

**RECREATION AND PARKS COMMISSION**  
**MINUTES**

Monday, February 10, 2020 – 7:30 p.m.  
City Council Chambers

Chairman Woolwine called the meeting of the Recreation and Parks Commission to order at 7:30 pm.

The Pledge of Allegiance was led by Commissioner Mathews.

**ROLL CALL**

- A. Commissioners Present: Eddy Lee Mathews, Woods Woolwine, Steven Dyson
- B. Commissioners Absent: Terri Haase
- C. Also Present: Stephany Santin, Recreation and Human Services Director  
Nikki Sweeney, Recreation Program Administrator  
Evette Benjamin, Administrative Analyst II  
Kim Nolan, Recording Secretary

**APPROVAL OF MINUTES**

- A. January 13, 2020
  - a. Commissioner Dyson made a motion to approve the minutes, Commissioner Mathews seconded the motion. All were in favor. The Motion was passed and carried.

**COMMUNICATION/COMMITTEE REPORTS**

- A. Friends of Gardena Willows Wetland
  - a. No report. Monthly schedules are posted online.

**UNFINISHED BUSINESS**

- A. In-Lieu Service Contracts
  - a. MOU - Alliance Burton  
Alliance Burton Technology Academy High School submitted a request to use Mas Fukai Park facilities for a tournament on March 7, 2020, and various dates in March and April (18, 25, 30, 22, 29). They are volunteering 40 hours in addition to the fees. Staffing charges were added; and lighting will be provided.
- B. Facility Upgrades
  - a. The ceiling in the Nakaoka Community Center auditorium will be painted this weekend. The floors will be redone on February 24-26, and maybe February 27. The senior meals program will be held in another room, or outside. Voting is taking place in the facility as well.
- C. Park Needs Assessments/Park Improvements
  - a. Some improvements will take place at Mas Fukai Park. Assessments are being done to determine the best approach for improvements to existing areas and for maximizing space. Depending on the condition of the building, it might be necessary to do a complete tear down and start over. Staff is also researching options to add a pickle ball court.

**NEW BUSINESS**

- A. Recreation Software Presentation
  - a. Chairman Woolwine and Commissioner Mathews attended the software

presentation in the Recreation Division office for the new online software system. The new system will be used for online registration for classes, sports, facility rentals, special events, etc.

- b. Evette Benjamin presented the Civic Rec Software program. Staff will set up the system based on the needs of the department. One system will be used for everything. Clients will create a profile then they will have the ability to register online and pay fees. They will also have access to the calendars for facility rentals. Staff will still have the ability to assist if needed with paper registration especially during the transition period and any time after. Civic Rec Software was the most simplified system in comparison to the other two companies researched.
- c. Motion was made by Commissioner Dyson, second by Commissioner Mathews, all were in favor of the motion to recommend the selection of Civic Rec Software and that it be presented to City Council for consideration.

B. Events to Attend

- a. Black History Month "Afternoon in the Park", Saturday, February 29, 2020, from 10:00 a.m. to 3:00 p.m. at Rowley Park. Featuring food, entertainment, crafts and vendor booths, children's crafts and play area.
  - 1. Chairman Woolwine will try to attend.
- b. Annual Cymbidium Orchid Show, Saturday, February 29, 2020, from 12:00 pm to 5:00 p.m. and Sunday, March 1, 2020, from 10:00 a.m. to 4:00 p.m. at the Nakaoka Community Center.
- c. Annual Zen Nippon Airinkai Koi Show on Saturday, March 14, 2020, from 9:00 a.m. to 5:00 p.m. and Sunday, March 15, 2020, from 9:00 a.m. to 3:00 p.m. at the Gardena Civic Center.
- d. State of the City, Thursday, March 19, 2020. Meet, Greet & Eat at 6:00 p.m.; Program at 7:00 p.m. Please let us know if you are planning to attend so we can introduce you.
  - 1. Commissioner Woolwine will not be able to attend.
  - 2. Commissioner Mathews confirmed he will attend.
- e. Chess Tournament, Saturday, March 28, 2020, 9:00 a.m. to 3:00 p.m. at the Nakaoka Community Center.
  - 1. Commissioner Woolwine will not be able to attend.
- f. Easter Bunny Brunch, Saturday, April 11, 2020, at the Nakaoka Community Center from 8 a.m. to 10:00 am. Easter Egg Hunt begins at 10 a.m. on the City Hall Lawn. Puppet show begins at 10:45 am. Easter Egg Hunts will be held at Freeman, Rowley, and Fukai Parks beginning at 10 am.
- g. Casino Night - Plans are underway for the casino night fundraiser for the senior day care center.

RECREATION AND HUMAN SERVICES – ADMINISTRATOR'S REPORT

A. Staff Training

- a. Full time staff are receiving computer training in Excel, Word, Supervisor training, etc. through onsite classes and desktop.

B. Youth Sports

- a. Soccer Registration continues through the end of February.

C. After School Program/Day Camp

- a. Spring Day Camp will be held April 6-10 with registration accepted February 18 through March 31.
- b. Summer Day Camp will be held June 15 through August 14 with registration accepted April 13 through May 30

- c. Fees for Day Camp are \$110.00 per child, per week.
- D. Excursions - none
- E. Official pinning of Mike Saffell to Chief of Police at 10:00 a.m. on Wednesday, January 15, 2020 at the Nakaoka Community Center.
  - a. The ceremony was very nice and well attended.
- F. Town Hall Meeting "Exploring the New Voting Experience" presented by Dean C. Logan, Los Angeles County Registrar-Recorder/County Clerk at 6:30 p.m. on Thursday, January 16, 2020 at the Nakaoka Community Center.
  - a. Commissioner Mathews attended. Stated it was a very nice presentation.
- G. The 47<sup>th</sup> Annual Dr. Martin Luther King Jr. Commemorative Celebration.
  - a. The celebration began with the Youth Program at 7:00 pm on Friday, January 17, 2020, at the Nakaoka Community Center.
  - b. The parade was held on Saturday, January 18, 2020, beginning at 10:00 a.m. on Van Ness Avenue at Serra High School proceeding north to Rowley Park. The celebrations continued at Rowley Park following the parade.
  - c. Commissioner Mathews attended. He stated the event was stellar from start to finish. Said the stage was nice, good sound, great staff and he was really impressed. He did have a concern with the gate at Serra High to exit the facility. He saw that some kids were almost hit by the gate. Ms. Sweeney may look into changing the location for entrance to the parade.

#### ORAL COMMUNICATIONS

- A. Chairman Woolwine inquired about the feasibility of adding a computer class. Will add this to an upcoming agenda. The seniors completed a survey and many expressed an interest in having more computer technology classes. Staff needs to research this more.
- B. Commissioners Mathews attended the basketball clinic at Rowley Park. He was very impressed. Janina Hartwill and Tamika Williams were working well with the kids. He felt that they provided unbelievable and excellent service to the community.

#### ADJOURNMENT

- A. There being no further business, Commissioner Dyson made motion to adjourn the meeting, Commissioner Mathews seconded the motion. The motion was unanimously carried. The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Kim Nolan  
Recording Secretary