assessment that may be levied as a result of LESSEE's possessory interest in this leasehold. Possessory interest means any interest described in Section 107 of the California Revenue and Taxation Code, or its successor statute. This section is deemed to comply with Section 107.6 of the same code.

#### **13. ENCUMBRANCES**

LESSEE may not place, or allow to be placed, upon the PROPERTY, any encumbrances whatsoever and will promptly remove any mechanic's or material men's liens or any attachments or charges, or other liens of any kind or nature, which might be placed upon or levied against the PROPERTY.

#### **14. LIABILITY**

- a) LESSEE agrees that its taking possession of the PROPERTY will be an acceptance of the safety and condition thereof.
- b) LESSEE will indemnify, defend, and hold harmless CITY, its City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including , but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of LESSEE, its officers, employees, agents, subcontractors or vendors. It is further agreed, LESSEE's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member hereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. In the event of any dispute between LESSEE and City, as to whether liability arises from the sole negligence of the CITY or its officers, employees agents, subcontractors or vendors, LESSEE will be obligated to

pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. LESSEE will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

## **15. INSURANCE**

- a) LESSEE must maintain for the duration of the Agreement at their sole expense the following insurance, which will be full coverage, not subject to self-insurance provisions:
  1. Automobile Liability, if Applicable, including owned, non-owned and hired vehicles, with at least the following limits of liability:
    - a. Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and
    - b. Primary Property Damage of at least \$250,000 per occurrence; or
    - c. Combined single limits of \$1,000,000 per occurrence.
  2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.

If the Commercial General Liability Policy does not cover or has an exclusion of sexual and physical abuse and/or molestation, a separate policy to cover this exposure will be required with \$1,000,000 per claim and \$2,000,000 aggregate.
  3. Workers' Compensation coverage as required by the Labor Code of the State of California and, if workers' compensation is required, employer's liability insurance with minimum limits of \$1,000,000 per occurrence or occupational illness. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the CITY for all work performed by the LESSEE, its employees, agents and subcontractors.
- b) The insurance provided by LESSEE will be primary and non-contributory.
- c) CITY ("City of Torrance"), the Successor Agency to the Former Redevelopment Agency of the City of Torrance, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.

- d) LESSEE must provide certificates of insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) indicating appropriate coverage, to the City Clerk of the City of Torrance before the commencement of the lease.
- e) Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.
- f) If the LESSEE maintains broader coverage and/or higher limits than the minimums shown above, the CITY requires and shall be entitled to the broader coverage and/or the higher limits maintained by the LESSEE. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.
- g) The procuring of insurance shall not be construed as a limitation on liability nor as full performance of the indemnification provisions of the LESSEE.
- h) LESSEE hereby grants to CITY a waiver of any right to subrogation which any insurer of said LESSEE may acquire against the CITY by virtue of the payment of any loss under such insurance. LESSEE agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer.

**16. SUFFICIENCY OF INSURERS**

Insurance required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "A" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the LESSEE agrees that the minimum limits of any insurance policies or performance bonds required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that LESSEE will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

**17. ANNUAL REPORTS**

LESSEE will submit an Annual Report to the Community Services Department of the CITY on or before October 30<sup>th</sup> of each year. The report will include a summary of the following:

- a) Registration numbers for the spring, all-star, and fall seasons;
- b) A list of activities that took place on the property during the year;
- c) A list of any complaints received from the neighborhood/residents along with LESSEE's responses; and
- d) any capital projects that were completed during the year

**18. COMPLIANCE WITH LAW**

LESSEE will conduct its operations and business upon the PROPERTY in compliance with all federal, state, and municipal laws and ordinances and with health, fire, and safety rules and regulations of any board or public authority relating to the use of the PROPERTY or any appliances, machinery, fixtures, or structure.

**19. NOTICE**

All notices, requests, demands or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:

- a) Personal delivery. When personally delivered to the recipient. Notice is effective on delivery.
- b) First-class mail. When mailed first class to the last address of the recipient known to the party giving notice. Notice is effective three mail delivery days after deposit in a United States Postal Service office or mailbox.
- c) Certified mail. When mailed certified mail, return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.
- d) Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account. Notice is effective on delivery, if delivery is confirmed by the delivery service.
- e) Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice. Notice is effective on receipt, provided that (i) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (ii) the receiving party delivers a written confirmation of receipt. Any notice given by fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

|  |   |
|--|---|
| <p>LESSEE:<br/> Torrance Little League<br/> PO Box 133<br/> Torrance, CA 90504</p> | <p>CITY:<br/> City Clerk<br/> 3031 Torrance Boulevard<br/> Torrance, CA 90503<br/> (310) 618-2931 FAX</p> |
|--|---|

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.

Any party may change its address of fax number by giving the other party notice of the change in any manner permitted by this Agreement.

## **20. ASSIGNMENT AND SUBLETTING**

LESSEE will not at any time during the term of this Lease, either directly or indirectly, assign, sublease, hypothecate or transfer this Lease, or any interest therein, without the written approval of the Community Services Director; and the giving of such consent will not be a waiver of any right to object to future or further assignments or subleases, but the consent to each successive assignment or sublease must be first obtained from the Community Services Director; nor may the Lease become an asset in any bankruptcy proceeding, nor assigned nor transferred because of such proceeding, nor assigned by operation of law without the prior consent of the Community Services Director. In the event that consent to an assignment or sublease or any transfer of any interest in the Lease is obtained, said assignee or sub-lessee shall be required to list the City of Torrance and its City Council as additional insureds on any and all certificates of insurance required by the CITY.

## **21. DEFAULT**

If LESSEE fails in any manner to fully perform and carry out each and every term, covenant and condition of this Lease, it will be in default of this Lease. In case of default or breach of this Lease, the CITY may, at its option, terminate and cancel the Lease. Termination will not affect or terminate any of the rights of CITY against LESSEE that exist or which may thereafter occur because of the default, and the forgoing will be in addition to all other rights and remedies available to CITY under the law.

## **22. CONFLICT OF INTEREST**

- a) No officer or employee of the CITY may have any financial interest, direct or indirect, in this Lease, nor may any officer or employee participate in any decision relating to the Lease that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly, interested in violation of any law, rule or regulation.
- b) No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendations, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any



other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

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CITY OF TORRANCE,  
a municipal corporation

