The monthly meeting of the Inglewood Parks and Recreation Commission was convened on Thursday, November 1, 2007, in the City Council Chambers located on the 9<sup>th</sup> floor of Inglewood City Hall. Commissioner Norma Smith presiding called the meeting to order at 6:01 p.m., followed by the flag salute.

#### Roll Call

### Present:

Commissioner Willie Agee – At Large Commissioner Norma Smith – District II Commissioner Henry Brown – District IV

## Absent:

Commissioner Brenda J. Payne – District I Commissioner Raena Banks-Neal – District III

# Staff:

Sabrina Barnes, Acting Director Stephanie Maldonado, Administrative Aide Craig Civitello, Park Maintenance Lead Worker Teresa Estrada-Quintanar, Acting Recreation Supervisor Michelle Jordan, Care Management Supervisor

# **Approval of the Minutes**

A motion for the approval of the minutes from October 4, 2007 was made by Commissioner Brown and seconded by Commissioner Agee.

## **Public Comments**

None.

## **Director's Report**

**Sabrina Barnes** stated happy November. I can't believe this year is almost over but we still have business to tend to. With that, I'd like to start off with a staff report regarding the expansion of Grevillea Art Park. As you know, we recently relocated, dedicated and opened the new Transportation Mural at the park across the street from Inglewood High School at the corner of Manchester Boulevard and Grevillea. As you know that area includes two green spaces, a newly developed area as well as another park space located south of the mural. The staff report speaks about the closing of Nutwood and cul-de-sacing of the street to allow for continuity at the park.

This would actually be a joint project because it is a street improvement project as well as a park upgrade but along with those street upgrades it will allow us to enhance the park so that there will be continuity and reflect the beauty of the newly created Art Park portion of the north end of the area. At this point, we do not know the cost but what you are letting us do tonight is further explore the project. The next step would be to get an architect to do some type of conceptual drawings which we will share with you. The funding is anticipated to come from Prop 1B funds which are for street improvement, none of our park funds have been identified for this project.

**Commissioner Brown** stated I am looking at this diagram and it looks like portions of the street will be blocked off.

**Sabrina Barnes** stated what that means is if you entered the area from La Brea onto Nutwood you will not be able to continue through as you do now. They are going to put a cul-de-sac and you'd have to make a u turn to exit the street.

**Commissioner Brown** asked in terms of businesses, have the local store owners been notified?

**Sabrina Barnes** stated there are no commercial businesses on the street. There is a school and a residential facility. The Traffic Commission has approached them and they will be working with them to mitigate the impact.

**Commissioner Agee** asked is that half of the street?

**Sabrina Barnes** stated I don't know exactly what you mean by half, but it basically means you will not be able to turn left; you will only be able to go straight. We are also looking at it as a possible venue for added attractions such as programs, markets, festivals and a staging venue as well.

**Commissioner Agee** stated what I am asking is if the residents will be able to continue to make a right or left onto La Brea in the businesses there?

**Sabrina Barnes** stated right, they will have one way in and one way out.

**Commissioner Agee** stated I fully support it.

Commissioner Agee made a motion to support closing off Nutwood and making it into a cul-de-sac and was seconded by Commissioner Brown. The motion carried.

**Sabrina Barnes** stated thank you. At this time I'd like to turn it over to Management Staff who will speak on their sections. Tonight we will start off with Craig Civitello from our Parks Division.

# Craig Civitello stated good evening.

## Tree Maintenance

The Tree Maintenance Section is introducing a new plan for the tree trimming schedule. Starting in November 2007, the tree crew will be working in the most easterly section of each district. Each district will be divided into three grids. All special requests will be handled during the last week of each month. However, because we are getting a late start on the holiday trimming of 625 ficus trees, this will confine us to the schedule, with the exceptions of any emergencies that come up. Work will begin on Imperial Highway from Van Ness Avenue to Crenshaw Boulevard.

The Tree Crew handled seven (7) special requests from the Mayor, Council Members, Commissioners, Publics Works and Management.

Two (2) new trucks arrived four (4) months ago to replace one of the dump and chipper trucks but they are still out of service. We are waiting for the dump and chipper bodies to be installed.

The Tree Crew will be planting two (2) 36" box trees and one (1) 24" box tree at Siminski Park for the renovation project.

One employee is on restricted duty (limited to 45 pounds or less) due to an injury that occurred in October. Another employee has been off this week with a back injury.

### Park Maintenance North and South Sections

On October 6, 2007, the City of Inglewood held the Market Street Festival. The north and south sections delivered 81 tables and 300 chairs. They also set up a wooden stage and maintained Market Street throughout the day. This event took a total of 16 hours and 11 staff.

On October 12, 2007, three (3) staff removed the roof tiles from the annex at Siminski Park. Also on October 12, 2007, a fire truck ran over a valve box at Darby Park breaking the valve inside. The construction crew fixed the main on Monday, October 15, 2007.

