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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, JANUARY 14, 2026  
REGULAR MEETING  
6:30 P.M. IN THE WEST ANNEX COMMISSION MEETING ROOM  
AT 3031 TORRANCE BLVD.**

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

**1. CALL MEETING TO ORDER**

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

**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 Wednesday, January 8, 2026.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS (Limited up to a 30-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 2 minutes per speaker.** If presenting handout material to the 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 commission member from the Consent Calendar and considered separately.*

**6A. Approve Commission Minutes:** December 10, 2025

**7. ADMINISTRATIVE MATTERS**

**7A. COMMUNITY SERVICES DIRECTOR – RECEIVE AND FILE COMMUNITY SERVICES DEPARTMENT UPDATES**

Recommendation of the Community Services Director that the Parks and Recreation Commission receive and file updates for the Community Services Department.

**7B. COMMUNITY SERVICES DIRECTOR – ACCEPT AND FILE DEPARTMENT MONTHLY REPORTS.**

Recommendation of the Community Services Director that the Commission accept and file the Department Monthly Reports for:

- Administrative Services
- Park Services
- Recreation Services

**8. COMMISSION ORAL COMMUNICATIONS**

**9. ADJOURNMENT**

**9A.** Adjournment of the Parks and Recreation Commission Meeting to Wednesday February 11, 2026, at 6:30 p.m. in the West Annex Commission Meeting Room.



**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE PARKS AND RECREATION COMMISSION**

**1. CALL TO ORDER**

The Torrance Parks and Recreation Commission convened in regular session at 6:31 p.m. on Wednesday, December 10, 2025, at the West Annex Commission meeting room, Torrance City Hall 3031 Torrance Boulevard

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

Present: Commissioners Craft, Mayfield, Muhammed, Wright and Chair Mele

Absent: Commissioner Habel and Hoover

Also Present: Community Services Director La Rock,  
Public Works Supervisor Stanojevic,  
Recreation Services Manager Craig

**2. FLAG SALUTE**

The pledge of Allegiance was led by Commissioner Wright.

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

Community Services Director La Rock stated that the revised agenda for the Torrance Parks and Recreation Commission was posted on the Public Notice Board and the City's website on Wednesday, December 3, 2025.

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

**MOTION:** Commissioner Wright moved to approve the absence of Commissioner Habel, Commissioner Craft seconded the motion; a roll call vote reflected a vote of 5-0, with Commissioners Habel and Hoover absent.

**MOTION:** Commissioner Wright moved to approve the absence of Commissioner Hoover, Commissioner Craft seconded the motion; a roll call vote reflected a vote of 5-0, with Commissioners Habel and Hoover absent.

**5. ORAL COMMUNICATIONS**

None

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: November 12, 2025**

**MOTION:** Commissioner Muhammed moved to approve the minutes of November 12, 2025, Commissioner Craft seconded the motion; a roll call vote reflected a vote of 4-0, with Commissioners Habel and Hoover absent and Commissioner Wright abstaining.

7. **ADMINISTRATIVE MATTERS**

7A. **COMMUNITY SERVICES DIRECTOR – REVIEW AND PROVIDE INPUT ON PROPOSED PLAYGROUND DESIGNS AND SITE REFURBISHING CONCEPTS FOR PARADISE PARK RENOVATION PROJECT**

Senior Business Manager Covarrubias presented the proposed design, based on community input and requested that the Commission provide input on which of the two playground designs and site furnishings they preferred. She presented slides for Options A and B, which detailed the proposed look for the structures for the play areas for different age groups (2-5 years, 5-12 years), as well an area for swings which was designed for various options for the age and abilities of the users. She also presented two options for the site renderings, which included picnic tables (standard and ADA compliant), benches, trash and recycling receptacles, barbeque grills, hot coal receptacles and bottle filler stations with a pet fountain. She noted that under this plan, no new courts would be added to the park.

Senior Business Manager Covarrubias explained that following this meeting, staff and the professional design team would finalize the selected concept and incorporate it into the final design development package.

Members of the public spoke.

Park Services Manager Stanojevic reported that some trees in the area might be removed because they were not healthy and added that if they were memorial trees, they would be replaced.

In response to a question from Commissioner Wright, Senior Business Manager Covarrubias stated that the number of benches had not yet been determined.

The Commission discussed the playgrounds Option A compared to Option B. Landscape Architect from DVD Creative Cardozo further described the features and design of the playground equipment and the levels of accessibility. He noted that the standard life for the proposed playground components were 25 to 30 years.

**MOTION:** Commissioner Wright moved to recommend Option A for the playground design, Commissioner Craft seconded the motion; a roll call vote reflected a vote of 2-3, with Commissioners Habel and Hoover absent. The motion failed.

**MOTION:** Commissioner Mayfield moved to recommend Option B for the playground design, Commissioner Muhammed seconded the motion; a roll call vote reflected a vote of 3-2, with Commissioners Habel and Hoover absent. The motion passed.

Senior Business Manager Covarrubias requested that the Commission also recommend the set of site furnishings that they would prefer. She noted that the coal receptacles and the bottle filler would remain more generic, but that the tables and trash receptacles and benches would vary, with one version more concrete-like, Group A, and the other version more timber-like, Group B.

