

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the 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 Oscar Martinez at (310) 618-5990, or individual department head prior to submission to the Commission.

The Historic Preservation Commission is an advisory body to the City Council that meets on the third Thursday of each month at 6:30 p.m. All meetings are open to the public. Agendas, staff reports, and minutes are available for review on the City webpage at www.TorranceCA.gov/Historic-Preservation-Commission-Agendas-Minutes.

Members of the public may prepare written comments to the Commission. Comments may be submitted via email to HistoricPreservationCommission@TorranceCA.Gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item. All comments submitted by 10:00 a.m. on the date of the meeting will be included as a "Supplemental" and made available on the City webpage. Comments received after 10:00 a.m. will be filed with the public record.

**TORRANCE HISTORIC PRESERVATION COMMISSION AGENDA
WEST ANNEX COMMISSION MEETING ROOM CITY HALL
3031 TORRANCE BOULEVARD
TORRANCE CA 90503
THURSDAY, NOVEMBER 21, 2024
REGULAR MEETING
6:30 PM**

**HISTORIC PRESERVATION COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission Members: G. Higginbotham, M. Higginbotham, Kartsonis, Schwartz, Weideman, and Chair Trivelli

2. FLAG SALUTE: Commissioner G. Higginbotham

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, November 14, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS #1 (Limited to a 15 minute period)

This portion of the meeting is reserved for comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners 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. Speakers under this Public Comment period will have no longer than 1 minute per speaker.

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 Commissioner from the Consent Calendar and considered separately.

6A. Approval of Minutes: September 19, 2024

7. ADMINISTRATIVE MATTERS

7A. Community Development – Discuss and Provide Direction on Historic Preservation Commission's Annual Report

Recommendation of the Community Development Director that the Historic Preservation Commission discuss and provide direction for the creation of a Historic Preservation Commission Annual Report to the City Council.

8. HEARINGS - NONE

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Historic Preservation Commission Meeting to Thursday, January 16, 2025, at 6:30 p.m. in the West Annex Commission Meeting Room City Hall.



**MINUTES OF A REGULAR MEETING OF THE
TORRANCE HISTORIC PRESERVATION COMMISSION AGENDA**

1. CALL MEETING TO ORDER

The Torrance Historic Preservation Commission convened in a regular session at 6:30 p.m. on Thursday, September 19, 2024, in the West Annex Meeting Room.

ROLL CALL

Present: Commissioners G. Higginbotham, M. Higginbotham, Kartsonis, Schwartz, Weideman, and Chair Trivelli.

Absent: None.

Also Present: Planning Manager Oscar Martinez, Senior Planning Associate Carolyn Chun, Planning Associate Kevin Joe, Planning Assistant Brice Kennedy, and Community Development Director Michelle Ramirez.

2. FLAG SALUTE

Commissioner M. Higginbotham led the Pledge of Allegiance.

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

Planning Manager Martinez reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Friday, September 13, 2024.

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

Planning Manager Martinez reported Supplemental Items for Item 8A consisting of two letters of support for the project.

5. ORAL COMMUNICATIONS

None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: AUGUST 15, 2024

MOTION: Commissioner G. Higginbotham moved to approve the August 15, 2024, minutes. Commissioner Weideman seconded the motion; a roll call vote reflected 6-0 approval.

7. ADMINISTRATIVE MATTERS

None.

8. PUBLIC HEARINGS

8A. COMMUNITY DEVELOPMENT – CONDUCT A PUBLIC HEARING TO CONSIDER APPROVAL OF HPC24-00003: ROBERT & ELYSE IMAMURA

Recommendation of the Community Development Director that Historic Preservation Commission conduct a public hearing to consider approval of a Historic Landmark Designation for an existing single-family residence on property located in the R-1 Zone, Torrance Tract Overlay at 917 Acacia Avenue. This project is Categorically Exempt from CEQA per Guidelines Sections 15308 – Actions by Regulatory Agencies for Protection of the Environment and 15331 – Historical Resource Restoration/Rehabilitation. (Res. No. 24-002)

Planning Associate Joe presented Item 8A.

Mr. Robert Imamura spoke on the Item, a Spanish style house built in 1931.

Mr. Imamura stated that much of the home is original, and that the additions made to the home mimic the original Spanish stylings.

Commissioner Kartsonis inquired on the different ceilings throughout the home described in the application. Mr. Imamura replied that each room has a different style ceiling that consists of art, beams, or curves.

Commissioner Schwartz inquired on the applicant's inspiration to apply for a Historic Landmark Designation. Mr. Imamura replied that he wanted to share the history of the home.

Commissioner M. Higginbotham inquired how the applicant found out about the Historic Landmark Designation. Mr. Imamura replied that he received a flyer in the mail.

Commissioner G. Higginbotham inquired on the additions made to the home. Mr. Imamura replied that an ADU was added to match the house and the garage.

Commissioner G. Higginbotham stated that Mr. Imamura's home is a contributing resource, meets criteria as an original home to the City of Torrance, and that the home is eligible for the Historic Landmark Designation process.

No members of the public spoke.

MOTION: Commissioner Schwartz moved to close the public hearing. Commissioner Weideman seconded the motion; a roll call vote reflected 6-0 approval.

Commissioner Weideman stated that the home embodies the characteristics of a Historic Preservation Landmark.

Commissioner Weideman disclosed that he visited the property and that his vote will be a reflection of the visit.

MOTION: Commissioner Weideman moved to approve HPC24-00003. Commissioner M. Higginbotham seconded the motion; a roll call vote reflected 6-0 approval.

RESOLUTION: Planning Assistant Joe read the title of Resolution Number 24-002, a Resolution of the Historic Preservation Commission of the City of Torrance, California, approving a Historic Landmark Designation request as provided for Division 9, Chapter 1, Article 50 of the Torrance Municipal Code for property located in the R-1 Zone, Torrance Tract Overlay at 917 Acacia Avenue.

MOTION: Commissioner Weideman moved to adopt Resolution Number 24-002. Commissioner Kartsonis seconded the motion; a roll call vote reflected 6-0 approval.

The Commission presented Mr. Imamura with the Historic Landmark Designation certificate.

9. COMMISSION AND STAFF ORAL COMMUNICATIONS

Commissioner G. Higginbotham disclosed that he visited the 917 Acacia Avenue property.

Chair Trivelli stated that she viewed the 917 Acacia Avenue property via Google maps.

Commissioner M. Higginbotham stated that she viewed the 917 Acacia Avenue property via Google maps and drove by the property.

Commissioner Weideman stated that the Torrance Historical Society has been closed due to rain damage earlier in the year, and with recent repairs to the roof, looked forward to the Historical Society Museum being open to assist the public in the near future.

Chair Trivelli asked for Concurrence for staff to bring back an Item regarding information to be provided to City Council on the Historic Preservation Commission's activities over the past year. All members of the Commission agreed to the Concurrence.

10. ADJOURNMENT

MOTION: At 6:59 p.m., Commissioner Weideman moved to adjourn the meeting to Thursday, November 21, 2024, at 6:30 p.m. in the West Annex Meeting Room. Commissioner M. Higginbotham seconded the motion; a roll call vote reflected 6-0 approval.