On October 29, 2007, the construction section started prepping the IBA planters for the fall planting. This process was started a week prior with the tree crew spraying the planters with weed killer to prepare the planters. The construction crew then roto-tilled each planter and added needed amendments.

The construction section had three broken main lines at Darby, Rogers and Vincent Parks. They were repaired in a timely matter and did not disrupt the watering schedule.

A staff report seeking approval to amend the FY 2007/2008 City budget for CIP's funded under the State of California 2000 Park bond Act per Capita Grant Program is on the Council Agenda for November 6<sup>th</sup>. On October 4<sup>th</sup>, the Parks and Recreation Commission approved staff's recommendation of these CIP's (Vincent Park Fence Replacement, Rogers Park Building Improvements, Replacement of the windscreens at various parks, the Transportation Mural).

A staff report seeking Council approval to award a contract to Interior Demolition, Incorporated for asbestos and lead based paint abatement and demolition /removal of the Vincent Park Girl Scout Building is also on the Council agenda for November 6<sup>th</sup>.

The Siminski Park Building Improvement Project currently is progressing as planned. Park Crews assisted Public Works with the removal of the roof. After all interior renovations are complete; the crew will be landscaping the exterior.

A final inspection of the two restrooms at Vincent Park took place on Friday, October 26. Restroom six (6) is complete and will be opened as soon as the County Health Department signs off on it. Restroom two (2) requires the sewer line to be installed. Three (3) companies came out and assessed the scope of work. A contractor will be selected based on the lowest bid.

**Commissioner Agee** stated good report. You are doing a great job in the parks. I sure hope the restrooms open up soon. I understand that the kids who are playing football don't have anywhere to use the restrooms.

**Craig Civitello** stated we are just waiting for the restrooms to be inspected by the Health Department and once they are, they should be opened right away.

**Commissioner Brown** stated just one question; we've been working to refurbish the restroom. I'm just interested to find out when we first started this project how much it cost then and how much it has escalated to now.

**Craig Civitello** stated the restrooms were completely built from the ground up, they are not refurbished and I have no idea on the cost.

**Commissioner Brown** stated I think it would be quite interesting to know that information, other than that, great report.

**Commissioner Smith** stated my only comment is when we go out to bid on a project; we need to bid for the whole project.

Craig Civitello stated I agree.

**Sabrina Barnes** stated I will now turn it over to our Recreation Division, Teresa Estrada.

**Teresa Estrada** stated good evening. Prior to the meeting I passed out a letter with all the information for our annual decorating contest. Something new this year is the extension of the due date of the applications. They are due on December 13<sup>th</sup>. Judging for District 1 & 4 will be on December 19<sup>th</sup>, District 2 & 3 on December 20<sup>th</sup>. Transportation will pick you up here at City Hall at 6:30 p.m. for both evenings.

**Commissioner Brown** stated my concern is Districts 1 & 3. Representation on this Commission has been kind of skimpy. What are we going to do? I think this needs to be brought to the Councilpersons' attention to make sure we get replacements.

**Sabrina Barnes** stated the Council members have been CC'd on the letter, so there will be contact with their office and to also affirm their roles and any further action if needed.

**Teresa Estrada** stated the winners will be announced at the first City Council meeting of the New Year.

# Holiday Tree Lighting Ceremony

On Thursday, December 6, 2007, residents are encouraged to attend the City's Annual Tree Lighting Ceremony which will take place at City Hall on the South Mall. The event will include entertainment, arts and crafts, refreshments for all, and a special holiday visit with Santa.

### Breakfast with Santa

On Saturday, December 15, 2007, we will be hosting "Breakfast with Santa." The event will take place at Darby Park from 9:30 a.m. to 12:30 p.m. with breakfast and a special holiday puppet show. Children will also have the opportunity to make Christmas cards, holiday picture frames and other arts and crafts. The cost is \$5 for adults and \$3 for children ages 1-14.

**Commissioner Brown** stated going back to the Holiday Decorating Contest. Are we still giving the same awards?

**Teresa Estrada** stated yes. Everyone will get a certificate. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners will receive a ribbon and the 1<sup>st</sup> place winner will receive a \$50 gift card to Home Depot.

**Commissioner Smith** stated you said there was a charge for the breakfast.

Teresa Estrada stated yes.

**Commissioner Smith** stated why not just eliminate the breakfast part?

**Teresa Estrada** stated we were really trying to do something different this year. We have had the workshop in the past and we thought it would be something exciting and new for the kids.

**Commissioner Smith** asked what is the fee again?

Teresa Estrada stated \$5 for the adults and \$3 for children 1-14.

**Sabrina Barnes** stated just a comment on that. There are other opportunities to interact with Santa; this is not the only event where he will be available. This is an example of when we try and do a little bit more with less. When we have a program that is not fully funded, we have to augment them and at the very least be self supported. The monies we are collecting are not for profit, they are for the services associated with the activities.