**MOTION:** Commissioner Wright moved to recommend Option B for the site furnishings, Commissioner Muhammed seconded the motion; a roll call vote reflected a vote of 5-0, with Commissioners Habel and Hoover absent. The motion passed.

**7B. COMMUNITY SERVICES DIRECTOR – COLUMBIA PARK RENAMING COMMUNITY OUTREACH PLAN**

Community Services Director La Rock presented the report for the item and noted that the Department had had recent experience with community outreach on the Columbia Park right of way space and recommended that portions of that outreach effort could be reviewed to determine if similar campaigns and engagements methods would be useful for the renaming of Columbia Park community outreach plan.

Community Services Director La Rock reviewed the methods that had been used for community engagement:

- Mailed notifications to residents within a radius of the park
- Educational page on Ted Tanyoue on City website
- Community outreach during events in the park
- City social media pages
- Community outreach at various stakeholders' organization meetings, such as Homeowners Associations
- Online poll with QR code

Community Services Director La Rock stated the staff's recommendation of the plan for community engagement would be available at the January or February Commission meeting and noted that the entire process could be lengthy. He explained that the recommended radius for a mailed notification was 500 feet around the Park, which would include several thousand homes. He noted that the information that would be distributed would likely contain the reasoning from the original Council request to re-name the Park and other information on Ted Tanyoue, as well as direct residents to links for more information on the City's website.

The Commission discussed the best way to conduct the public outreach to best inform the public of the proposed renaming of the Park.

Members of the public spoke.

Community Services Director La Rock explained that staff would return to a later Commission meeting for a final analysis before the plan was packaged as a recommendation for the Council.

**7C. COMMUNITY SERVICES DIRECTOR – RECEIVE AND FILE COMMUNITY SERVICES DEPARTMENT UPDATES**

Community Services Director La Rock announced that Ted Stevens will become the Community Services Director as of December 15, 2025 and added that a press release had been included in the agenda packet.

Community Services Director La Rock noted that Officials' Night to visit the float construction site would be Irwindale on December 30 and that all Commissioners would receive an invitation.

Community Services Director La Rock stated that the last pet vaccination clinic of the year would be held on December 28 at the Wilson Park Dee Hardison Sports Center Plaza.

Capital Projects Updates:

- Site preparation and electrical work continued at Wilson Park for the new pickleball courts, with a groundbreaking ceremony scheduled for January 2026

- Conversion of Wilson Park Soft ball field 3 was complete and conversion for ball field 4 for High School baseball and Little League was continuing. He added that there would be a grand opening for the Ambassador High School field.
- Demolition of the Wilson Park Butler building (building 8) was completed and the site restoration continued. He noted that the tennis courts were projected re-open this month.

A member of the public spoke

**MOTION:** Commissioner Mayfield moved to receive and file 7C - Community Services Department Updates. Commissioner Muhammed seconded the motion; a roll call vote reflected a vote of 5-0, with Commissioners Habel and Hoover absent. The motion passed.

## **7D COMMUNITY SERVICES DIRECTOR - ACCEPT AND FILE PROGRAMMING DEPARTMENT MONTHLY REPORTS**

### Administrative Services

Community Services Director La Rock presented the November 2025 report, and noted that nitrous oxide containers had been found in multiple parks and added that Park Rangers and Park staff had been vigilant in their search for the individuals using the containers or disposing containers, as the containers posed a danger to young children. He noted that 353 pet licenses had been sold in November, which was an increase and announced that the Farmer's Market had had their busiest days ever on the Tuesday and Saturday before Thanksgiving.

Park Ranger Supervisor Arevalo discussed which Parks the nitrous oxide containers had been found and added that the Rangers had created a disposal system.

### Park Services

Park Services Manager Stanojevic presented the report for November by districts and discussed work in the parks by staff or volunteers to cleanup vegetation, remove trees, repair irrigation, trim trees and support the Turkey Trot Fun Run. He highlighted programs and events presented by the Madrona Marsh.

### Recreation Services

Recreation Services Manager Craig presented the Recreation Services Monthly Report for November 2025, included in the material of record. He noted that Wilson Park fields 3 and 4 were still under maintenance, but would be completed before the new year. He announced that the After School Club had made and donated over 100 placemats for the Bartlett Senior Center Holiday Lunch. He noted that the City would be able to offer a teen Winter Camp for the first time.

He announced that there were over 5000 registrations and an estimated total of 6200 total attendees for the Turkey Trot this year. He noted that the Youth Council held a Senior Tech Day on November 12, with over 12 seniors in attendance and added that there will be other tech days scheduled in January 2026. He discussed a new program at all three senior centers, which included memorization and critical thinking to help seniors exercise their minds.

A member of the public spoke.

**MOTION:** Commissioner Wright moved to accept and file the monthly staff reports. Commissioner Craft seconded the motion; a roll call vote reflected a vote of 5-0, with Commissioners Habel and Hoover absent.

## **8. COMMISSION ORAL COMMUNICATIONS**

Commissioner Craft requested an excused absence for the February Commission meeting.