Torrance Little League,  
a non-profit organization

\_\_\_\_\_  
Patrick J. Furey, Mayor

By: \_\_\_\_\_  
Matt Crew,  
Vice President

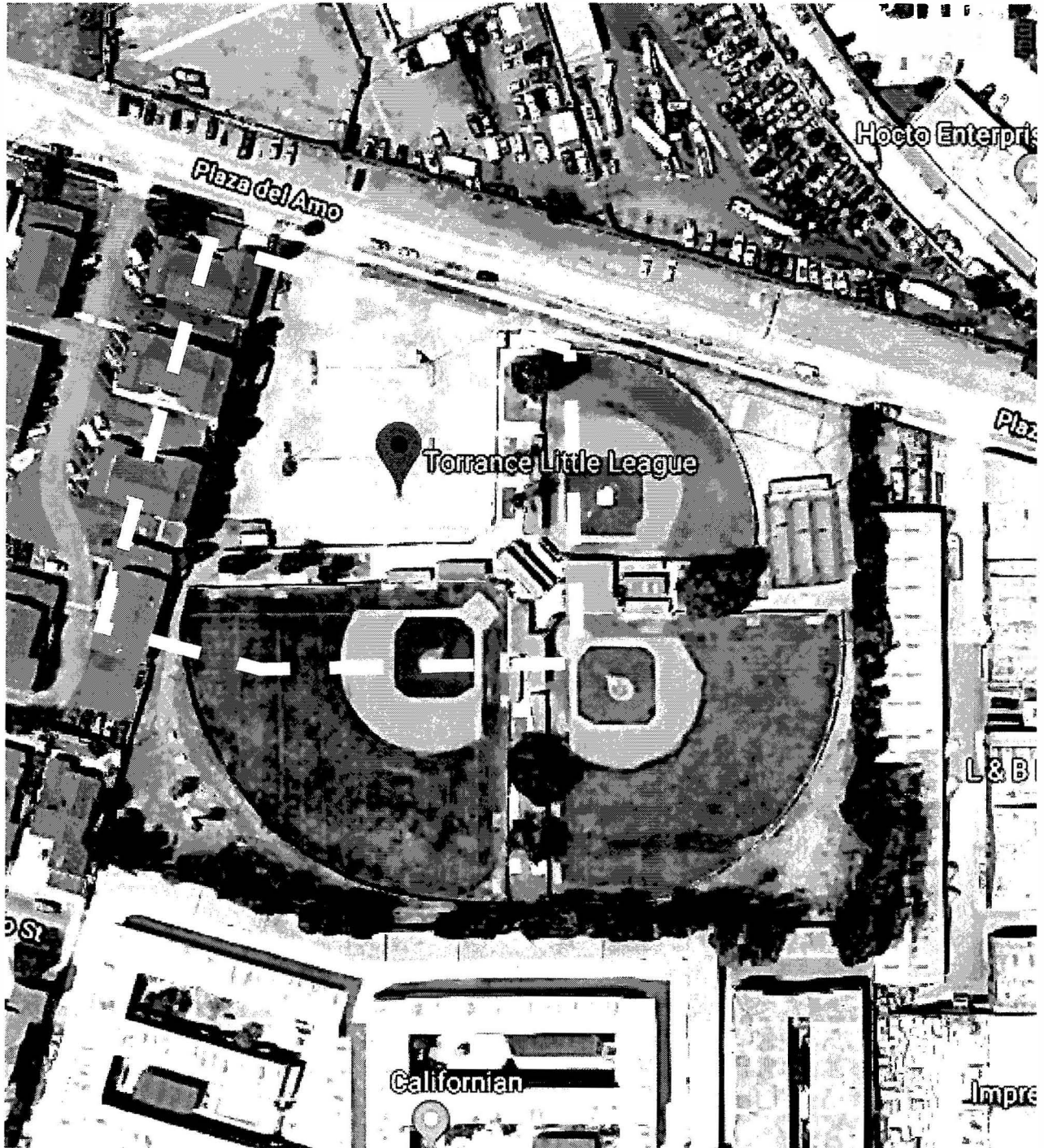
ATTEST:

\_\_\_\_\_  
Rebecca Poirier  
City Clerk

APPROVED AS TO FORM:  
PATRICK Q/ SULLIVAN  
CITY ATTORNEY

By: \_\_\_\_\_  
Della Thompson-Bell  
Deputy City Attorney

**Torrance Little League**  
1740 Plaza Del Amo



**TO: PARKS AND RECREATION COMMISSION**  
**FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR**  
**SUBJECT: ADMINISTRATIVE SERVICES DIVISION REPORT – May 2024**

**PARK RANGER PROGRAM** – Victor Arevalo, Program Supervisor

During the month of May the Ranger Unit (15 part time staff) maintained a consistent deployment schedule, not including holidays.

- Weekday afternoon patrols include providing a uniformed support presence at all city libraries.
- Weeknight patrols focus on supervision of field permits and securing facilities.
- Weekend patrols include general supervision of the parks, educating patrons on rules, and facilitating building and picnic reservations.

**Parks**

- One Trainee promoted to Ranger; two new Trainees added to roster.
- Increasing number of unpermitted classes and instructors holding sessions in City parks; Sometimes conflicting with permitted users.
- Rangers supported library staff with numerous library incidents; unruly juveniles, unhoused subjects.
- Assisted Torrance Police Department with supervising demonstration at Greenwood Park before and during Armed Forces Day Parade.
- Assisted Park Services and Recreation with sign posting and advising players of Sur La Brea Park court closures and new hours due to vandalism.
- High volume of contacts for dogs off leash highest at El Retiro and Miramar Parks.
- Tailgating continues at Wilson Park; Highest activity levels on weeknights at multiple spots in parking lots.

Statistics were kept of common incidents that Rangers observed during the month of December.

| <b>Municipal Code Violations</b>                    | <b>May</b> | <b>YTD</b> |
|---|------------|------------|
| Alcohol   | 25         | 160        |
| Amplified Sound                                     | 0          | 14         |
| Dog Off Leash Contacts                              | 172        | 809        |
| Marijuana/Smoking                                   | 17         | 103        |
| Parking Violations                                  | 22         | 71         |
| Trespassing on Closed Fields                        | 0          | 10         |
| Unpermitted Commercial Class/Instructional Contacts | 22         | 178        |
| Unpermitted Food/Street Vendor Contacts             | 0          | 2          |

| <b>Park Patron Specific Contacts</b>           | <b>May</b> | <b>YTD</b> |
|--|------------|------------|
| Assisting Park Patrons                         | 16         | 104        |
| Building, Picnic, or Field Permit Conflicts    | 17         | 123        |
| Defiant/Disruptive Subjects                    | 12         | 165        |
| Missing Subjects                               | 0          | 2          |
| Patrons Causing Building, Park or Field Damage | 2          | 66         |
| Skating/Biking Violations                      | 29         | 127        |
| Suspicious Subjects                            | 22         | 44         |

| <b>Building, Park, and Facility Issues</b> | <b>May</b> | <b>YTD</b> |
|--|------------|------------|
| Graffiti Hotline Report/Removal            | 66         | 554        |
| Facility Maintenance Report                | 29         | 129        |
| Hazard Report/Removal                      | 2          | 79         |
| Unpermitted Bouncer/Vendor Violations      | 0          | 0          |

| <b>City Resource Support Requests</b> | <b>May</b> | <b>YTD</b> |
|---------------------------------------|------------|------------|
| EMT/Fire Department Call-Outs         | 0          | 0          |
| Park Services Call-Outs               | 0          | 1          |
| Police Department Call-Outs           | 2          | 15         |
| Ranger Unit Call-Outs                 | 19         | 67         |

| <b>Unhoused Interactions</b>               | <b>May</b> | <b>YTD</b> |
|--|------------|------------|
| Unhoused Subject Contacts and Observations | 32         | 159        |
| Unhoused Subject Outreach Requests         | 10         | 72         |
| Unhoused Subject Welfare Checks            | 10         | 111        |

**HOME IMPROVEMENT PROGRAM** – Shawn Plunkett, Program Supervisor

During the month of May, the Home Improvement Program completed projects at 7 households, with ongoing projects at 6 additional households. Total mobile home clients 1, with 1 mobile home household completed.

|  | <b>May</b> | <b>YTD</b> |
|--|------------|------------|
| ADA                                      | 2          | 10         |
| Carpentry                                | 3          | 30         |
| Electrical                               | 4          | 25         |
| Paint                                    | 0          | 0          |
| Plumbing                                 | 4          | 25         |
| Miscellaneous                            | 4          | 24         |
| <b>Total number of services provided</b> | <b>15</b>  | <b>104</b> |

**FARMER’S MARKET PROGRAM** – Joyce Chan, Farmer’s Market Manager

Cherry season started in May! The market enjoyed the usual cherry farmers, taking advantage of the good weather and the crowds. Erickson Cherries returned to Torrance, after a 10-year hiatus. Many of our customers remembered them and bought their delicious cherries. With the upcoming heat, the season will probably be short, so get them while you can!