###



DATE: November 21, 2024

TO: Members of the Historic Preservation Commission

FROM: Oscar Martinez, Planning Manager / OMartinez@TorranceCA.gov

BY: Brice Kennedy, Planning Assistant / BKennedy@TorranceCA.gov

SUBJECT: Discuss and Provide Direction on Historic Preservation Commission's Annual Report

RECOMMENDATION

Recommendation of the Community Development Director that the Historic Preservation Commission discuss and provide direction for the creation of a Historic Preservation Commission Annual Report to the City Council.

FUNDING

There is no funding required for this action.

DISCUSSION

As per the request of Chair Trivelli, Planning Division staff would like to provide the following information so the Historic Preservation Commission may consider and find concurrence for the creation of an Annual Report to the City Council. Staff has attached examples from the Planning Commission, Torrance Environmental Quality and Energy Conservation Commission (TEQECC), Civil Service Commission, Airport Commission, and the Commission on Aging and Community Services for reference.

Staff reviewed the Planning Commission's Annual Report and found that it includes information relating to commission members, number of members, length of Commissioner term limits, frequency of meetings, related staff, approval rates and types, major projects, comprehensive planning initiatives, and development review insights.

Staff reviewed the Torrance Environmental Quality and Energy Conservation Commission (TEQECC) Annual Report and found that it includes information relating to commission matters and jurisdiction, responsibilities, activities and programs, reporting on matters relating to specific matters, and includes information regarding future initiatives and activities.

Staff reviewed the Civil Service Commission Annual Report and found that it includes information relating to names of members, authority, and number of members, responsibilities and review matters of the commission, commission sub-committees, regular meeting schedule information, summary of annual activities and administrative matters, appeals, and hearings.

Staff reviewed the Airport Commission Annual Report and found that it includes information relating to the purpose, responsibilities, and review authority of the commission, summary of commission activities and regular meeting schedule, special events, projects and land use matters, airport operations statistics, and language denoting the airports significance to the City, and recognition of City personnel.

Staff reviewed the Commission on Aging and Community Service Annual Report and found that it includes information relating to the purpose of the commission and names of commission members, regular meeting schedule and location, a list of highlights and matters of the previous year, areas of interest for the commission, and a conclusion to recognize the support of City Council and staff.

Should the Historic Preservation Commission choose to proceed, staff recommends potential content may include information relating to Historic Preservation Commission members, number of members, length of commissioner term limits, responsibilities of the commission, number of meetings, approval statistics, and significant cases considered in 2024.

For reference, in 2024 there have been a total of 7 meetings, during which a total of 11 agenda items were reviewed including 3 public hearings.

Staff recommends the Historic Preservation Commission discuss and provide direction to staff on information to be included for the creation of a Historic Preservation Commission Annual Report. Based on direction provided, staff will prepare the annual report for your consideration at the next Historic Preservation Commission meeting.

ATTACHMENTS

1. Planning Commission Annual Report
2. TEQECC Annual Report
3. Civil Service Commission Annual Report
4. Airport Commission Annual Report
5. Commission on Aging Annual Report

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Development – Accept and file the Planning Commission 2015 Annual Report.

Expenditure: None


RECOMMENDATION:

Recommendation of the Planning Commission and Community Development Director that City Council accept and file the Planning Commission 2015 Annual Report.

BACKGROUND:

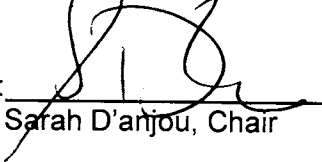
The Community Development Department has prepared an annual report that includes a summary of the cases accepted by the Community Development Department and a list of the major projects and studies considered by the Planning Commission during the specified timeframe. The 2015 Planning Commission Annual report is attached (Attachment A) for your review. The Planning Commission reviewed the 2015 Planning Commission Annual Report on March 2nd, 2016. The Commission voted 6-0 (absent Commissioner Watson) to approve the report and to forward the matter to the City Council.

CONCUR:



Jeffery W. Gibson
Community Development Director

PLANNING COMMISSION

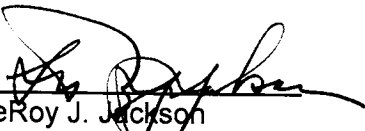
By: 

Sarah D'anjou, Chair


Respectfully submitted,

JEFFERY W. GIBSON
Community Development Director

NOTED:

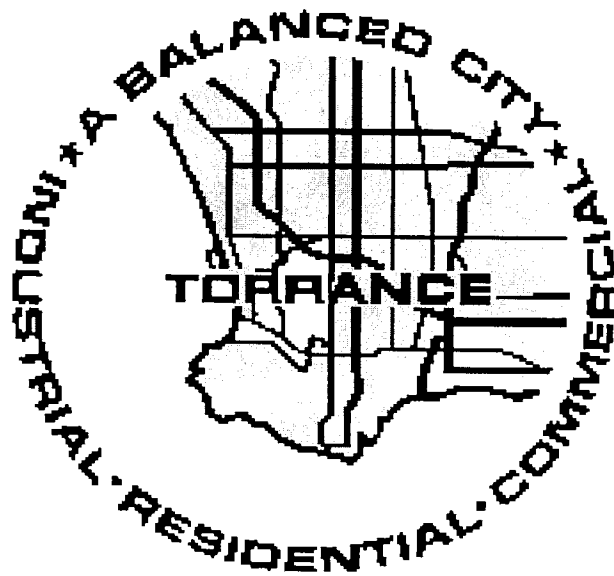


LeRoy J. Jackson
City Manager

By: 

Gregg D. Lodan, AICP
Planning Manager

Attachment: A. Torrance Planning Commission 2015 Annual Report



CITY OF TORRANCE

**2015 PLANNING COMMISSION
ANNUAL REPORT**

CITY OF TORRANCE

2015 PLANNING COMMISSION ANNUAL REPORT

PURPOSE OF THE COMMISSION

The Planning Commission is charged with the responsibility of reviewing land use and development matters in the City of Torrance to ensure the proper and orderly development of the community. The Commission is supported by the Community Development Department in their review and consideration of master plans and zoning studies that affect the future growth and development of Torrance. The Commission conducts public hearings and considers all requests for development permits with the authority to approve Precise Plans, Conditional Use Permits, Subdivision Maps, Waivers, and other discretionary permits. It recommends actions to the City Council on General Plan Amendments, Zone Changes, and Variances. Additionally, the Commission is also charged with reviewing and, in most cases, is the decision-making/determining body on projects subject to the California Environmental Quality Act.

Members are able to serve up to two consecutive four-year terms. Planning Commission responsibilities for 2015 were carried out by the following members:

- Sarah D'anjou, Chair
- Jamie Ruth Watson, Vice Chair
- Judy Gibson
- Milton Herring
- Steven Polcari
- Steve Skoll
- Richard Tsao

The present Planning Commission Chair hereby affirms the contents of this report as presented by Staff.

Respectfully submitted,

Sarah D'anjou
Planning Commission Chair

SUMMARY OF ANNUAL ACTIVITIES

In 2015, there were a total of 22 Planning Commission meetings, during which a total of 71 agenda items were reviewed. These items included 82 development applications with 46% Conditional Use Permit (33), 26.7% Precise Plan (19), 11% Division of Lot (8), 16.9% Modification (12), 16.9% Waiver (12), 4% Zone Change (3), 4% Planning Commission Review (3) applications, and 1% Development Permit (1). Two Community Development Director actions were also heard by the Planning Commission on appeal, a Minor Hillside Exemption (1) and a Planning Administrative Approval (1).