9. **ADJOURNMENT**

9A. **Adjournment of Parks and Recreation Commission meeting to Wednesday, January 14, 2026**

**MOTION:** At 8:15 p.m., Commissioner Wright moved to adjourn the meeting to Wednesday, January 14, 2026 at 6:30 p.m., at the West Annex Commission meeting room, Torrance City Hall. The motion was seconded by Commissioner Muhammed and a roll call vote reflected a vote of 5-0, with Commissioners Habel and Hoover absent.

DRAFT SUBJECT TO APPROVAL

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For Commission Meeting  
January 14, 2026

**TO: PARKS AND RECREATION COMMISSION**  
**FROM: TED STEVENS, COMMUNITY SERVICES DIRECTOR**  
**SUBJECT: COMMUNITY SERVICES DEPARTMENT UPDATE**

**RECOMMENDATION**

Recommendation of the Community Services Director that the Parks and Recreation Commission receive and file Community Services Department updates.

- Staff will begin working on the public outreach plan for the proposed renaming of Columbia Park and will bring their recommendations back to the Commission at the February meeting.
- Torrance American Baseball (TABB) will have their Opening Day February 28, 2026.

**Capital Projects Update:**

- Wilson Park pickleball court construction documents pending final approval.
- Columbia Park WWII Monument construction documents have been submitted for plan check approval.
- Guenser Park walking path replacement construction documents have been submitted for plan check approval.
- LED lighting upgrades at Wilson Park tennis courts to be completed by the end of the month.

Respectfully submitted,

  
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Ted Stevens  
Community Services Director

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WWW.TABBPONY.COM

@TORRANCEAMERICANBASEBALL



# Opening Day

2026

GAMES 10AM

OPENING CEREMONIES  
12.30PM

SAT FEB 28 - SUN MAR 1<sup>ST</sup> 26

## TABB FIELDS

23135 DORIS WAY, TORRANCE, CA 90505

FOOD



GAMES



RAFFLE

A KIND REMINDER TO BE MINDFUL WHEN PARKING IN THE NEIGHBOURHOOD & HELP US RESPECT OUR NEIGHBOURS.  
PLAYER DROP OFF VIA GATE 2, HANDICAP, MANAGERS & STAFF PARKING VIA GATE 4. NO PARKING AT ST LAWRENCE

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**TO: PARKS AND RECREATION COMMISSION**  
**FROM: TED STEVENS, COMMUNITY SERVICES DIRECTOR**  
**SUBJECT: ADMINISTRATIVE SERVICES DIVISION REPORT – DECEMBER 2025**

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

During the month of December, the Ranger Unit (13 part-time staff) maintained a consistent deployment schedule, not including holidays:

- Overall park usage down due to inclement weather
- Increase in permit conflicts consistent with time change and unpermitted groups attempting to use light bleed adjacent to permitted fields (Columbia Park, El Nido Park, McMaster Park, and Wilson Park)
- Increase in hazard report and removal due to limb fall caused by inclement weather
- Incidents of Rangers finding and removing nitrous oxide cannisters at Wilson Park continue

***Parks:***

<b>Municipal Code Violations</b>	<b>December</b>	<b>YTD</b>
Alcohol	7	198
Amplified Sound	12	101
Dog Off Leash Contacts	47	709
Marijuana/Smoking	20	154
Parking Violations	11	245
Trespassing on Closed Fields	5	12
Unpermitted Commercial Class/Instructional Contacts	5	428
Unpermitted Food/Street Vendor Contacts	4	56

<b>Park Patron Specific Contacts</b>	<b>December</b>	<b>YTD</b>
Assisting Park Patrons	17	234
Building, Picnic, or Field Permit Conflicts	92	503
Defiant/Disruptive Subjects	4	121
Missing Subjects	0	0
Patrons Causing Building, Park or Field Damage	5	201
Skating/Biking Violations	12	225
Suspicious Subjects	0	93

<b>Building, Park, and Facility Issues</b>	<b>December</b>	<b>YTD</b>
Graffiti Hotline Report/Removal	36	733
Facility Maintenance Report	22	225
Hazard Report/Removal	17	124
Unpermitted Bouncer/Vendor Violations	0	8

<b>City Resource Support Requests</b>	<b>December</b>	<b>YTD</b>
EMT/Fire Department Callouts	0	2
Park Services Callouts	2	22
Police Department Callouts	0	11
Ranger Unit Callouts	17	251

<b>Unhoused Interactions</b>	<b>December</b>	<b>YTD</b>
Unhoused Subject Contacts and Observations	5	108
Unhoused Subject Outreach Requests	2	41
Unhoused Subject Welfare Checks	5	65

**ANIMAL CONTROL PROGRAMS** – Victor Arevalo, Program Supervisor

Coyote abatement facilitates trapping Monday through Sunday.

***Coyote Report:***

During the month of December, there were 39 reported coyote encounters by the public, with 2 coyotes captured by the vendor.