Stone fruit has started to peak its head into the farm stands. We welcomed Saturn peaches, yellow, and white, nectarines, and yellow, and white, peaches. This also marked the end of citrus season.

The market also welcomed a wasabi farmer, Yano Farms. They are hoping to get the attention of the City’s sushi restaurants.

The Tuesday market welcomed a kombucha vendor and a new sourdough bread vendor in the prepackaged area.

During the month of May the Farmers’ Market operated on four Tuesdays and four Saturdays. Average attendance for Tuesdays was 7,147 and for Saturdays was 16,630.

| <b>Revenue</b>             | <b>Tuesday</b>     | <b>Saturday</b>    | <b>Monthly Total</b> | <b>FY YTD</b>       |
|----------------------------|--------------------|--------------------|----------------------|---------------------|
| July 2023                  | \$29,845.82        | \$82,444.05        | \$112,289.87         | \$112,289.87        |
| August 2023                | \$34,931.62        | \$63,640.08        | \$98,571.70          | \$210,861.57        |
| September 2023             | \$25,713.50        | \$75,370.72        | \$101,084.22         | \$311,945.79        |
| October 2023               | \$30,268.48        | \$59,403.21        | \$89,671.69          | \$401,617.48        |
| November 2023              | \$27,117.16        | \$54,493.02        | \$81,610.18          | \$483,227.66        |
| December 2023              | \$19,922.07        | \$63,176.65        | \$83,098.72          | \$566,326.38        |
| January 2024               | \$28,283.52        | \$52,749.96        | \$81,033.48          | \$647,359.86        |
| February 2024              | \$14,451.75        | \$65,632.62        | \$80,084.37          | \$727,444.23        |
| March 2024                 | \$26,232.37        | \$63,354.57        | \$89,586.94          | \$727,444.23        |
| April 2024                 | \$36,952.88        | \$65,337.56        | \$102,290.44         | \$829,734.67        |
| <b>May 2024</b>            | <b>\$28,869.51</b> | <b>\$70,865.17</b> | <b>\$99,734.68</b>   | <b>\$929,469.35</b> |
| <b>May 2023 Comparison</b> | <b>\$32,592.29</b> | <b>\$65,666.37</b> | <b>\$98,258.66</b>   | <b>\$839,761.79</b> |

**COMMUNITY GARDENS PROGRAM** – Joyce Chan, Farmer’s Market Manager

Community Gardens staff have been very busy weeding, and catching up on gardeners who need enforcement emails.

Meanwhile, it’s now planting season. Everybody is very busy at the gardens getting ready for summer.

**ANIMAL CONTROL PROGRAMS** – Shane Lee, Administrative Analyst

Coyote abatement continues Monday through Sunday trapping. The trapping cycle begins anew every October. The City’s pet licensing program with DocuPet also continues servicing Torrance residents, with its yearly reporting restarting in December.

### Coyote Report

During the month of May, there were 41 reported coyote sightings by the public, with 2 coyotes captured by the vendor.

| Type of Coyote Encounter                | May       | Current Trapping Period<br>(October 2023 – Present) |
|---|-----------|---|
| Sighting Reported by Public             | 42        | 194   |
| Dog Attack                              | 2         | 3   |
| Cat Attack                              | 1         | 3   |
| Dog Attack Resulting in Fatality        | 0         | 0   |
| Cat Attack Resulting in Fatality        | 11        | 34  |
| Wild Animal Fatality of Unknown Origins | 4         | 11  |
| Injured Coyote                          | 0         | 3   |
|   | <b>60</b> | <b>248</b>  |

|                          | May      | Current Trapping Period<br>(October 2023 – Present) |
|--------------------------|----------|---|
| Coyotes Trapped          | 2        | 21  |
| Carrion<br>(non-trapped) | 0        | 3   |
| <b>Total</b>             | <b>2</b> | <b>24</b>   |

### Pet Licensing

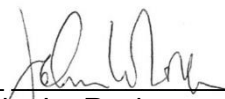
*Statistics provided below may not be finalized numbers as the official invoices are delivered by DocuPet, the vendor, to the city at the end of the second week of each month.*

During the month of May, a total of 534 licenses were sold. 517 of these were purchased through DocuPet's online portal and 17 were purchased offline by mail. Total revenue received by the City will be approximately \$16,392.67.

|                                | May                | Year-to-Date<br>(December 2023 – November 2024) |
|--------------------------------|--------------------|---|
| Licenses Sold                  | 534                | 2,768   |
| Donations Received             | \$0.00             | 101.00  |
| <b>Total Revenue less Fees</b> | <b>\$16,392.67</b> | <b>\$85,400.83</b>                              |

For a year-over-year comparison, in May 2023, there were a total of 632 license sales resulting in revenue of \$19,065.02.

Respectfully submitted,

  
\_\_\_\_\_  
John La Rock  
Community Services Director

**TO: PARKS AND RECREATION COMMISSION**  
**FROM: TRACY DRAKE, PARK SERVICES MANAGER**  
**SUBJECT: PARK SERVICES DIVISION REPORT – MAY 2024**

### **ALL PARKS**

- Storm clean-up
- Reported graffiti
- Performed playground equipment safety checks
- Performed routinely maintenance and inspections
- Adjusted security light timers and check of all irrigation clocks for time. Repairs made where needed
- Cared for dedication trees

### ***Custodial/Rental Buildings***

Cleaned and serviced all rental facilities and restrooms

### ***Events***

- Provided staff and support for the Armed Forces Day Parade and Mall Expo
- Provide staff and support for the Volunteer Cleanup Day at Seaside Heroes Park
- Planted a Dedication Tree at Pequeno Park for Landon Duran

### ***Turf Management***

#### **All Sports Fields**

- Columbia, De Portola, El Nido, Guenser, La Romeria, McMaster, Walteria & Wilson are currently on track for weekly routine maintenance.

### ***Baseball Diamonds***

- Service included the fields at Guenser, Mc Master, Columbia, El Nido, La Romeria, Walteria, De Portola & Wilson parks.

### **SPECIALTY CREWS**

#### ***Projects Crew***

Projects crew has remained available to assist all three supervisors and all parks leads with daily ongoing support for all parks emergencies and planned construction projects such as playground repairs, concrete sidewalk repairs, sign replacements fence and block wall repairs new barbeque grill installation & Concrete path repairs. See each park by region for this month's contributions.

**Please note:** Barbeque grill installations are still ongoing with approximately 80% of the installations now completed.