Within the same year, the Community Development Department received filings for various requests that require Planning Commission review or are forwarded to the Commission on the appeal of a Community Development Director action. The following is a listing of the Development Applications processed by the Community Development Department in 2015:

▪ 2015 DEVELOPMENT APPLICATIONS	
Application Type	Number
Conditional Use Permit	37
Development Permit	5
Division of Lot	11
Environmental Assessment	2
Event/Parking Lot Sales Permit	85
Fence Height Exception	1
General Plan Amendment	0
Large Family Day Care Permit	3
Minor Development Permit	11
Minor Use Permit	4
Modification	12
Planned Development	0
Planning Administrative Action	44
Planning Commission Review	3
Precise Plan	23
Special Development Permit	8
Validation	0
Variance	0
Waiver	18
Wireless Telecom Facility	3
Zone Change	3
TOTAL	273

SIGNIFICANT CASES CONSIDERED IN 2015

Of the cases heard by the Commission, there were several cases that stand out as being significant in nature. These cases primarily deal with the construction, expansion or remodeling of commercial buildings as well as zone changes that were forwarded to the City Council. The following is a list of significant cases by case number(s), description with location and disposition, and Planning Commission action.

Case Number(s)	Description and Location	Planning Commission Action(s)
ZON12-00002 (EAS12-00002)	City of Torrance – Public Works Department APN 4087-037-902 Zone Change from A-1 (Light Agricultural) to P-U (Public Use) in conjunction with developing one additional ground water well (Well #11) within undeveloped Right-of-Way between Yukon Elementary School and the west side of Yukon Avenue (4087-037-901); a site access road and utility easement along the southern property line of Yukon Elementary School site at 17815 Yukon Avenue (APN 4087-037-900); and one additional ground water well (Well #10), a 3-million gallon water storage reservoir, water treatment facilities, and booster pump station.	FORWARDED RECOMMENDATION OF APPROVAL TO COUNCIL 6/17/15 APPROVED BY COUNCIL 7/28/15
CUP13-00031 DIV13-00010 (EAS13-00003)	RGA Office of Architectural Design (Crenshaw Del Amo Partners II) NWC of Crenshaw Blvd and 208th Street To allow the construction of two light industrial buildings totaling 90,000 square feet, in conjunction with a Division of Lot to subdivide one lot into two parcels.	APPROVED 10/7/15
CUP13-00032 DIV13-00011 (EAS13-00002)	City of Torrance 465 Crenshaw Blvd To allow the construction and operation of an approximately 17,800 square foot regional transit facility, 3,100 square feet of which would be for ancillary food and commercial services, in conjunction with a Division of Lot to subdivide two parcels into four.	APPROVED 1/7/15
MOD14-00013	South Bay Lexus (City of Torrance) 24777 Crenshaw Blvd To allow the operation of an automobile dealership in conjunction with the existing automobile service center, and to allow renovations and expansions to the existing building and site.	APPROVED 5/20/15 APPEALED TO COUNCIL, PENDING REVIEW
CUP14-00027 (EAS14-00005)	Ganahl Lumber Co. 2600 Del Amo Blvd To allow the construction and operation of a lumber yard and building supply store.	APPROVED 3/4/15

<p>CUP15-00001, DVP15-00001, DIV15-00001, & WAV15-00001</p>	<p>Knickerbocker & Associates (Galena Real Property LP) 24444 Hawthorne Blvd To allow the construction of a new mixed use project, consisting of eight dwelling units and approximately 2,700 square feet of commercial space, in conjunction with a Division of Lot for condominium purposes and a Waiver of the rear setback.</p>	<p>APPROVED 3/18/15</p>
<p>CUP15-00007, ZON15-00001, & DIV15-00003</p>	<p>Michael Roth 17502 Van Ness Ave To allow a three-story six-unit residential condominium development and to allow a Floor Area Ratio of 0.7, in conjunction with a Zone Change from A-1 (Light Agricultural District) to R-3 (Limited Multiple-Family Residential District), and a Tentative Tract Map for condominium purposes.</p>	<p>FORWARDED RECOMMENDATION OF APPROVAL TO COUNCIL 7/15/15 APPROVED BY COUNCIL 9/15/15</p>
<p>CUP15-00009, ZON15-00002, DIV15-00004, & WAV15-00006</p>	<p>Anastasi Development (William Garrett) 23625-23649 Arlington Ave To allow a 14-unit residential condominium development, in conjunction with a Zone Change from C-5 (Conditional Commercial District) to RP (Residential Professional District), a Tentative Tract Map to consolidate the existing parcels and for condominium purposes, and a Waiver of the RP Zone height limit.</p>	<p>FORWARDED RECOMMENDATION OF APPROVAL TO COUNCIL 8/19/15 APPROVED BY COUNCIL 11/10/15</p>
<p>PRE15-00002 & WAV15-00009</p>	<p>Kent Holtorf 5207 Paseo de las Tortugas To allow the construction of a new two-story single family residence with basement level, in conjunction with a Waiver of the fence height requirement.</p>	<p>DENIED W/O PREJUDICE 3/18/15 APPROVED BY COUNCIL 2/9/16</p>
<p>PRE15-00007 & WAV15-00005</p>	<p>Peha & Associates (Jerry McBride) 406 Camino de Encanto To allow one and two story additions to an existing one story residence, in conjunction with a Waiver of the side yard setback requirement.</p>	<p>APPROVED 9/16/15 APPEALED TO COUNCIL, PENDING RECONSIDERATION</p>
<p>PRE15-00017</p>	<p>David Studds (Cyrus Shargh) 423 Camino de Encanto To allow one and two story additions to an existing one story residence.</p>	<p>"DE FACTO" DENIAL 11/18/15 APPEALED TO COUNCIL, PENDING REVIEW</p>

Council Meeting of
December 15, 2015

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Community Development – Accept and file the Environmental Quality and Energy Conservation Commission 2014- 2015 Annual Report.

RECOMMENDATION

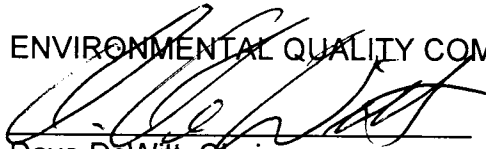
Recommendation of the Community Development Director and the Torrance Environmental Quality and Energy Conservation Commission (TEQECC) that City Council accept and file the TEQECC 2014-2015 Annual Report.

BACKGROUND AND ANALYSIS

The Annual Report of the Environmental Quality Commission for 2014-2015 is attached for your information and review. The Environmental Quality Commission reviewed and approved this report at their meeting of November 5, 2015 and recommended that it be forwarded to Council for review.