<b>Type of Coyote Encounter</b>	<b>December</b>	<b>Current Trapping Period (Oct. 2025 – Dec. 2025)</b>
Sighting Reported by Public	39	92
Dog Attack	1	3
Cat Attack	0	0
Dog Attack Resulting in Fatality	1	1
Cat Attack Resulting in Fatality	0	7
Wild Animal Fatality of Unknown Origins	0	3
Injured/Deceased Coyote	1	1
<b>Total Encounters</b>	<b>42</b>	<b>107</b>

	<b>December</b>	<b>Current Trapping Period (Oct. 2025 – Dec. 2025)</b>
Coyotes Trapped	2	8
Carrion (non-trapped)	1	1
<b>Total</b>	<b>3</b>	<b>9</b>

**Pet Licensing:** Elizabeth Pose, Acting Administrative Analyst

The City’s pet licensing program with DocuPet continues servicing Torrance residents.

*Licenses purchased through DocuPet	Licenses purchased offline	Total Licenses Sold
243	20	293

	December 2025	Year to Date (December ‘24 – Present)
Licenses Sold	293	6,337
Donations Received	\$11.00	\$2,590.69
Total Revenue less Fees	\$9,170.60	\$230,455.30

*\*Statistics provided may not be finalized as the official pet licensing data is received from DocuPet at the end of the second week every month.*

For a year-over-year comparison, in December 2024, there were a total of 306 license sales resulting in revenue of \$9,167.62.

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

- The Torrance Farmers Market operated every Tuesday and Saturday throughout December, despite nearly every market day experiencing some rainfall. Torrance Farmers Market staff remained resilient and focused on maintaining a safe and open market for the community during the holidays.
- The market was delighted to host Santa Bob and Santa Ben, accompanied by their wonderful elves Mary and Amalia, on both Tuesday and Saturday market days! Children were thrilled to visit with Santa, and many eagerly lined up for photos and good cheer.
- As is typical during the winter season, produce availability slowed somewhat due to cooler temperatures. However, a lovely variety of winter harvests was on display. Greens were abundant, and farm stands began featuring juicy tangerines, Cara Cara oranges, Japanese persimmons, crisp lettuces, broccoli, cabbage, and colorful carrots in white, yellow, orange, and purple varieties.

Revenue	Tuesday	Saturday	Monthly Total	FY YTD
December 2025	\$27,999.87	\$55,102.47	\$83,102.34	\$632,335.76
December 2024 Comparison	\$17,597.22	\$60,550.29	\$78,147.51	\$597,728.03

Market Day	Conventional Farmers	Organic**	Total Farmers
Tuesday	42	11	53
Saturday	46	15	61

*\*\*Certified Organic Farmers require additional permits, soil tests, additional 3<sup>rd</sup> party organic registration, etc. Additional permitting can be quite costly for small family farmers. Thus, some farmers who do not use pesticides may not identify as a “Certified Organic Farmer,” because of the high costs involved.*

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

Community Garden staff is currently focused on enforcement of all garden plots such as weeding, inactivity, clutter, etc. We are having issues with weeding plots and are slowly but surely addressing each plot.

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

During the month of December, the Home Improvement Program completed projects at four households, with ongoing projects at five additional households. There is one mobile home client, with one mobile home household completed.

	<b>December</b>	<b>YTD</b>
ADA	3	15
Carpentry	1	32
Electrical	2	59
Plumbing	6	56
Miscellaneous	2	70
<b>Total number of services provided</b>	<b>14</b>	<b>232</b>

Respectfully submitted,

  
\_\_\_\_\_  
Ted Stevens  
Community Services Director

**TO :** PARKS AND RECREATION COMMISSION  
**FROM:** VINCENT STANOJEVIC, PARK SERVICES MANAGER  
**SUBJECT:** PARK SERVICES DIVISION REPORT – DECEMBER 2025

**ALL PARKS**

During December 2025, the members of Park Services maintained a consistent schedule of Park Maintenance represented below:

<b>* MONTHLY PARKS &amp; PARK FACILITY MAINTENANCE</b>	<b>Qty</b>	<b>Hours</b>
Tree limbs picked up	n/a	
Mow crew service to 33 parks. Note: Rain delays	135	Acres
Projects crew completed projects for June	21	Projects
Weed & Gopher abatement	25	Jobs

*\*Daily Park Maintenance includes Restrooms, trash, irrigation, debris cleanup, landscapes, safety and playground checks.*

**HIGHLIGHTS OF PROJECTS COMPLETED BY DISTRICT**

***District 1 – Descanso, Guenser, La Carretera, Mc Master, Osage***

- La Carretera - Fence repair completed on South side of the park.
- Osage - Fence repaired on freeway side due to damage by unhoused group.

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

- Entradero - Dirt mounds knocked down that were made by e-bike riders.
- Sunnyglen - Static exercise post repaired along DG walking path.

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

- Civic Center – West Annex landscaping project completed, water supply line repaired, and drain box behind East Annex completed.
- Columbia - Mainline repair testing and backfill completed on soccer field.
- City Yard - Fabricated and installed new Park Services office signs

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

- Pueblo – Mainline repaired and irrigation water restored.
- Torrance – Soka Gakai, Osei SGI Group planted 11 cherry trees. Filled potholes in the west parking lot for safety concern. Extensive cleanup in Bandshell for reservation event.
- Wilson - Hockey rink drain cleared before storm, Bottle filler station installed at ball diamond 3, Snow Day Event setup & breakdown of portable stage and temporary fencing completed. Side panel repair completed at hockey rink.
- Sur la Brea - Re-installation of ADA swing completed.