#### ***Mowing Crew***

- All mowing is currently on track except for a two-week delay in service to some locations mainly due to recent storm activities leaving behind wet soil conditions. Crews have remained ready for redirection as higher priority projects or emergency tasks are required



- Lead Maintenance Workers have continued training our Maintenance Worker staff Including new hires on the safe operation of large & small equipment such as Toro Big Red & Toro Zero Turn mowers to promote safe work practices and gain regimented experience operating large equipment under direct supervision
- Groundwork training has continued for our permanent full & part time staff including new hires regarding the safe use of edgers, blowers, string trimmers and hand tools

**VOLUNTEERS and GRANT PROGRESS**

|   | <b>Volunteers</b> | <b>Hours</b>  |
|---|-------------------|---------------|
| Live Steamers                                   | 21                | 670           |
| Wilson Horseshoe Pits                           | 1                 | 16            |
| Madrona Marsh Preserve /Nature Center           |                   |               |
| Cherry Trees (city wide)                        | 0                 | 0             |
| Seaside Heroes Park                             | 31                | 71            |
| Civic Center Veteran’s Memorial and Rose Garden | 10                | 20            |
| Entradero Park                                  | 2                 | 28            |
| Wilson Park                                     | 57                | 103.5         |
| Pine Wind Garden                                | 18                | 72            |
| Guenser Park                                    | 7                 | 46            |
| Lago Seco Park                                  | 0                 | 0             |
| <b>TOTAL</b>                                    | <b>147</b>        | <b>1026.5</b> |

***Grant Progress***

No information currently

**PARKS BY DISTRICT**

***District 1 – Descanso, Guenser, La Carretera, McMaster, Osage***

Descanso

- Performed a mainline irrigation repair

Guenser

- Applied caulking on basketball court surface
- Repaired playground rubber flooring

***District 2 – Entradero, La Romeria, Paradise, Sunnyglen, Victor***

Entradero Park

- Valve replacement for irrigation on field
- Framed area for dedication bench

La Romeria

- Work order repair performed on men’s restroom plumbing

Paradise

- Irrigation Mainline break

### Sunnyglen

- Irrigation repairs along the west path

### Victor

- Tree trimming

## ***District 3 – City Yard, Civic Center, Columbia, Delthorne, El Nido, Greenwood, Pequeno***

### City Yard

- Attended to nursery plants and equipment
- Attended and maintained landscaped areas

### Civic Center

- Completed Human Resources patio cleanup
- Completed planter restoration project at Torrance Police Department entrance
- Completed planter cleanup project in Fire Prevention parking lot

### Columbia

- Repaired fence westside of park

### Delthorne Park

- Weed removal in sand boxes
- Weed removal in the dry creek beds
- Installed playground stairs

### El Nido Park

- Removed Volunteer debris piles on Kingsdale

### Greenwood Park

- Repaired southwest park sign
- Repaired mainline irrigation break

### Pequeno Park

- Planted a Tipuana Tipu for Landon Duran Tree Dedication

## ***District 4 – Downtown, El Prado, Pueblo, Southeast Library, Sur la Brea, Torrance, Torrance Scout Center, Wilson Park***

### Bartlett Senior Center

- Completed installation of 2 raised planter for Gardening Club

### Downtown

- Started Torrance Theatre Company landscaping project

### El Prado

- Reinstalled south park bench
- Reinstalled fallen bike rack

### Torrance Park

- Repaired bench on east side of park

### Wilson Park

- Repaired northeast fence
- Repaired bollard post north parking lot
- Repaired workout equipment by Splash Pad
- Completed Splash Pad maintenance for Opening Day
- Completed 2 dead tree removals by Splash Pad
- Removed Volunteer work debris piles at Live Steamers
- Completed repairs on rope climber in the playground
- Complete irrigation repairs to mitigate water runoff by Splash Pad

***District 5 – El Retiro, La Paloma, Lago Seco, Los Arboles, Miramar, Riviera, Seaside  
Heroes, Sea Aire Golf Course***

El Retiro

- Trimming around library flower beds

Lago Seco Park

- Asphalt cold patching in driveway to parking lot

Miramar Park

- Gopher holes refilled with dirt

Sea Air Golf Course

- Trees trimmed
- Repaired concrete near backflow
- Repaired gate and ball netting

***District 6 - Alta Loma, De Portola, Discovery, Hickory, Walteria***

De Portola Park

- Mainline break

Discovery

- Repaired playground rubber flooring

Walteria Park

- Irrigation repairs in progress
- Trimming of shrubs in parking lot

## **MADRONA MARSH PRESERVE and NATURE CENTER (MMP)**

| <b>February Attendance</b> | <b>Hard Count</b> | <b>Projected Count</b> |
|----------------------------|-------------------|------------------------|
| Preserve                   | 3,357             | *                      |
| Nature Center              | 1,152             | *                      |

### **May Attendance Numbers:**

- These numbers are hard counts taken from program attendance rolls and the tallies recorded by volunteers at the front gate of the Preserve. As such, these numbers are an undercount and represent the minimum number of people who visited Madrona Marsh.

**May Rainfall:** no precipitation detected

**Total Rainfall for the Season:** 24.7”

| <b>Assignment</b>                            | <b>Hours</b>  | <b>Volunteer Count</b> |
|--|---------------|------------------------|
| <b>Advanced Restoration Crew</b>             | <b>65:43</b>  | 5                      |
| <b>Animal Care</b>                           | <b>6:10</b>   | 3                      |
| <b>Docent (tours/outreach)</b>               | <b>95:40</b>  | 9                      |
| <b>Education Programs</b>                    | <b>40:53</b>  | 5                      |
| <b>Gift Shop Clerk (must be 21 or older)</b> | <b>38:38</b>  | 6                      |
| <b>Habitat Support &amp; Maintenance</b>     | <b>0</b>      | 0                      |
| <b>Native Plant Propagation</b>              | <b>4:33</b>   | 1                      |
| <b>Nature Center Maintenance Support</b>     | <b>8:11</b>   | 1                      |
| <b>Preserve Entrance Greeter</b>             | <b>104:38</b> | 11                     |
| <b>Reception Desk Greeter</b>                | <b>114:39</b> | 8                      |
| <b>Restoration Program</b>                   | <b>223:52</b> | 62                     |
| <b>Research Assistant</b>                    | <b>8:05</b>   | 1                      |
| <b>Special Assignment</b>                    | <b>185:36</b> | 4                      |
| <b>Outreach (events &amp; schools)</b>       | <b>12:03</b>  | 1                      |
|  |               |                        |
| <b>Total</b>                                 | <b>908:41</b> | 94                     |

## May Highlights:

- May 4 was the culmination of our spring elementary school outreach efforts. Volunteers visited several Torrance elementary schools to promote the Marsh and encouraged students to participate in our “Name the Frog” contest. Students were asked to come up with a name for our Frog Mascot and to design a sticker that we will use for outreach events. Hundreds of students sent in submissions. Staff selected 22 finalists (their entries can be viewed on our Instagram page @madronamarsh) and visitors at the Nature Festival (April 20) voted for the winner. On May 4, we invited all of the finalists to the Marsh to learn the winner: Ivana Shah, who named the Frog Mascot “Ollie.” Each student received stickers with their own designs and celebrated Ollie’s “name day” with cupcakes designed to look like frog eggs. Then each student went into the Preserve to release tree frogs we raised from tadpoles into the Marsh. City of Torrance’s social media office was on hand to film the event for their Instagram page @cityoftorranceca.
- On May 4 staff held an orientation for new volunteers.
- On May 8, staff led a corporate restoration day with a group from Macy’s department store. 15-20 people worked on invasive plant removal and trash removal on the Chevron corner.
- On May 8, staff attended a convening of the California Regional Environmental Education Community (CREEC) Network, Region 11. CREEC is a California Department of Education program that fosters regional partnerships to promote environmental education and environmental literacy by providing teachers with access to high quality professional learning opportunities and informal education resources. Madrona Marsh was represented alongside other organizations including the Aquarium of the Pacific, the Natural History Museum, the Marine Mammal Care Center, Tree People, and the LA Zoo. The event was held at the LA Zoo in Griffith Park.
- May 10, the Torrance Seniors Walking Tour got a tour of the marsh. 15 people attended.
- On May 18, docents led members of the Bread of Life church on a tour of the Preserve, native garden, and Nature Center. The church gave a \$100 donation to the Friends of Madrona Marsh.
- On May 17, outreach volunteers went to Seaside Elementary School to give a presentation.
- On May 18, outreach volunteers tabled at the El Camino Parent and Community Resource Fair. They set up a mobile water lab where visitors could examine the invertebrates living in water collected from the marsh.
- On May 21, Debbie Hayes with Discover Torrance facilitated an interview with an Australian travel writer working on a feature about the City of Torrance. Madrona Marsh was highlighted along with the Farmers’ Market.
- On May 21, staff gave a presentation to the Women’s Presbyterian Club of the St. Andrews Presbyterian Church (Avenue D, Redondo Beach) on protecting urban nature in our backyard with lessons gained from Madrona Marsh. The club gave a donation to the Friends of Madrona Marsh for \$50.
- On May 22, staff from the Natural History Museum of LA County’s Diversity Initiative for the Southern California Ocean (DISCO) visited the Madrona Marsh Preserve. They met with manager Liz Evans and sciences coordinator Miriam Taeubel to discuss the health of the Preserve’s 9 vernal pools. The DISCO team has agreed to include the Marsh in their multiyear study of Southern California vernal pools. Dr. Taeubel collected fairy shrimp from this year’s vernal pools and preserved them to museum-grade standards. These fairy shrimp have now been accessioned into DISCO’s collection and will be DNA- and RNA-