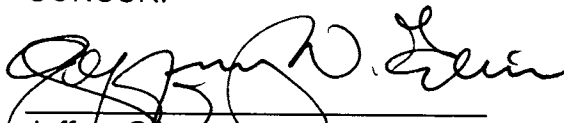
Respectfully Submitted,

ENVIRONMENTAL QUALITY COMMISSION



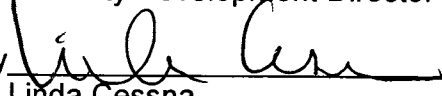
Dave DeWitt, Chair

CONCUR:




Jeffery Gibson
Community Development Director

JEFFERY GIBSON
Community Development Director

By 

Linda Cessna
Deputy Community Development Director

NOTED:



LeRoy J. Jackson
City Manager

Attachment: A) Environmental Quality Commission 2014-2015 Annual Report

TORRANCE ENVIRONMENTAL QUALITY COMMISSION

November 5, 2015

To: Chairman DeWitt and Members
of the Torrance Environmental Quality Commission

Subject: Environmental Quality Commission Annual Report 2014- 2015

Attached is the Annual Report for the Environmental Quality Commission for 2014-15. Should the report meet with your approval, staff would recommend forwarding it to the City Council later in November or early December.

Respectfully Submitted,

Linda Cessna
Deputy Community Development Director

TORRANCE ENVIRONMENTAL QUALITY COMMISSION 2014-2015 Annual Report

The Environmental Quality Commission may make recommendations to the City Council on any matter concerning environmental quality or energy conservation in the City; has jurisdiction over the removal of abandoned or wrecked vehicles, hears appeals from the Animal Control Program; and presents Green Pride in Torrance awards.

Following is a review of the cases, workshops, presentations and other activities that took place at Commission meetings in 2014-- 2015.

Animal Matters: The commission heard an appeal of a dog bite case this year. The appeal was denied and subsequently appealed to Council.

Oil Matters: The Commission held public hearings for the three-year extensions for the 6 non-conforming oil wells remaining in the City. All were approved.

Environmental Matters: The Commission held additional hearings on proposed changes to the existing Municipal Code to allow the keeping of chickens and bees in residential zones.

The following presentations were heard:

- City Recycling Coordinator Brought information regarding City recycling programs;
- SBCCOG updating the Commission on programs offered by the COG as well as information regarding waste water and food waste demonstration projects;
- Clean Power and CCA or Community Choice Aggregation, a program that allows jurisdictions to provide power to residents with the ability to offer more green generation.

Staff brought an overview of the Environmental Division's responsibilities to help orient our new Commissioners and a report looking at our current landscape regulations with potential Municipal Code revisions to the landscape sections to allow for greater diversity in plantings and hardscape, particularly in light of the current drought.

The Commission also reviewed the Work Plan for the Commission, with interest in looking again at leaf blower legislation and continued focus on Climate Action Planning.

In addition, the Commission was very involved in planning for the first Drive Electric Week event in the City, which was held in September in conjunction with the ribbon cutting for the new Electric Vehicle Charging stations at the Katy Geissert Library. Planning for this event was a major project for the Commission this year.

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Civil Service Commission and City Manager/Civil Service – Accept and File the 2023-2024 Civil Service Commission Annual Report. Expenditure: None.

RECOMMENDATION

Recommendation of the Civil Service Commission and the Civil Service Manager that City Council accept and file the 2023-2024 Civil Service Commission annual report.

FUNDING

Not Applicable.

BACKGROUND

The Annual Report for July 2023 through June 2024 as prepared by the Civil Service Commission is attached for your information and review. The Commission approved this report at its meeting on July 22, 2024, and moved to request that it be accepted by the City Council.

Respectfully Submitted,
CIVIL SERVICE COMMISSION

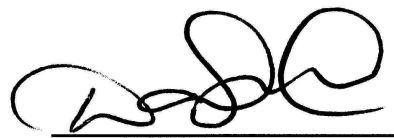


Cinda Herring
Chair, Civil Service Commission

By 

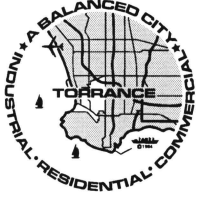
Brianne Cohen
Civil Service Manager

NOTED:



Aram Chaparyan
City Manager

Attachment: A) 2023-2024 Civil Service Commission Annual Report



City of Torrance CIVIL SERVICE COMMISSION

ANNUAL REPORT for July 2023 to June 2024

Purpose of the Commission

The Civil Service Commission is a seven-member governing body with authority over Civil Service positions. The Commission approves testing plans to fill positions for City employment; reviews new and revised classifications (job descriptions); and serves as an appellant board on matters regarding the employee selection process, appeals of below standard performance evaluations, and disciplinary actions. A sub-committee of the Commission, the Employee Relations Committee (ERC), assigns newly created positions to employee representation units.

The Civil Service Commission is regularly scheduled to meet on the second and fourth Monday of each month at 6:00 p.m. and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session. The meetings for July 2023 to June 2024 were held in LeRoy J. Jackson Council Chambers.

Membership of the Commission

The following Commission members served on the Civil Service Commission between July 2023 to June 2024:

MEMBER	OFFICE	APPOINTED OR REAPPOINTED
Marianne Hamada	Chair	2021
Cinda Herring	Vice Chair / ERC Chair	2020
Jean Adelsman	Member	2023
Julie Kohus	Member	2023
Laura Lohnes	Member	2022
Hana Sasaki	Member / ERC Member	2021
David Zygielbaum	Member / ERC Member	2022

Meetings

The Civil Service Commission met on the following dates:

July 10, 2023	November 6, 2023	March 11, 2024
July 24, 2023	November 13, 2023	March 18, 2024
July 31, 2023	November 27, 2023	March 25, 2024
August 7, 2023	December 4, 2023	April 8, 2024
August 14, 2023	December 11, 2023	April 22, 2024
August 28, 2023	January 8, 2024	May 6, 2024
September 11, 2023	January 22, 2024	May 13, 2024
September 18, 2023	January 29, 2024	May 20, 2024
September 25, 2023	February 5, 2024	June 10, 2024
October 16, 2023	February 26, 2024	June 24, 2024
October 23, 2023	March 4, 2024	

The Employee Relations Committee met on the following dates: July 10, 2023, July 31, 2023, August 7, 2023, and March 11, 2024.

Summary of Annual Activities

The Civil Service Commission held 32 meetings, during which a total of 38 examinations were approved.

Administrative Matters

The Civil Service Commission approved the revised class specification for the following classifications: Deputy City Attorney III, Police Captain, Senior Custodian, and Human Resources Technician.

The Civil Service Commission approved the title change for Fire Prevention Manager to Fire Prevention Manager/Fire Marshal and approved the revised class specification for Fire Prevention Manager/Fire Marshal.

The Civil Service Commission approved the title change for Planning Manager to Principal Planner and approved the revised class specification for Principal Planner.

The Civil Service Commission approved the proposed class specification for Budget Supervisor and Fire Prevention Supervisor.

The Civil Service Commission approved the reclassification of one incumbent to Legal Assistant II, one incumbent to Systems Analyst, one incumbent to Human Resources Technician, and one incumbent to Principal Human Resources Analyst.

The Civil Service Commission accepted and filed the Torrance Civil Center Master Plan and Economic Feasibility Study.

The Civil Service Commission appointed the Civil Service Commission Chair, Civil Service Commission Vice-Chair, Members of the Employee Relations Committee for Fiscal Year 2023-2024.

Appeals

The Civil Service Commission heard a protest for the performance test for Fire Battalion Chief on November 6, 2023, and denied the protest.