**Commissioner Smith** stated the only reason why I say that is because I'm sure Teresa is going to have a check and balance sheet to define the expenditures.

**Sabrina Barnes** stated tickets will be sold in advance to capture the numbers and keep track of that information. Just a quick note, as a reminder every year on the first Thursday of December, the Tree Lighting Ceremony is held which will preempt the Commission Meeting for December. Thank you Teresa, now on to our Human Services Division, Michelle Jordan.

Michelle Jordan stated good evening Commissioners.

### Volunteer Program

RSVP's 35<sup>th</sup> Anniversary Celebration Volunteer Luncheon was held on November 3, 2007 at Renaissance Hollywood Hotel in Hollywood, CA. Volunteers from Inglewood, Hawthorne and Lennox will be attending this event. Bus transportation will be provided by Supervisor Burke's office. The Veteran's Building will be the pick up site for Inglewood, Hawthorne and Lennox.

The Senior Center is preparing for the Volunteer Holiday Program to be held on Saturday, December 12, from 10:00 a.m. to 12 noon. This event will be held at City Hall in Community Room A. Parks and Recreation Commissioners are invited to attend this event. More information will be forthcoming in November.

### **Smarter Seniors Forum**

The Hawthorne Senior Center is the site selected to host the Smarter Seniors Forum. This event will be held on Wednesday, December 12<sup>th</sup> from 10:00 a.m. to 12 noon. Supervisor Yvonne B. Burke's 2<sup>nd</sup> District is sponsoring this event. Flyers and posters are being printed and will be distributed by November 2<sup>nd</sup>. The forum will cover topics such as telemarketing, common consumer scams. Identity theft, real estate and landlord tenant fraud and financial abuse by conservators, relatives and caregivers. Lunch will be served on site immediately following the program.

# Veteran's Building Update

The three patio tables and a trash receptacle were delivered to the Senior Center's outdoor patio on Tuesday, October 23<sup>rd</sup>. One of the three patio tables is designed to accommodate disabled participants. The seniors were very happy to see the new patio tables arrive.

### Transportation

Five para-transit buses and the I-Line Shuttle will be replaced in the next two years through a grant from MTA. MTA will pay 75% of the cost and the City of Inglewood will pay the remaining 25%. The money from MTA must be used by September 30, 2010. The Parks, Recreation and Community Services Department along with Fleet Services has identified six buses with high mileages and aging years that need to be replaced. The vehicles will be replaced with CNG (Compressed Natural Gas) Vehicles.

# Lennox Senior Center

Victor Cajo, Site Manager for Lennox Senior Center will be receiving a very prestigious award from the United States Department of Health and Human Services, Agency on Aging/ Lennox Senior Center is one of the only four centers in the entire country named as a model senior nutrition project serving the Latino/Hispanic community. The City of Inglewood will present Lennox Senior Center and Victor Cajo with a formal commendation to honor his service and this achievement on Friday, November 9<sup>th</sup> at 1:00 p.m.

### Thanksgiving Collection

The Care Management Section will be collecting food donations for home bound senior citizens throughout Inglewood, Hawthorne and Lennox. Donation boxes will be located at City Hall on the first and fifth floor, the Veteran's Building and Rogers Park. Suggested items are boxed dressing, cornbread mix, canned yams, canned vegetables, canned cranberry sauce and rolls.

### Gifts from the Heart

If you are seriously interested in sponsoring a person by buying a gift for him/her, please pick out a name from the "Gifts from the Heart" wall.

It will be located in the Parks, Recreation and Community services Office on the 5<sup>th</sup> floor of City Hall. The deadline for turning in the gifts is December 17, 2007.

**Commissioner Brown** stated Assemblyman Price is also giving turkeys out as well.

Michelle Jordan stated I didn't want this to conflict with anyone else.

# **Commissioner Comments**

**Commissioner Agee** stated I just wanted to tell Teresa that she did a wonderful job on the Market Street Festival.

Teresa Estrada stated thank you.

**Commissioner Brown** stated I'm glad we have December 6<sup>th</sup> off, it's my birthday. Just wanted to add November 11<sup>th</sup> is Veteran's Day and a job fair will be held on November 13<sup>th</sup> in Long Beach and it's not just for Vet's. Since no one has mentioned MLK, I just wanted to let you know that plans are underway for it; it's going to be a good way to kick off our Centennial Celebration.

**Commissioner Smith** stated I just wanted to make sure it is ok for us to cancel December's meeting?

Commissioner Agee stated fine.

**Commissioner Brown** stated its fine but if something is pressing then we can go ahead and meet.

Sabrina Barnes stated of course.

**Commissioner Smith** stated Happy Holidays to everyone.

Meeting adjourned at 6:37 p.m.