sequenced to determine the exact species of fairy shrimp living in Madrona Marsh. We look forward to continuing this scientific collaboration in the years to come.

- On May 24, staff transported the frozen carcasses of four birds and reptiles to the La Brea Tar Pits Museum. Staff at the La Brea Tar Pits requested any “excess” naturally-dead animals we hold in our collections to assist them with experiments in different museum preservation techniques.
- On May 29, influencer Carol Gilles came to the Nature Center to film a promotional spot for the Friends of Madrona Marsh’s 50<sup>th</sup> Anniversary Fundraiser, to be held at the Depot Restaurant in Torrance on August 11<sup>th</sup>, 12 p.m. to 6 p.m. Tickets are available on the Friends of Madrona Marsh website (any time) or the Nature Center Gift Shop (Fridays and Saturdays only, 11 a.m. – 3 p.m.).
- On May 29, staff gave a tour to a biology class from El Camino College with 28 students.
- Saturday Habitat Restoration was very active in the month of May. We held restoration work days on May 4 (34 people), May 11 (25 people), May 18 (31 people), and May 25 (29 people). Volunteers and ARC members focused on removing curly dock, yellow star thistle, sow thistle, and chrysanthemum throughout the Preserve.

### **Program Attendance:**


- Tyke Hike was very well attended on May 2 with roughly 20 kids and adults.
- 60 adults and kids attended the Release the Frog party for the Name the Frog contest winners on May 4.
- Friday Fun continues to be full. May 3 – 22 people. May 10 – 42 people. May 17 – 47 people. May 24 – 26 people. May 31 – 48 people.
- Nature Storytime had a nice showing with 20 kids and adults on May 9.
- Vasi Bhaskar led this month’s Nature Walk on May 11. Several groups, including a special needs group and a pre-K group, signed up to attend. She had over 30 participants.
- Benny Canady led this month’s Night Hike, also on May 11. It was well attended with roughly 30 participants.
- The Riverside Astronomical Society held their Star Party in the Nature Center parking lot on May 11. 35 folks attended.
- Docents led the Henrietta Basin Walk on May 18.
- The PV/SB Audubon held their monthly meeting at the Nature Center. 15 people attended.

### **School Tours:**


- May 1 – Anza Elementary, 60 people, 2<sup>nd</sup> graders
- May 7 – Anza Elementary, 40 people, 2<sup>nd</sup> graders
- May 8 – Arlington Elementary, 56 people, 3<sup>rd</sup> graders
- May 14 – Riviera Elementary, 55 people, 3<sup>rd</sup> graders
- May 15 – Edison Elementary, 50 people, TK-Kinder
- May 16 – Riviera Elementary, 55 people, 3<sup>rd</sup> graders
- May 21 – Nativity Catholic, 37 people, 6<sup>th</sup> graders
- May 22 – Edison Elementary, 50 people, TK-kinder
- May 28 – Edison Elementary, 36 people, 2<sup>nd</sup> graders
- May 29 – Edison Elementary, 36 people, 2<sup>nd</sup> graders
- May 30 – Lincoln Elementary, 56 people, 4<sup>th</sup> graders

Congratulations to all our Docents! They made it through another school year and did a fantastic job educating the children and adults of Torrance and the wider South Bay community. We are also proud to announce that our Docents have won the **Torrance Climate Smart Award** from the **Torrance Environmental Quality and Energy Conservation Commission!** Well done!

Respectfully submitted,

 by Robert Rusa for  
Tracy Drake  
Park Services Manager

CONCUR:

  
\_\_\_\_\_

**TO: PARKS AND RECREATION COMMISSION**  
**FROM: GARRETT CRAIG, RECREATION SERVICES MANAGER**  
**SUBJECT: RECREATION SERVICES MONTHLY REPORT FOR MAY 2024**

The following is information regarding Recreation Division programs and facilities for May 2024:

**FACILITY BOOKING AND REGISTRATION** – *Veronica Minter, Senior Recreation Supervisor, Kenita Trinidad, Facility and Registration Program Coordinator and Suzy Corzine, Senior Program Specialist*

***Facility Booking:***

During the month of May:

- Field Bookings:
  - Staff issued 100 short-term permits for fields
  - Long-term field users were issued 706 permits
  - There was 1 softball tournament held at Wilson
  
- Picnic Reservations:
  - 64 bouncer permits were issued

| <b>Park</b>    | <b>Picnics</b> | <b>Guests</b> |
|----------------|----------------|---------------|
| Columbia Park  | 25             | 1995          |
| El Nido Park   | 9              | 275           |
| El Retiro Park | 8              | 400           |
| Hickory Park   | 7              | 350           |
| Lago Seco Park | 7              | 350           |
| McMaster Park  | 3              | 75            |
| Paradise Park  | 5              | 250           |
| Torrance Park  | 7              | 280           |
| Victor Park    | 0              | 0             |
| Walteria Park  | 3              | 150           |
| Wilson Park    | 32             | 3325          |
| <b>Total</b>   | <b>106</b>     | <b>7450</b>   |

- Facilities Revenue Report:

|                       | <b>May 2024</b> | <b>2024 YTD</b> | <b>May 2023</b> |
|-----------------------|-----------------|-----------------|-----------------|
| Attic                 |                 | \$239.75        | \$523.00        |
| Facility Reservations |                 | \$6,026.88      | \$1,625.00      |
| Field Lights/Support  | \$11,624.15     | \$44,512.09     | \$5,909.02      |
| Field Prep            | \$245.00        | \$315.00        | \$247.50        |
| Filming Permits       |                 |                 | \$500.00        |



|                          |                    |                     |                    |
|--------------------------|--------------------|---------------------|--------------------|
| Hockey Rink              | \$4,136.00         | \$12,929.23         | \$3,750.44         |
| Picnic Reservations      | \$14,170.00        | \$35,260.00         | \$12,055.00        |
| Pool Rental              | \$13,001.25        | \$48,743.75         | \$13,860.00        |
| Special Events           | \$1,500.00         | \$2,300.00          |                    |
| Sports Center            | \$6,143.00         | \$14,198.44         | \$1,452.00         |
| Torrance Art Museum      |                    |                     |                    |
| LA Galaxy Sports Complex | \$23,149.83        | \$165,574.85        | \$6,632.48         |
| Weddings                 |                    | \$600.00            | \$250.00           |
| <b>Monthly</b>           | <b>\$73,969.23</b> | <b>\$330,699.99</b> | <b>\$46,804.44</b> |