The Civil Service Commission heard a protest of the eligible list for the position of Fire Captain on February 5, 2024, and denied the protest.

The Civil Service Commission heard a protest of the oral interview for Warehouse Supervisor on February 26, 2024, and approved the protest.

The Civil Service Commission heard a protest for the eligible list for the position of Administrative Assistant on March 25, 2024, and denied the protest.

The Civil Service Commission heard three (3) protests of the eligible list for the position of Warehouse Supervisor on April 8, 2024, where one protest was denied and two (2) were continued to April 22, 2024, then to May 13, 2024, then to May 20, 2024. The Civil Service Commission approved the two (2) protests of the eligible list for the position of Warehouse Supervisor on May 20, 2024. Additionally, the Civil Service Commission approved the cancellation of the Warehouse Supervisor eligible list and approved the Human Resources Department's recommendation to readminister the oral interview exam for Warehouse Supervisor on May 20, 2024.

The Civil Service Commission heard a protest of the eligible list for the position of Custodian on June 10, 2024, and denied the protest.

Hearings

Appeals of discipline of five (5) Police Officers were denied on the following dates: October 16, 2023, January 22, 2024, March 4, 2024, March 18, 2024, and May 6, 2024.

Appeals of discipline of two (2) Police Services Officers were denied on August 14, 2023 and September 18, 2023.

An appeal of discipline of a Library Technician was withdrawn on October 23, 2023.

An appeal of discipline of a Storekeeper was withdrawn on November 27, 2023.

An appeal of discipline of a Reprographics Specialist is ongoing, with the hearing continued to a date to be determined.

There are eight (8) ongoing appeals of discipline for Police Officers. Three (3) hearings for Police Officers have been continued to a date to be determined. Four (4) hearings for Police Officers have been delegated to a hearing officer. One (1) hearing for a Police Officer is scheduled to continue on September 23, 2024. Additionally, there is an ongoing appeal of discipline of a Police Sergeant, which has been delegated to a hearing officer.

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

**SUBJECT: Airport Commission and General Services – Accept and File 2020-2021
Airport Commission Annual Report. Expenditure: None.**

RECOMMENDATION

Recommendation of the Airport Commission and General Services Director that the City Council accept and file the 2020-2021 Airport Commission Annual Report.

FUNDING

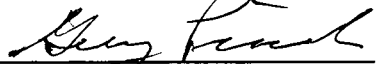
Not applicable.

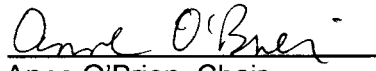
BACKGROUND/ANALYSIS

The Annual Report for July 2020 through June 2021 as prepared by the Airport Commission is attached for your information and review. The Commission approved this report at its meeting of February 10, 2022 and moved to request that it be accepted by the City Council.

Respectfully submitted,

SHANT MEGERDICHIAN
General Services Director

By 
Gerry Pinela
Facilities Operations Manager

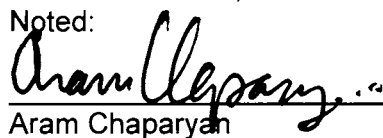

Anne O'Brien, Chair
Airport Commission

CONCUR:



Shant Megerdichian
General Services, Director

Noted:


Aram Chaparyan
City Manager

- Attachments: A) 2020-2021 Airport Commission Annual Report.
B) Airport Commission Minutes: February 10, 2022.

AIRPORT COMMISSION
CITY OF TORRANCE

ANNUAL REPORT
July 2020– June 2021

Chairperson: Anne O'Brien
Vice Chair: John De Rago

Commissioner Kathy Cohen
Commissioner Harry Ross
Commissioner David Zygielbaum

Commissioner Jack Gong
Commissioner Tom Witherill

Staff Liaison: Gerry Pinela, Facilities Operations Manager,
General Services Department

Purpose of Airport Commission:

The duty of the Torrance Airport Commission is to advise the Mayor/City Council on matters concerning the Torrance Municipal Airport - Zamperini Field. Included within the chartered scope of activities are:

- Review of proposed locations, constructions, and financing of land and facilities for public airport use
- Review of the proposed leasing of Airport land to fixed base operators and promotion of the improvement of the Airport operations and administration
- Promotion of the Airport's commercial and industrial development
- Review of proposed special events to be held at the Airport
- Advise on matters pertaining to Airport noise
- Community outreach on Airport issues

Summary of Airport Commission Activities:

The Airport Commission was dark during the COVID-19 stay at home orders from March 2020 to Sept 2020. Due to Covid-19 restrictions of in person Commission meetings, the Airport Commission restarted remote monthly meetings via electronic means using the Zoom interface, beginning October 2020 thru April 2021. Regular in person meetings began on May 13, 2021.

The Commission received City Staff and public input, and reviewed and commented on; Aeronautical Operations under the purview of the General Services Department. In addition, the Airport Commission on October 8, 2020 explored and received airport stakeholder's input on landing fees. The Commission received input from the

community, pilots and fixed based operators at the airport. The Airport Commission voted unanimously 4-0 in favor of no landing fees. The recommendation was included in the item of December 1, 2020, Finance and Governmental Operations Committee - Accept and File Fiscal Year 2020-21 First Quarter Budget Review Report and approve Program Modifications.

At the meeting of December 1, 2020 the City Council directed staff to provide the Airport Commission with the information to explore and consider Non-Aviation Hangar Rentals at Torrance Municipal Airport – Zamperini Field. In addition, the Airport Commission created an Ad-Hoc Committee to obtain Airport stakeholder’s and community input. The Ad-Hoc Committee recommended the Airport Commission approve the Non-Aviation Hangar agreement. A recommendation to the City Council was made by the Airport Commission with ammendments to the Non-Aviation Hangar Agreement, and it was also reviewed by the City Attorney’s Office and Risk Management.

Of note were the Commission’s activities regarding: None, due to Los Angeles County Covid-19 restrictions.

Special Events

- There were no special events reviewed or approved due to Los Angeles County Covid-19 restrictions.

Projects

The five-burned hangar repairs project began September 2019. The project continued through February 2020. These hangars are now back in service and have been rented out to aviation hangar tenants.

Noise Abatement

With no operational Noise Monitoring system and limited staff time, Noise Abatement has temporarily discontinued publishing quarterly reports. Below is an annual summary report indicating the number of Operations, complaints, violations, hearings, and hearing results.

Torrance Airport
Noise Abatement Annual Report
For: 07/01/20 to 06/30/21

Quarters	Operations	Complaints	Violations	Hearing Boards	Results of Boards
3rd QTR 2020	30,258	994	108	0	
4th QTR 2020	29,800	847	16	0	
1st QTR 2021	30,718	521	19	0	
2nd QTR 2021	37,681	753	4	0	
Totals	128,457	3,115	147	0	

Torrance Airport
Noise Abatement Exemption Annual Report
For: 07/01/20 to 06/30/21

The Torrance Municipal Code categorically exempts: Aircraft operated by the United States of America or the State of California; Law enforcement, emergency, Fire or rescue aircraft operated by any County or City of said State; aircraft used during an emergency that has been officially proclaimed by the United States, said State or the City; Civil Air Patrol (CAP) when engaged in an actual mission; and aircraft conducting testing under the direction of the City Manager or his designee(s). The Torrance Municipal Code also makes provisions for Business exemptions and emergency exemptions from the provisions of TMC 51.4.1 (aircraft taking off during Curfew hours).