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

- Los Arboles - WCA completed two tree removals for public safety.
- Lago Seco - Dirt fill completed along the edges of walking path.
- Sea Aire Golf Course - Barbed wire fence repairs completed.

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

- Hickory - Completed minor Rocketship restoration, paint & fiberglass of hood.
- De Portola- Completed dedication plaque installation at east side of park.

**VOLUNTEERS**

<b>Assignment</b>	<b>Volunteers</b>	<b>Hours</b>
Live Steamers	42	1005
Wilson Horseshoe Pits	1	12
Madrona Marsh Preserve /Nature Center	153	809:00
Cherry Trees (city wide)	11	11
Seaside Heroes Park	23	42.5
Civic Center Veteran’s Memorial and Rose Garden	4	2
Civic Center Pine Wind Garden	0	0
Entradero Park	2	26
Wilson Park	67	124
Guenser Park	5	26
Los Arboles Park	3	3
Pequeno Park	1	7
Lago Seco Park	5	26
<b>TOTAL</b>	317	2093.5

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

**December Attendance Numbers:**

Preserve: 2,234 people  
 Nature Center: 593 people

**Precipitation:**

Precipitation: 2.70”  
 Seasonal total (Oct.1, 2025 to present): 8.97”

**PROGRAM HIGHLIGHTS**

***Regularly Scheduled Programs:***

<b>Program</b>	<b>Dates &amp; Attendance</b>				
Friday Fun (Every Friday)	<b>Dec. 5</b> 14	<b>Dec. 12</b> 26	<b>Dec. 19</b> Cancelled	<b>Dec. 26</b> 10	
Nature Storytime	<b>Dec. 11</b> 25				
Tyke Hike	<b>Dec. 4</b> 10				

Nature Walk (Every Saturday)	<b>Dec. 6</b> 5	<b>Dec. 13</b> 2	<b>Dec. 20</b> 0	<b>Dec. 27</b> 5	
Henrietta Basin Walk	<b>Dec. 20</b> 5				
Night Hike	<b>Dec. 13</b> 26				
South Bay Parkland Conservancy Restoration at Henrietta Basin	<b>Dec. 20</b> 22				
PV/South Bay Audubon Chapter Meeting	Not held in December				
PV/South Bay Audubon Bird Walk	Rained Out				

**Events and Projects:**

- In December, the Friends of Madrona Marsh held a volunteer celebration luncheon to thank all our amazing volunteers for their many hours of service. Approximately 50 of our volunteers attended and went home with raffle prizes donated by the Friends' Board of Directors.
- We had many Torrance Unified School District connections in December. Our staff and volunteers led every 5<sup>th</sup> grade class from Victor Elementary in a new school tour program that involved building food webs and owl pellet dissection lab. Staff and volunteers represented the Madrona Marsh at the TUSD DELMAC conference for families of English Second Language learners, communicating with TUSD families in English, Spanish, and Japanese! We had a special night hike session just for Torrance High's AP Environmental Science classes. North High's Key Club and National Honor Society performed habitat restoration at the Madrona Marsh and West High's California Scholarship Federation did habitat restoration at the Henrietta Basin.

**Preserve and Facility Maintenance:**

Maintenance Activity	Description	Hours
Trash Removal	Repeated cleaning down Madrona and Sepulveda	8
Tree Maintenance	Removing dead wood, broken branches	10
Irrigation Maintenance	Irrigation breaks + repairs near restoration sheds and biofilter	12
Seasonal Maintenance	Weeding (curly dock, wild radish, chrysanthemum)	320

**VOLUNTEERS**

Assignment	Volunteers	Hours
Advanced Restoration Crew	12	71:19
Animal Care	3	8:12
Docent (tours/outreach)	8	30:05
Education Programs	7	46:33
Gift Shop Clerk (21 yrs or older)	8	41:41

Habitat Support & Maintenance	1	5:56
Native Plant Propagation	4	13:43
Nature Center Maintenance Support	0	0
Preserve Entrance Greeter	12	91:28
Reception Desk Greeter	9	68:26
Restoration Program	104	291:44
Research Assistant	0	0
Special Assignment	6	116:54
Outreach (events & schools)	3	14:00
<b>Total</b>	<b>153</b>	<b>809:00</b>

Respectfully submitted,




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Vincent Stanojevic  
Park Services Manager

CONCUR:




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Ted Stevens  
Community Services Director

**TO:           PARKS AND RECREATION COMMISSION**

**FROM:       GARRETT CRAIG, RECREATION SERVICES MANAGER**

**SUBJECT:    RECREATION SERVICES MONTHLY REPORT FOR DECEMBER 2025**

The following is information regarding Recreation Division programs and facilities for December 2025:

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

***Facility Booking:***

During the month of December:

<b>Park</b>	<b>Picnics</b>	<b>Guests</b>
Columbia Park	6	195
El Nido Park	0	0
El Retiro Park	2	100
Hickory Park	2	90
Lago Seco Park	0	0
McMaster Park	1	25
Paradise Park	0	0
Torrance Park	1	50
Victor Park	0	0
Walteria Park	0	0
Wilson Park	7	275
<b>Total</b>	<b>19</b>	<b>735</b>

Facilities Revenue Report:

	<b>December 2025</b>	<b>2025</b>	<b>2024</b>
Attic	\$ 337.00	\$ 1,791.50	\$ 239.75
Facility Reservations	\$ 3,390.00	\$ 31,107.88	\$ 13,736.88
Field Lights/Support	\$ 3,409.00	\$ 145,602.22	\$ 124,129.03
Field Prep		\$ 1,480.00	\$ 1,120.00
Filming Permits		\$ 3,000.00	\$ 2,500.00
Hockey Rink	\$ 2,750.00	\$ 41,104.00	\$ 49,673.00
Picnic Reservations	\$ 9,430.00	\$ 140,264.00	\$ 104,010.00
Pool Rental	\$ 21,387.50	\$ 164,376.75	\$ 117,025.00
Special Events		\$ 31,228.00	\$ 10,990.00
Sports Center	\$ 4,650.00	\$ 77,307.00	\$ 77,959.94
LA Galaxy Sports Complex	\$ 27,487.00	\$ 437,217.50	\$ 484,676.97
Weddings	\$ (750.00)	\$ 8,400.00	\$ 3,000.00
<b>Total</b>	<b>\$ 72,090.50</b>	<b>\$ 1,082,878.85</b>	<b>\$ 989,060.57</b>

**Registration:**

Registration processed a total of 2,587 transactions for a total of \$140,122.86 during the month of December 2025:

	Resident	Non-Resident	Total Transactions	December 2025 Total Fees	December 2024 Total Fees
<b>Total</b>	<b>1,296</b>	<b>1,291</b>	<b>2,587</b>	<b>\$140,122.86</b>	<b>90,140.19</b>
Staff	513	439	952	\$41,629.97	\$16,724.58
Web	783	852	1,635	\$98,492.89	\$73,415.61

**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:**

- December concluded with the successful launch of the inaugural Polar Plunge event, which brought strong community engagement to the Plunge. The event drew 125 registered participants and featured support and participation from the Torrance Police Department, Torrance Fire Department, the Torrance Public Library and former mayor Pat Furey as Santa Claus, creating a festive and family friendly atmosphere. Councilmember Sheikh was also in attendance, helping highlight the event’s community significance. The Polar Plunge served as a positive addition to the department’s special events programming and sets a strong foundation for future annual offerings.
- Rec Swim - 14
- LAPS - 93
- Lap Swim - 988
- Swim Torrance – 1,717

**Youth Sports:**

- Youth Sports staff have been busy preparing for the Winter Youth Basketball League.
- Sr. Program Specialist Traci Fuentes is out for a few weeks and will be truly missed but Lyndsay McAngus and Ireland Rogers are filling in temporarily. Supervisory staff are truly thankful for their interest in joining the exciting chaos.
- Both Youth and Adult Sports staff had a combined end of the year staff meeting with the help of Sr. Program Leader Darius Holmes facilitating Team bonding activities that everyone enjoyed.

**Adult Sports:**

- Adult Softball season was set to end before the Thanksgiving break but was extended due to the wet winter season. Friday division was set to finish at the beginning of January.
- Holidays and rainy weather have placed field and facility rentals to a minimum. The sports staff have taken advantage of these opportunities and have been scheduling winter clean-up days.
- Drop-in pickleball is scheduled to continue through Winter 2026. Participation increases on cold and rainy days.
- Drop-in basketball has concluded and should return in the Spring.
- The Dee Hardison Sports Center has bought a new digital board for the lobby entrance to share upcoming city events and programming. Installation is pending.

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

- The Winter golf season got teed off at Sea-Aire golf course in the month of December. The total number of golf rounds played in December were 2,513. A number of cold rainy days especially during the holiday break weeks affected the total number of rounds.
- The Sea-Aire Women's golf club held their holiday luncheon on December 4.
- The Sea-Aire Seniors golf club held their holiday luncheon on December 5.
- Signs were posted at the entrance gate, exit gate and front office window, letting patrons and instructors know that only authorized teachers listed on the sign are allowed to teach.
- The fairways and greens on the course look super green thanks to all the wet weather.
- IT installed a new computer in the Sea-Aire starters office this month.
- Park Services punched holes and then top seeded the bad grass areas on the putting green this month.
- Congratulations to Jake Castillo who was confirmed President of the SCMAF board at a meeting on December 11.

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

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

- Total enrollment is at 274 participants.
- The After School Club sites focused on holiday themed activities and games throughout December.
- Each After School Club created photo cards and presented these to the school offices, showing our appreciation and sending Happy Holidays wishes!
- The After School sites also created Happy Holiday cards for our local Meals on Wheels recipients. These continue to be well received and our participants have a great time creating and decorating them.
- Wellness Wednesdays continue at the program, aiming to provide the participants with outlets to channel emotions and feelings.