**Registration:**

Registration processed a total of 178 enrollments for a total of \$58,687.52 during the month of May 2024:

|              | Resident  | Non-Resident | Total Enrollments | May 2024 Total Fees | May 2023 Total Fees |
|--------------|-----------|--------------|-------------------|---------------------|---------------------|
| <b>Total</b> | <b>59</b> | <b>80</b>    | <b>178</b>        | <b>\$58,687.52</b>  | <b>\$525,871.83</b> |
| Staff        | 24        | 65           | 132               | \$11,019.38         | \$62,666.59         |
| Web          | 31        | 15           | 46                | \$47,668.14         | \$463,205.24        |

Enrollment started for Summer Camps, Summer classes and Summer Youth Basketball in the new REC Program.

**YOUTH AND ADULT SPORTS / AQUATICS / SEA-AIRE** – Allison Saufua, Senior Recreation Supervisor; Justin Ferneau, Recreation Supervisor; Jacob Castillo, Recreation Supervisor, Traci Fuentes, Senior Program Specialist– Youth Sports and Darius Holmes, Senior Program Specialist– Adult Sports

**Aquatics:**

- 13 new staff members were hired, including 10 Lifeguards and 3 Program Leaders.
- We held the 2<sup>nd</sup> Annual Water Safety Day on May 25. We had over 100 participants. Children and adults were taught the importance of water safety, given a quick course in CPR and Lifeguard water rescues. A survey was sent after the event and several responses all gave positive feedback.
- The next public event will be World’s Largest Swim Lesson on June 20.
- The majority of summer programming is full with a few remaining spots.
- The drop-in lap swimmers accounted for 1,655 pool visits.
- Recreational swim had 65 swimmers.
- Long-term pool rental group Swim Torrance had 1,793 swimmers.
- LAPS Masters Swim Team had 102 swimmers.
- P.A.L.S. Swim Team continues their weekly Sunday morning workouts.

**Youth Sports:**

- The 2024 Volleyball program will conclude June 8.
- Youth Basketball registration closes this month with an estimated 968 participants registered and several others on various waitlists. This season games will be played on Tuesdays and Saturdays at the Dee Hardison Center and TUSD middle schools.
- Youth Flag Football registrations begin June 18 for residents and June 25 for non-residents.

### **Adult Sports:**

- The Adult Softball staff conducted their seasonal coach's meeting with 50+ managers attending via Teams. There are 85 Adult Softball teams registered for the Spring/Summer league.
- LASPORTSNET has started its rental for Adult Basketball at the Dee Hardison Sports Center.
- Private gym and field rentals for basketball, baseball, softball and AYSO soccer have also continued to be strong throughout the month, and all patrons have shown, or expressed their satisfaction.
- Judo continues to use MPR, and all have been enjoying their time while at our facility. Kendo has also returned to the MPR this month and has expressed their happiness to be back at our facility.

### **Sea-Aire Golf Course:**

- The Spring *Sea-Aire* golf season started winding down in May with very impressive golf attendance numbers. The total number of golf rounds played at *Sea-Aire* throughout May were 3,780.
- The annual Summer Kick-Off Memorial Day Junior Golf Challenge was held on May 27. Six to fourteen year old junior golfers competed in the golf challenge at *Sea-Aire*. Congratulations to the first place winners in their respective age flight: P.J. Archer, Sarah Lasiter, Braydon Graiff, and Canon Lyon.
- From May 20 through May 22, the much needed tree trimming project was completed at *Sea-Aire*. Multiple large trees were cut back and thinned out throughout the course. The tree trimming focused heavily on the trees that were obstructing normal golf shots from the tee box to the greens.
- On May 9th the special needs class from Serra High School held a fun *Sea-Aire* golf outing.
- On May 15, the new last tee off time was moved out to 6:30 p.m. because of the longer seasonal daylight hours.

**AFTER SCHOOL CLUB / PARK DROP-IN / DAY CAMPS / VIRTUAL RECREATION** – *Veronica Minter, Senior Recreation Supervisor; Nicole Madera, Recreation Supervisor and Anthony Chavez, Senior Program Specialist*

### **After School Club Program:**

The After School Club is nearing the end of the 2023-2024 school year but fun and engaging activities continue! Walking field trips, jeopardy games, and kickball basketball are some participant favorites. Also, this month participants created appreciation cards for their school's teachers and After School Staff assisted with delivering them.

Looking ahead to the After School Club in the fall, we already have strong enrollment. The program will include two additional sites in the fall, Bert Lynn and Towers.



### **Summer Day Camp:**

Early Camp registration began on May 15 and enrollment was strong! Only a few spots remained for Sports Camp and Teen Camp before open registration on May 28. Day Camps begin on June 17 and campers have lots of fun activities to look forward to.

### ***Social Media/Virtual Recreation:***

Torrance social media and virtual recreation continues to gain followers and provide content and program information to residents. May's social media content included:

- ASC Teacher appreciation – program spotlight
- Sea-Aire Memorial Day Golf Tournament – event spotlight
- Community Water Safety Day – event reel
- Special Olympics – program spotlight
- HIP New Staircase - program spotlight
- Summer Registration Reminder – event spotlight and story
- Water Safety Day – program spotlight
- Early Camp Registration – program spotlight
- How to Create Your Account – program reel and story
- Community Water Safety Day – program spotlight and story
- New REC Registration – program spotlight and story
- Summer Seasons - spotlight
- Dodger Day – program spotlight
- Adult Basketball Champions – program spotlight
- Dodger Day – program spotlight and story
- Plunge New Hours– program spotlight and story

### **TEENS / CO-REC / YOUTH COUNCIL / SENIOR CITIZENS / COMMISSION ON AGING EARLY CHILDHOOD EDUCATION / ADAPTIVE PROGRAMS / SPECIAL EVENTS**

*Jesus Castro, Senior Recreation Supervisor; Patti Goldenson, Recreation Supervisor Senior Programs; Charlene Walker, Program Coordinator; Linda Wilson-Gray, Senior Program Specialist Senior Programs; Nena Davis, Senior Program Specialist Teen Programs*

**Special Events:** The Summer Movies in the Park dates and movie selections have been confirmed for the 2024 summer movie series.

### ***Early Childhood Education (ECE):***

- The Spring Early Childhood Education session came to an end on Friday, May 31.
- The participants became very comfortable in the classroom during the session and enjoyed their last few weeks together.
- They were all busy doing projects during the month of May for their moms and dads for Mother's Day and Father's Day.
- Their remarkable Mother's Day performance showcased their progress and talent. The children sang several songs, leaving their mommies thrilled and cherishing the time spent with their little ones.
- In Fun & Friends, they had also learned the letters X, Y, and Z as well as the sounds they make. They made crafts associated with the letters learned. They performed for their moms and gave them gifts that they had made.
- Fun and Friends class went to Wilson Park to celebrate with Train Rides from The Live Steamers.
- The month of May, we had a total of 8 volunteers volunteering a total of 20 hours.