This chart will consider the total number of complaints regarding exempt aircraft, a breakdown of the number of exempted events by agency and a total of all events for each quarter.

QUARTERS	COMPLAINTS	HELICOPTER COASTGUARD	HELICOPTER POLICE	HELICOPTER FIRE DEPT.	OTHER (CAP/Military/Amb)	TOTAL EXCEEDANCES
3rd QTR 2020	3	0	1	1	1	3
4th QTR 2020	2	0	0	0	2	2
1st QTR 2021	1	0	0	0	1	1
2nd QTR 2021	2	0	0	2	0	2
TOTALS	8	0	1	3	4	8

Airport Statistics

Airport operations, as reported by the FAA, saw aircraft operations decrease from 2013-2016, and continuing the downward trend until 2016-2019. 2017-19 has shown an increase in operations from the previous year. Staff will continue to monitor the trends annually.

Reporting Period (July 1 to June 30)	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Operations (thousands)	129.3	119.8	118.5	106.4	111.5	113.2	96.1	128.7
Incidents & Accidents	24	21	23	28	20	25	28	23
Percent of Operations	.02	.02	.02	.02	.01	.02	.02	.01

Airport operations resulted in an average of 2 incidents per month during the period, with no accidents.

Revenue & Expenditures (2020-2021)

Total Airport Aeronautical Fund Revenue (2020-2021) Budgeted (\$4,880,990) and Actual (\$4,945,925).

Total Airport Aeronautical Fund expenditures (2020-2021) Budgeted (\$4,725,923) and Actual (\$3,849,599).

Total Airport Aeronautical Fund Maintenance expenditures (2020-2021) Budgeted (\$169,742) and Actual (\$82,560). Maintenance repairs includes such things as:

- Hangar Repair (maintenance, wheels, panel repair)
- Airport Vehicles (maintenance, repair, fuel, vehicle replacement)
- Mower Repairs
- Stormwater
- Airfield Sign and Lights
- Security, Gates,

Project Expenditures (2020-2021)

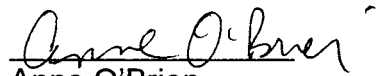
Torrance Airport Aeronautical Year 2020-2021 Revenue vs Expenditures

	Budgeted	Actuals
Revenue	\$4,880,990	\$4,945,925
Expenditures	\$4,725,923	\$3,849,599

Summary:

The Torrance Airport is a valuable and distinguishing asset to the City of Torrance, a key part of the economy, and source of pride to the community. Its usage must be balanced with the community needs and desires. We believe this has been achieved. Continued monitoring is needed and improvements possible which the Airport Commission is prepared to address.

Respectfully submitted,



Anne O'Brien

Chair (July 2020 to June 2021)

February 10, 2022

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE AIRPORT COMMISSION**

1. CALL MEETING TO ORDER

The Torrance Airport Commission Agenda convened in a regular session at 7:00 p.m. on Thursday, February 10, 2022, via teleconference.

ROLL CALL

Present: Commissioners De Rago, Gong, Cohen, Witherill, Zygielbaum, and Chair O'Brien.

Absent: Commissioner Ross.

Also Present: Facility Operations Manager Pinela and City of Torrance Airport Manager Herrera.

2. FLAG SALUTE

Commissioner De Rago led the Pledge of Allegiance.

3. REPORT FROM THE AIRPORT STAFF ON THE POSTING OF THE AGENDA

Chair O'Brien reported that the agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Friday, February 4, 2022.

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

Facility Operations Manager Pinela reported email correspondence posted online.

5. ORAL COMMUNICATIONS

Members of the Commission and public spoke.

Chair O'Brien requested a consensus vote regarding garnering information for sealing asphalt on the ramps and East tees.

ROLL CALL: A roll call vote reflected 6-0 approval (absent Commissioner Ross).

Chair O'Brien requested a consensus vote regarding asking Noise Abatement Staff to give a presentation to answer Commissioners questions during the March 10, 2022 meeting.

ROLL CALL: A roll call vote reflected 6-0 approval (absent Commissioner Ross).

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: JANUARY 13, 2022

MOTION: Chair O'Brien moved to approve the January 13, 2022 meeting minutes as presented. A roll call vote reflected 6-0 approval (absent Commissioner Ross).

7. **ADMINISTRATIVE MATTERS**

7A. **ACCEPT AND FILE MONTHLY UPDATE OF AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

City of Torrance Airport Manager Herrera presented a report.

MOTION: Commissioner Zygielbaum moved to accept and file the report. Commissioner De Rago seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Ross).

7B. **RECOMMENDATION OF FACILITIES OPERATIONS MANAGER, THAT THE AIRPORT COMMISSION REVIEW AND RECOMMEND THAT THE CITY COUNCIL ACCEPT AND FILE THE AIRPORT COMMISSION ANNUAL REPORT 2020-21.**

Facility Operations Manager Pinela presented annual report.

Members of the Commission spoke.

Chair O'Brien requested a consensus vote to accept and file the report with future Airport Commission Annual Reports reflecting a rolling five years on revenues and expenditures.

ROLL CALL: A roll call vote reflected 6-0 approval (absent Commissioner Ross).

8. **ADJOURNMENT**

MOTION: At 8:05 p.m., Commissioner Zygielbaum moved to adjourn the meeting to Thursday, March 10, 2022, at 7:00 p.m. via teleconference. Commissioner Cohen seconded the motion; a roll call vote reflected approval, with Commissioner Ross absent.

###

Honorable Mayor and Member
of the City Council
City Hall
Torrance, California

Members of the Council:

**SUBJECT: Commission on Aging and Community Services – Accept and File 2023-24
Commission on Aging Annual Report. Expenditure: None.**

RECOMMENDATION

Recommendation of the Commission on Aging and the Community Services Director that City Council accept and file the 2023-24 Commission on Aging Annual Report.

FUNDING

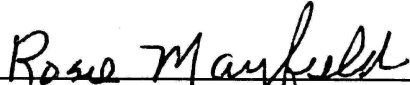
None required.

BACKGROUND/ANALYSIS

The Commission on Aging 2023-24 Annual Report (Attachment A) and Focal Point on Aging Annual Report (Attachment B) are attached for your information and review. The Commission on Aging approved this report at its meeting on Tuesday, August 6, 2024 and moved to request that it be accepted and filed by City Council.

Respectfully submitted,

COMMISSION ON AGING



Rosie Mayfield, Chair

JOHN LA ROCK
COMMUNITY SERVICES DIRECTOR

By 

Garrett Craig
Recreation Services Manager

CONCUR:



John La Rock
Community Services Director

NOTED:



Aram Chaparyan
City Manager

Attachments: A) 2023-24 Commission on Aging Annual Report
B) Focal Point on Aging Annual Report

Torrance Commission on Aging 2023-2024 Annual Report

Purpose of the Commission

The Commission on Aging consists of seven residents of Torrance who act to identify situations and problems affecting the senior population, and to serve as a liaison to the City Council.