### **Day Camps:**

- Our winter camp program, Frost Fest was very successful. Camp was held for five days in total, and our highest daily enrollment was 90 participants from 1<sup>st</sup> through 8<sup>th</sup> grade.
- Campers decorated cookies, made marshmallow snowmen, enjoyed an indoor carnival and much more! Teen Campers were also able to visit the Attic Teen Center 4 of the days for a little while. We are appreciative to the staff at the Attic for accommodating us.

### **Social Media:**

Torrance virtual recreation and social media continue to provide content for residents. This month's content included:

- Letters to Santa – program spotlight reel
- Flag Football Staff of the Week – program spotlight
- Polar Plunge – program spotlight reel and story
- After School Club Staff of the Month – program spotlight
- After School Club winter activities- program spotlight
- Snow Day – program spotlight reel
- Bartlett Center Lunch – program spotlight
- After School Club holidays- program spotlight
- Frost Fest Winter Camp- program spotlight reel

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

*Jesus Castro, Senior Recreation Supervisor; Sal Campos, Recreation Supervisor; Charlene Walker, Recreation Supervisor; Linda Wilson-Gray, Senior Program Specialist; Cindy Tapp, Senior Program Specialist; Nena Mitchell, Senior Program Specialist*

***Special Events:***

- The second annual Snow Day event was held on Saturday, December 13, at Wilson Park from 3:00 to 7:00 p.m.
- The event welcomed over 6,500 attendees who enjoyed a fun-filled evening celebrating the holiday season.
- Guests experienced free snow play areas, photo opportunities with Santa, and visits from live reindeer.
- Families participated in holiday-themed arts and crafts, explored informational vendor booths, and enjoyed a variety of food vendors from the Torrance Farmers Market and local food trucks.
- The night was filled with festive energy and entertainment, highlighted by performances from the Cultural Services Division.
- Overall, Snow Day brought the community together for an unforgettable evening of holiday cheer, laughter, and seasonal fun.

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

- December was a shortened but festive month, with classes in session for one week from December 1–6.
- During the week, students created handmade gifts for their parents and festive ornaments for Christmas trees.
- Both classes came together on the final day of the fall session for a holiday pajama party.
- The celebration included a special breakfast of pancakes, fruit, and hot chocolate.
- Students participated in holiday-themed games such as candy cane fishing, a Frosty snowball toss, and a Christmas tree prize punch.
- The event concluded with a holiday movie and popcorn, providing a fun and memorable close to the session.
- ECE classes will resume for the fall session on January 5, 2026.

***Adaptive Recreation:***

- On December 2, a large group of PALS members gathered at AMC Del Amo to watch Zootopia 2.
- On December 8, everyone got into the holiday spirit with a walk through the Seaside neighborhood, also known as Candy Cane Lane. This annual tradition becomes more magical with each visit.
- The Fall Pickleball session has come to an end and will resume at the beginning of February. The average class size was 15 participants.
- An early Christmas celebration was held at McMaster Park on Monday, December 15, featuring a festive party and karaoke. The park was filled with music, shared laughter, and a warm sense of holiday cheer.
- Lastly, the Friends of Torrance Exceptional Athletes hosted their annual holiday pizza party at the Sons of Italy on Sunday, December 14. This is one of the most anticipated events of the year, with over 100 PALS members and their families gathering to enjoy pizza, songs, and a raffle. Every PALS member in attendance received a prize. A big thank you to everyone who helped make this annual event such a success.

<b>PROGRAM</b>	<b>ATTENDANCE</b>
Zootopia 2	18
Christmas Lights Walker	27
Pickleball	75 total
Christmas Party	35
Sons of Italy Party	110
Movie at McMaster	17
<b>TOTAL</b>	<b>282</b>

**THE ATTIC *Teen Center*:**

- THE ATTIC was closed to students on December 25, 29, 30, and 31, 2025.
- Regular after-school hours (3:30–7:00 p.m.) continued throughout the month. Total attendance for December was 972, including members and guests.
- From December 22–26 (excluding December 25), staff hosted a special Holiday Week from 12:00–4:00 p.m., offering themed activities such as DIY ornaments, holiday painting, a holiday movie marathon, and Dungeons and Dragons.
- On December 19, staff hosted an ATTIC Holiday Party featuring a popcorn bar and a screening of Home Alone.
- Board Game Mondays continued with games including Star Realms, UNO, and Chess.
- Additional recreational activities throughout the month included DIY paper snowflakes, Pictionary, Dodgeball, Spike Ball, Flashlight Tag, and Nerf Wars, hosted by staff Benedict Vega and Thomas French.
- Every Friday, Ryan Locano led the Dungeons and Dragons Campaign, which continues to grow in participation.
- Friday Movie Days featured The Grinch, National Lampoon’s Christmas Vacation, and Home Alone.
- The ATTIC Gym remains closed until further notice.
- THE ATTIC hosted four days of Greenwood Frost Fest for teen campers.