### **Adaptive Recreation:**

- On Monday, May 6, PALS members met at Shakey's Pizza for dinner and arcade games. The staff at Shakey's Pizza is always very patient and accommodating to everyone as they individually order and pay the cashier. Everyone ate a lot and had a lovely time together. Pizza night always brings out 15 – 20 participants.
- A diverse and inclusive group gathered at the Torrance Batting Cages for a unique batting practice experience. Our group comprised both seasoned softball athletes and participants who were new to the world of baseball or softball. The activity was a resounding success, with everyone getting multiple opportunities to bat and gradually building their confidence in their swings.
- Tuesday, May 28, was movie night at the AMC Del Amo. PALS members watched Garfield in 3D. Although some members thought the movie would be too childish for them, by the time it was over, everyone agreed that it was good and that they had a great time!
- May 18 was the Special Olympics So Cal Spring Games at Warren High School in Downey. Teams from all over So Cal competed in Track and Field, Basketball, Bocce and Swim. Two Torrance basketball teams and the Swim team participated in this all-day competition. Many medals were awarded to all the Torrance athletes, and a lot of competitive spirit was shown!



### **THE ATTIC Teen Center:**

- THE ATTIC was closed to students on Monday, May 27, 2024, due to the holiday.
- THE ATTIC continued with regular hours, 3:30 – 7 p.m., throughout the rest of May. We're thrilled to share that for May, THE ATTIC Teen Center had a total attendance of 986; this includes guests and members. This impressive number is a testament to our vibrant and active community here.
- ATTIC staff held game day on Mondays for the members to participate in each week. The Monday games were "Star Realms," "UNO," and "Chess."
- Our dedicated staff held diverse activities throughout the month, providing participants with a wealth of recreational opportunities. From the energetic 'Line Dancing' led by Lyndsay McAngus to the fun-filled 'Karaoke' sessions with Ryan Locano, there was something for everyone to enjoy. The ATTIC gym was open to students on Tuesday and Thursday 4 - 5 p.m.
- Friday Movie days featured: "RV," "Ride Along," and "Spiderman into the Spider-Verse".

### **ATTIC Advisory Committee:**

- On Monday, May 6, 2024, THE ATTIC Advisory Committee held its monthly meeting, which was held at THE ATTIC at 6:00 pm. The meeting was productive, with 17 committee members present. Agenda items included a Pancake Breakfast debrief, an application for returning AAC members, preparation for the May Mental Health Month calendar, and reviewing sources on the benefits of the activities.
- After the meeting, the returning Advisory Committee submitted their 2024-2025 Advisor Committee applications.
- THE ATTIC Advisory Committee held activities for May Mental Health Month. In May, we focused on promoting the importance of mental health. Committee members lead practical and engaging events that offer various tools to help cope with stress, anxiety, depression, and more. Activities for the teens in the Torrance community for May Mental Health Month included the *Kindness Act* on Monday, Health and Fitness on Tuesday, and the *Kindness Acts* reflection on Friday. Along with a variation of activities for Wednesday and Thursday activities included Future Me, color therapy, DIY stress relievers, Gratitude Jar, origami, music therapy, vision board, and word art. May Mental Health Month was a great success, with a minimum of 10 or more attendance for each activity.

### **Torrance Youth Council (TYC):**

- The TYC met on Wednesday, May 1 and 15, 2024, to conduct regular business.
- The Youth Council continues to meet in committees to plan for their upcoming events. The Torrance Youth Council Free Little Library was installed by Park Services Staff the week of May 26 at Hickory Park. The TYC commissioners met up at Hickory Park on Saturday, June 1, to paint and finalize their little library project. Once the little library was painted the TYC commissioners filled it up with great books that were donated by the community.
- The TYC had its monthly Senior Tech Day on Saturday, May 18, from 8:30 a.m. to 11:30 a.m. at the Bartlett Senior Center. TYC commissioners and students from Torrance Unified School District (TUSD) high schools assisted seniors on their computers and smartphones.
- Senior Tech Day allows older adults to come with their phones or laptop and ask any questions they might have about their devices. Technology can be very intimidating to older adults, and the teens display patience, professionalism, and compassion when working one-on-one with their customer.
- After each event date, not only do the older adults leave with a big thank you and smile on their faces, but the youth council members also feel grateful to have the opportunity to help.



### **Commission on Aging (COA):**

- The commission met on Tuesday, May 7, 2024, at the West Annex Commission meeting room at 9:30 a.m.
- A presentation by Michael George, Torrance Reference Librarian, provided information on senior programs that the library offers.
- The Torrance Older Americans Award presentation took place at the Tuesday, May 7, 2024, City Council Meeting honoring the selected winners by the COA board.

### **Focal Point on Aging:**

- The board met on May 17th, 2024. The monthly speakers were from an organization called Arosa Care. They believe in a holistic approach to caring for the aging adult. An in-home clinical assessment provides a customized plan of care. Assistance is given with Veterans' benefits and long-term care policies.
- Our dedicated Focal Point volunteers demonstrated their commitment in May, handling 60 phone calls and 123 web inquiries. This significant volume of interactions is a testament to their active engagement with the community and our unwavering commitment to accessibility. While not accepting walk-ins, Focal Point continues to operate from 9 a.m. to noon, with in-person consultations available by appointment only. Some volunteers work remotely, pick up messages, and make referrals from 12 p.m. to 3 p.m.
- Focal Point staff continues to make birthday calls to seniors in the community.
- Focal Point has eight volunteers who collectively worked 113 hours in May.

### **Senior Citizens Programs (Bartlett Center, Tillim, WALTERIA)**

- At the City of Torrance Senior Centers, we welcome everyone aged 50 and older. You can access many benefits by becoming a member for just five dollars. This includes our bi-monthly 5-0 and On-the-Go! Newsletter, which keeps you updated on special events, exercise classes, Senior Center schedules, activities, lunch menus, and more. In May, we were delighted to welcome 32 new registered seniors.
- The Bartlett Senior Center crafting group meets in the Hobby Shop every Friday from 9 am to noon. There are now 15 crafty ladies each week. All kinds of crafts and all levels of crafting are welcome. These women create handmade art from the heart.
- The Creative Crafters group meets Tuesdays from 11 am to 3 pm at the Tillim Senior Center. This group continues to focus on making Blankets and quilts for Miller's Children's Hospital, LA Children's Hospital, hospice, and Veteran's Hospital. The group is still creating leis,

aprons, and pillowcases. Members are available to instruct and help beginners. The group also explores sewing, quilting, and other craft mediums. There are currently 22 members, and all levels are welcome.

- The Senior Gardening Club, which resumed on May 8, 2024, is thriving with nine dedicated gardeners working on a raised bed garden. They're learning to grow tomatoes and carrots and will soon start on herbs and a healing garden. If you're interested in gardening or want to know more, we'd love to have you join us.
- The beading workshop meets on Wednesdays at the Bartlett Center from 8 am to 12:30 pm. It has 22 members, and participants of all levels are welcome.
- The Bartlett Senior Lunch program served 313 lunches for May.
- The Mini-Fitness center at the Bartlett Senior Center is open Monday through Friday between 8:30 am to 11 am and 1:30 pm to 3:30 pm. In May, 43 participants used the facility.
- Torrance Travelers is back on the road again! The next trip to the Getty Museum is scheduled for June 5, 2024.
- The painting workshop meets at the Tillim Senior Center on Wednesdays from 1 to 3 pm. All levels are welcome.
- The Senior Citizen Walking Club takes place on Fridays at 10 am. The walk is for all levels. The route takes you by Torrance Bakery, and the group can stop for a bite and have coffee. This week, they will meet at Madrona Marsh to do some walking and bird watching. The club had 14 participants per class in May in the last few weeks.
- Bartlett offers new clubs on Fridays from 9:15 am to 11:15 pm, including a new meditation workshop. Everyone is welcome! Then, on Tuesday, there will be Conversations with Maxine, a discussion group for women and brave men.
- The annual Senior Citizens Prom event unfolded on Friday, May 31st, at the Ken Miller Community Center. With over 80 participants in attendance, seniors danced the afternoon away to the lively music provided by the Wilshire Vista Swing Band.