The Commission on Aging meets the first Tuesday of each month at 9:30 a.m. (except June and January). The meetings are held in the West Annex Commission Meeting Room and are open to the public. Torrance residents are encouraged to attend the meetings to address the Commission on Aging matters of concern to the senior community.

Membership of the Commission on Aging

The following Commission members currently serve the Torrance Commission on Aging:

MEMBER	STATUS	APPOINTED or REAPPOINTED
Rosie Mayfield	General Representative	2021
Julie Dojiri	General Representative	2021
Kay Grundhaus	General Representative	2021
Mary Hileman	General Representative	2022
Ghislaine Davis	General Representative	2022

Highlights 2023 -2024

At the June 6, 2023, Commission on Aging (COA) meeting, Patricia Logan, MA, Gerontology Specialist, from Providence Little Company of Mary Medical Center, presented information on the Center for Optimal Aging. She explained that the mission of Center for Optimal Aging was to empower seniors, their families and physicians with tools that enhance health, wellness and knowledge of available resources and noted that Center for Optimal Aging was an outpatient program. Ms. Logan discussed the process of physician referral to the Center for Optimal Aging, types of testing, clinical findings and recommendations provided and noted that patients and their families could reach out for assistance at any time.

The COA presented their second Torrance Centenarian honoree, Mrs. Alice R. Hoyt, during the Tuesday, July 11, 2023, City Council Meeting. Mrs. Hoyt along with her family were presented with a City Proclamation and Centenarian Coin by Mayor Chen and the Torrance City Council.

The election of officers for the Fiscal Year 2023-2024 was held at the June 6 meeting. Commissioner Snyder nominated Commissioner Pryor as Chairperson. Commissioner Grundhaus nominated Commissioner Snyder as Vice Chair. Commissioners Pryor and Snyder both accepted their nomination.

At the August 1, 2023, Commission on Aging meeting, Heather Baker, from Caring Transitions presented information on services provided to seniors to help them move or downsize their living space. She discussed the problems associated with clutter and noted that her company helped clients set realistic goals, identify the most important things, conduct efficient decluttering activities and helped arrange online auctions/estate sales, recycling and donations.

The COA presented their third Torrance Centenarian honoree, Mrs. Keiko Dorothy Hasegawa, during the Tuesday, September 26, 2023, City Council Meeting. Mrs. Hasegawa along with her family were presented with a City Proclamation and Centenarian Coin by Mayor Chen and the Torrance City Council.

At the October 3, 2023, Commission meeting, Laura Hernandez, from New Challenge Ministries, Inc., presented information on Fresh Rescue Food Bank services provided to seniors and others who were experiencing food insecurity in the South Bay. She defined food insecurity as limited or uncertain access to adequate food. She added that young children and seniors were particularly vulnerable to hunger and food insecurity, which could lead to additional health related issues. She noted that the new Challenge Food Rescue Food Bank was the only food bank chosen to team up with the Los Angeles Unified School District to provide food to identified homeless children in the district. She discussed the funding for New Challenge Ministries, Inc., their partners, the types of food that the Food Bank received and how the food was sorted and distributed. She reviewed various resources for food in Torrance: Barlett Center Café, Torrance-Lomita Meals on Wheels Program and the Torrance YMCA Senior nutrition program.

At the November 7, 2023, Commission meeting, Ujjwala Dheeriya, MD, FACP, Medical Director, Torrance Memorial Hospital (TMHS) Palliative Care and Kristel Quinto, MSW, LCSW, APHSW-C, Program Director, TMHS Palliative Care described the goals of the Palliative Care program and the type of specialized care provided for people living with a serious illness, such as cancer, neurologic, heart, liver or respiratory disease. Ms. Quinto noted that palliative care worked as an interdisciplinary team, which included nurses, chaplains and case managers to ensure that the patient was the center of the care, and that the family caregiver was part of the treatment plan.

Dr. Dheeriya noted that palliative was not hospice care and was not only for people who were dying or elderly and discussed the growth of the program at Torrance Memorial, which now had 300 patients. She stated that palliative care was a team that provided a continuum of care from inpatient to outpatient and home settings for both the patient, their family and caregivers.

At the December 5, 2023, Commission meeting, Michele Nadeau, Outreach and Volunteer Coordinator for 1736 Family Crisis Center (FCC) provided an agency overview and history of FCC. FCC reached nearly 24,000 individuals annually in Los Angeles and Orange counties, through direct services and community educational outreach. She discussed the Crisis and Emergency Services for domestic violence which included 24-hour crisis/suicide hotlines and shelters for individuals and families. She noted that the agency had a Domestic Abuse Response Team (DART) which worked alongside Harbor Division Police officers to provide support, assist with crisis intervention and supportive services for Human trafficking victims and provide emergency youth shelters for homeless and at-risk youth aged 10-17 years. She explained that the Center also provided wrap-around services which were available for all shelter residents, and at two community service centers. She discussed the types of legal support services, family law and housing assistance which could be provided for residents and community members. She added that the Center also offered housing and employment support services to veterans. She listed five 24-hour crisis hotlines.

The COA presented their fourth Torrance Centenarian honoree, Mrs. Margaret H. Partsch, during the Tuesday, January 9, 2024, City Council Meeting. Mrs. Partsch along with her family were presented with a City Proclamation and Centenarian Coin by Mayor Chen and the Torrance City Council.

At the February 6, 2024, Commission meeting, Shawn Plunkett, City of Torrance HIP Supervisor, explained that HIP had been in the city for over 30 years and provided a variety of free home improvement services and repair services for disabled individuals and senior citizens who were owners /occupants of single-family residents within the city limits and who met the financial criteria as set by the Housing and Urban Development Department (HUD).

Supervisor Plunkett noted that the goal of HIP was to keep people safe and in their homes. He reported that HIP provided 50-60 services in homes per year, with a total of 300-400 individual tasks. He confirmed that an application would remain current for one year and once approved, would allow for multiple services. Supervisor Plunkett discussed possible ways that the HIP could partner with training programs to offer on the job training, as well as possible ways to secure additional funding to perform additional services and repairs.

At the April 2, 2024, Commission meeting, Julia Smith, Social Services Commission Liaison and Business Manager for the Community Development Department presented an overview of the history of the Social Services Commission which had its first meeting in February 2016. She noted that the jurisdiction of the Commission was: veterans, homeless population, adults with developmental disabilities and children with special needs. She discussed the Commission's workplan strategies which were developed based on information gathered from presentations from social service agencies in the city and surrounding area and noted that on the City's website there was a list of agencies which served the various populations. She listed the Commission's Work Plan: Information, Resources, Outreach & Referrals; Understanding and Keeping Connected with Our Populations; Marshalling Community Support & Raising Public Awareness; City's Support of Social Services; Increasing Housing Opportunities and Developing Social Opportunities and Inclusion.

Ms. Smith detailed the Annual Events for the Social Services Commission. She highlighted the Commission's work on Homelessness through the Homeless Count, the recommendation for dedicated outreach worker, the support for interim housing, the education campaign through the Homelessness 101 Training and integration of the work plan into the Council-approved homelessness plan. She pointed out that the Social Services Commission had potential overlap with the Commission on Aging in the areas of veterans, services for people experiencing homelessness, the need for affordable housing and social opportunities and inclusion.