**ATTIC *Advisory Committee*:**

- The Advisory Committee held its monthly meeting on Monday, December 1, 2025, with 19 members in attendance. Agenda items included planning for the Holiday Mixer, January event, and the March MADD event.
- On December 12, from 5:00–7:00 p.m., the Committee hosted a Holiday Mixer featuring a gingerbread house competition, festive desserts, and a hot cocoa bar. The event was well attended and provided a fun, interactive social experience for teens.
- The next Advisory Committee meeting is scheduled for Monday, January 5, 2026, at 6:00 p.m. in the ATTIC multi-purpose room.

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

- The Youth Council held its regularly scheduled meetings on Wednesday, December 3, and 17 in the West Annex Commission Meeting Room.
- The Torrance Youth Council elected to have their second Senior Tech Day at the Bartlett Senior Center on Saturday, January 24, from 8:30 to 11:30pm.
- The commission also discussed their participation at this year’s Snow Day Event and the duties assigned to them.
- After the December 17 meeting, the commissioners participated in a Secret Santa gift exchange among themselves along with other holiday festivities.

**Commission on Aging (COA):**

- The Commission met on Tuesday, December 2, 2025, at 9:30 a.m.
- Bea Virobik, Office Manager at Torrance Focal Point on Aging, provided a presentation on the services provided by Focal Point and informed on those who can benefit from the services. The presentation was extremely informative but brought up questions about increasing community awareness by marketing and promoting the Focal Point. Community Services will increase its marketing efforts through social media and flyers.
- The next meeting is scheduled for Tuesday, January 6, 2026, at 9:30 a.m. at the West Annex Commission Meeting Room.

**Focal Point on Aging:**

- There was no meeting in December. The next meeting is scheduled for Friday, January 16, 2026.
- Volunteers: 8
- Volunteer Hours: 110

**Senior Citizens Programs (Bartlett Center, Tillim, Walteria)**

- Our Arts and Crafts program remains strong at Tillim on Tuesdays, while the beading workshop has returned to Bartlett Center since work on the Hobby Shop was completed and the room was reopened.
- On Wednesday December 17, Bartlett Center hosted a Holiday Luncheon 11:30 a.m. The dining room was beautifully decorated with what felt like holiday magic by volunteers from Easter Seals and members from our 5-0 And on the Go program.
- The menu included roasted ham, sweet potatoes, mixed veggies, a dinner roll, and pecan pie. Chef Fred delivered delicious meals that were enjoyed by all 60 seniors in attendance.

**Bartlett Center Activities:**

- December 19, the monthly Karaoke activity saw a small but dedicated group. The few who dared to perform were loud and energetic. As always, there were a few timid observers who enjoy listening to others sing.
- On Wednesday, December 10, the Foundation for Senior Services presented “*Difficult Conversations with Aging Loved Ones*” to 12 attendees, highlighting important but dreaded conversation to have amongst family and friends regarding health, financials, and other important decisions that might need to be made as we age.
- Movie Matinee continued, featuring Holiday movies on Thursdays at 12:15 p.m. in Ritsema Hall, averaging 10–12 attendees weekly.
- Bartlett Center hosted an Ugly Sweater and a Santa Hat contest immediately following the Holiday Luncheon on Wednesday, December 17, at 12:30 p.m. The crowd was very excited and had an amazing time showing off their sweaters and festive Santa hats. Winners received small prizes that were donated by community members and local businesses.

**BARTLETT SENIOR CENTER PROGRAMS AND CLASS ATTENDANCE**

PROGRAM	ATTENDANCE
Beading Workshop	36
Cards	57
Craft Workshop	8
Drop-ins	63
Table, Games, and Puzzles	0
Lapidary	31
Line Dancing	104
Paid Lunches	276
Pool	58
Senior Discussion (Friday afternoon)	12
Telephone Log	307
Television	0
OLEF Chair Fusion	36
OLEF Fitness Difference	81
OLEF Salsa for Seniors	24
OLEF Spanish Class	0
Walking Club	18
Gardening Club	0
Mini-Fitness Center	4
Coffee with Maxine	63
Meditation	22
English/Spanish Book Club	8
Volunteers	1
Radio Club	7
Movies	31
<b>TOTALS:</b>	<b>1,247</b>

**TILLIM SENIOR CENTER**

PROGRAM	ATTENDANCE
Bingo	5
Cards	47
Creative Crafters	51
Drop-ins	8
Games	3
Pool	0
Telephone	0
Volunteers	0
Watercolor workshop	25
We Empower One Another	0
<b>TOTALS</b>	<b>139</b>

**WALTERIA SENIOR CENTER**

PROGRAM	ATTENDANCE
Cards	0
Games	0
Ping Pong	120
Drop-ins	11
<b>TOTALS</b>	<b>131</b>

Respectfully Submitted,

  
 \_\_\_\_\_  
 Garrett Craig  
 Recreation Services Manager

CONCUR:

  
 \_\_\_\_\_  
 Ted Stevens  
 Community Services Director



Participants and staff at Frost Fest Winter Camp



Families at Snow Day



ECE Holiday Festivities



THE ATTIC Holiday Party



Friends of Torrance Exceptional Athletes members at their annual holiday pizza party at the Sons of Italy.



Holiday Luncheon at Bartlett Senior Center



Painting at Tillim Senior Center



Ukulele players at Bartlett