### **BARTLETT SENIOR CENTER PROGRAMS AND CLASS ATTANDACE FOR MAY**

| <b>PROGRAM</b>            | <b>ATTENDANCE</b> |
|---------------------------|-------------------|
| Beading Workshop          | 25                |
| Cards                     | 63                |
| Craft Workshop            | 26                |
| Drop-ins                  | 90                |
| Table, Games, and Puzzles | 3                 |
| Lapidary                  | 30                |
| Line Dancing              | 152               |
| Paid Lunches              | 313               |
| Pool                      | 29                |
| Senior Discussion         | 13                |
| Telephone Log             | 449               |
| Television                | 11                |
| OLEF Chair Fusion         | 50                |
| OLEF Fitness Difference   | 75                |
| OLEF Salsa for Seniors    | 60                |
| OLEF Spanish Class        | 13                |
| Walking Club              | 32                |
| Gardening Club            | 25                |
| Mini-Fitness Center       | 68                |

|                                       |             |
|---------------------------------------|-------------|
| Coffee With Maxine (discussion Group) | 21          |
| Meditation                            | 6           |
| English/Spanish Book Club             | 7           |
| Volunteers                            | 2           |
| Meditation                            | 6           |
| English/Spanish Book Club             | 7           |
| Volunteers                            | 2           |
| <b>TOTALS</b>                         | <b>1578</b> |

**TILLIM SENIOR CENTER PROGRAMS AND CLASS ATTENDACE FOR MAY**

| <b>PROGRAM</b>      | <b>ATTENDANCE</b> |
|---------------------|-------------------|
| Cards               | 14                |
| Creative Crafters   | 39                |
| Drop-ins            | 8                 |
| Games               | 24                |
| Pool                | 4                 |
| Telephone           | 0                 |
| Volunteers          | 3                 |
| Watercolor workshop | 42                |
| Cards               | 14                |
| Creative Crafters   | 39                |
| Drop-ins            | 8                 |
| Games               | 24                |
| Pool                | 4                 |
| Telephone           | 0                 |
| Volunteers          | 3                 |
| Watercolor workshop | 42                |
| <b>TOTALS</b>       | <b>268</b>        |

**WALTERIA SENIOR CENTER PROGRAMS AND CLASS ATTENDACE FOR MAY**

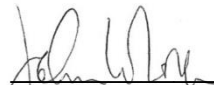
| <b>PROGRAM</b> | <b>ATTENDANCE</b> |
|----------------|-------------------|
| Games          | 2                 |
| Ping Pong      | 85                |
| Drop-ins       | 4                 |
| <b>TOTALS</b>  | <b>91</b>         |

Respectfully Submitted,



Garrett Craig  
Recreation Services Manager

CONCUR:



John La Rock  
Community Services Director

**May 2024** — The City of Torrance’s Recreation Services Department and Rec Technologies launch a modern approach to recreation — a first of its kind in California.

Between 5/7 and 5/21, Rec and Torrance have seen...

**\$567K**

Processed Revenue

**3,552**

Unique Enrollments

**1,230**

Unique Participants

**98%**

“Happy Path” Registrations\*

**1,685**

Residency accounts transferred pre-registration

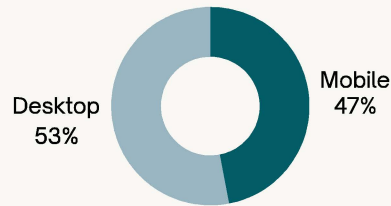
**3,945**

Individual FastTrack saves for programming

\*Happy path = enrollments completed without Rec support

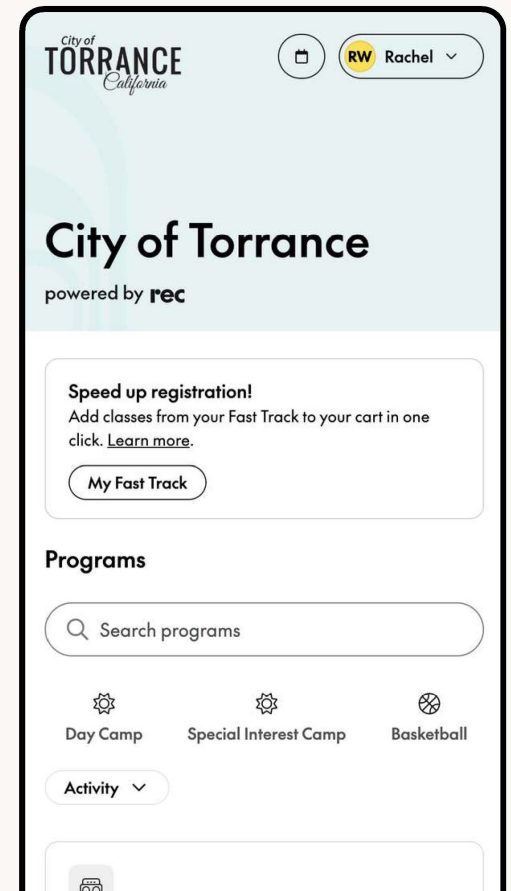
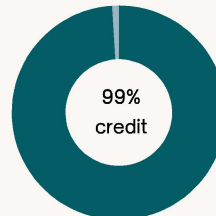
## How did people register?

Almost half of all registrations occurred on mobile devices



## How did people pay?

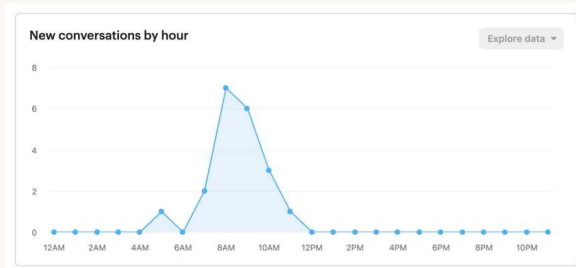
99% of transactions happened online by credit card





## Day 1 Resident Support

On a daily basis, the Rec team monitors support@rec.us for urgent, technical issues. We prepared for a high volume the morning of May 15 — but the channel remained quiet...all day!



**23**

# Tickets Solved

**8m**

Median first response

**24m**

Median time to close

## Product & Features

Rec is working alongside the Torrance team to build out the best resident and staff experience in recreation. The platform is improving weekly

### Completed updates:

- ✓ Allowing households to specify the waitlist participant
- ✓ Improving the browsing experience when looking for open spots
- ✓ Comprehensive receipts and booking confirmations

### What we're tackling next:

- Ease of use for staff managing rosters
- Improving the usability for staff managing a waitlist
- Adding more specific error messaging to make customer support easier (*"processing error"* > *"card declined"*)

“Awesome, thank you so much! And I really appreciate how fast you moved on that! Thank you!”

“Lol. My wife just said to me that you all would make **Leslie Knope from Parks and Rec proud.**”

“Thank you SO much. I learned to swim here as a child and I **hope my kids can too.**”

“I love getting a text message when students sign up or cancel my classes. **It will help me plan my lessons better in advance**”