At the same meeting five applications for the 2024 Older American Award were received and reviewed. The Commission voted and approved Carolyn Pohlner, Pamela Popovich, Dan Delfoss, Laurie Love and Celina Henderson and to approve Pamela Popovich for the LA County award.

At the May 7, 2024, Commission meeting, Michael George, Reference Librarian for the Community Services Department, Library Services presented an overview of the services available for seniors at the six City Libraries. He distributed the May calendar of Library events and discussed the programs, such as book groups, that were available at the city libraries. He noted that there were also electronic resources available for the community, including classes on technology, forums on specific topics, past and current international and domestic magazines and newspapers online, as well as instruction to learn other languages. He explained ZIP BOOKS: a state service which provides books upon community members' requests for those not found in the City library. He confirmed that late fees were no longer charged and recommended that

residents sign up for the library newsletter and obtain library cards from other local cities, Los Angeles County and Los Angeles City to expand their access to library materials and events. He discussed “Books in Boxes” which provided 10 copies of the same book and guides for book clubs and added that there were also book group discussions at the library branches or online. He confirmed that there was always a need for library volunteers and reminded the Commission that the Summer Reading Program was appropriate for all ages.

City Council

Commissioner Hileman reports on events and items pertinent to seniors that were discussed by the City Council.

Community Programs

At the June 6, 2023, meeting Commissioner Grundhaus announced that there would be a Senior Craft Fair on June 8, 2023, at the Ken Miller Recreational Center. In addition, a Motown music event at the Armstrong Theater on June 9, 2023, and beatification day at Seaside Heroes Park. Commissioner Grundhaus added that on June 13, 2023, there was a flight test day at the Western Flight Museum and noted that the Rose Float Committee was conducting a fundraiser through Chipotle on June 14, 2024.

The Annual Senior Holiday Craft Faire took place on Saturday, November 4, 2023, and was sponsored by the Community Services Department at the Ken Miller Recreation Center.

The Torrance Travelers Excursion Program for seniors returned to the Bartlett Senior Center. With trips to Tanaka Farms on Wednesday, March 27, and to The Getty Museum on Wednesday, June 5, 2024.

In April of 2024, the AARP Tax-Aide program started their tax season event out of the Nolte Annex Building in Old Town Torrance. This program is at no cost to seniors, and it was available by appointment only.

The Annual Senior Faire took place on Saturday, May 4, 2024, and was sponsored by the Community Services Department at the Ken Miller Recreation Center.

At the May 7, 2024, City Council meeting, Mayor Chen and members of City Council declared May as Older American Month in the City of Torrance. In addition, five seniors were honored, with the City of Torrance Older American Award, Carolyn Pohiner, Celina Henderson, Dan Delfoss, Laurie Love and Pamela Popovich for their volunteer efforts. This year’s theme was “Powered by Connection.”

Affordable Housing for Seniors

At the October 3, 2023, meeting, Chairperson Pryor informed the commission that the senior housing at the Torrance Crossing facility would be open for tours. She added that in the last report, at least half of the people living in the Tiny Homes were 50 years and over.

At the May 7, 2024, meeting, Commissioner Mayfield discussed SB 9 and noted that the law, which would have densified single-family, residential neighborhoods, had been ruled unconstitutional and unenforceable for most Cities.

Transportation

At the June 6, 2023, Commission meeting, Commissioner Snyder stated that the Mary K. Giordano Regional Transit Center would have its grand opening on Friday, June 9, 2023, from 11:00 a.m. to 2:00 p.m.

At the August 1, 2023, Commission meeting, Commissioner Snyder shared that she attended a special meeting of the Transportation Committee to discuss banning the Metro from coming to Torrance. She noted the possible effect on the Mary K. Giordano Regional Transit Center. She added that the matter had been redirected for further discussion by the City Council and that input from the public was encouraged.

At the April 2, 2024, Commission meeting, Commissioner Snyder reported that LA Metro would be deciding in April on whether they would come through Torrance.

At the same meeting, Chairperson Pryor reported that the Dodger Express bus was now available at Torrance Mary K. Giordano Regional Transit Center.

Health

Commissioner Mayfield reported at the June 6, 2023, meeting that UCLA was hosting a Summer Blood drive at the Ken Miller Recreation Center for Thursday, June 15 from 8:00 a.m. to 1:00 p.m. and that an advance appointment was required.

Commissioner Mayfield, at the August 1, 2023, meeting, reported that on Friday, August 11 from 9:00 a.m. to 2:00 p.m., Carson would host their Annual Senior briefing with health screenings and updates.

At the October 3, 2023, meeting Commissioner Dojiri reported that Torrance Memorial Medical Center would offer free flu shots at the Torrance Memorial Hoffman Health Conference Center on Sunday, October 8, 2023, from 9:30 a.m. to 11:30 a.m.

Commissioner Mayfield reported at the November 7, 2023, meeting that California Senate Bill 326, which modernized the Mental Health Services Act and Assembly Bill 531, is a bond to build new behavioral health housing and treatment settings in the state. She explained that the bills would be voted on as Proposition 1 on the March 2024 ballot. She listed the four key pillars: treatment and housing for those who need it most, increasing access to mental health services for all, building a Health Care Workforce, and supporting and serving children.

At the February 6, 2024, meeting Commissioner Mayfield reported on recent advances in cataract surgery with Light Adjustable Lens, (LAL) which offered customized prescription prescriptions, better vision and was effective for those who had had previous eye surgeries.

Focal Point on Aging

Commissioner Dojiri reports the statistical results for senior referrals, outreach telephone calls and follow-up. The monthly report is submitted by Bea Virobik, Focal Point on Aging Program Manager for the City of Torrance and surrounding cities. Report attached.

Elder Abuse/Fraud

Commissioner Davis reported on scams and frauds targeting seniors.

Conclusion

The Commission is indebted to the City Council and the City Staff for their support and assistance in helping the Commission on Aging members to be available to senior citizens in our community. We are especially grateful to City Staff Liaisons Jesus Castro and Garrett Craig for their guidance and support, and to Ellen Seaman, Commission Recording Secretary.

Respectfully submitted,



Karen Pryor
2023-2024 Chairperson
Torrance Commission on Aging

Submitted by: **Bea Virobik, Office Manager, Focal Point on Aging**
 Russ Nolte Annex of the Bartlett Senior Center
 1339 Post Avenue
 Torrance, CA 90501

Focal Point Annual Report
June 2023 – June 2024

The Torrance Focal Point on Aging, an all-volunteer staff, has provided seniors and their families with referrals to community services for the past 27 years. Focal Point is open Monday through Friday for 3 hours each morning. We provide information and referrals by telephone only. Callers are encouraged to use the Focal Point directory on the website for additional referrals.

The top requested and the most challenging inquiries continue to be affordable senior rental housing. Seniors are confronted with rent increases, eviction notices and tenant landlord issues.

The 25th edition of the Focal Point directory is available and is being distributed to community partners. The website is www.torranceca.gov/focalpoint

Statistics for June 2023 – June 2024

- 263 documented calls
- 403 miscellaneous inquiries
- 666 total calls
- 1,316 web inquiries
- 40% of calls for affordable senior rental housing.

Goal for 2024 – 2025: Continue to provide quality services to our seniors and families.
 Pursue affordable rental and shared housing options.