

October 9, 2013

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

1. CALL TO ORDER

The Torrance Parks and Recreation Commission convened in a regular session at 7:02 p.m. on Wednesday, October 9, 2013 in the West Annex meeting room, Torrance City Hall.

2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

Present: Commissioners Baxter, Greenberg*, Love, Mayeda, Uchima, and Chairperson Hays.

Absent: Commissioner Reilly.

Also Present: Community Services Director Jones, Senior Business Manager Minter, Recreation Services Manager Brunette, Park Services Manager Carson, and Administrative Analyst Orpe.

*Commissioner Greenberg arrived at 7:45 p.m.

3. FLAG SALUTE

Commissioner Love led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Uchima moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Baxter seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF SEPTEMBER 11, 2013

MOTION: Commissioner Mayeda moved to approve the September 11, 2013 Commission meeting minutes as presented. Commissioner Uchima seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Greenberg and Reilly).

6. ORAL COMMUNICATIONS #1

The Commission welcomed Torrance Youth Council members Jillian Free, Daniel Park, Rebecca Horton, Debbie Park, and Kevin Kang.

7. OLD BUSINESS - None.

8. NEW BUSINESS

8A. RECOMMENDATION TO REVIEW AND ACCEPT THE SPONSORSHIP PROGRAM FOR THE DONOR WALL LOCATED AT 555 MAPLE

Senior Business Manager Minter provided background on the multi sports facility at 555 Maple Avenue. He reported that City Council recently approved a concept for a Donor Wall to be incorporated in the design of the project and has asked that the Commission review it before final approval. He noted that the Donor Wall would engage the community in a sponsorship opportunity while offsetting some of the \$2,500,000 associated with construction of the facility.

He described a conceptual design developed by Land Concern, Ltd. in attachment A that shows the Donor Wall located just inside the entry plaza. He stated that attachments B and C show the proposed dimensions and specifications for the Donor Wall as recommended by staff. He noted that there would be six levels of sponsorship and the cost estimate of \$5,500 includes the park name plaque, three donor plaques, installation of the plaques, and original lettering. He noted that all donations would go toward the project, with any excess funds going to the Open Space fund.

Responding to Commissioner Baxter's inquiries, Senior Business Manager Minter provided clarification that City Council has seen this exact proposal and that staff looked at several donor walls before selecting this design option. He added that the project is scheduled to go to City Council next week for award of contract as part of the capital budget process.

In response to Commissioner Mayeda's inquiries, Director Jones explained that the property at 555 Maple Avenue was set aside by the State to build a new courthouse but it appears unlikely that they will use it. He noted that the initial lease for the property is eight years and that there is not an official name for the facility yet.

Senior Business Manager Minter stated that they would solicit as many donations as possible prior to installation of the wall; however, there would be an opportunity to add names later. When he explained that the City Manager's office and Economic Development office are partnering to solicit donations, Commissioner Mayeda suggested that it would be effective to form a fundraising team that has expertise in fund development and forming relationships with large sponsors.

Commissioner Love inquired about parking and staff advised that there would be no parking within the confines of the complex, adding that people would be able to park at the Courthouse.

When Youth Council member Daniel Park suggested naming the facility after a war hero, Community Services Director Jones advised that naming would be up to City Council and would probably be tied to financial involvement.

MOTION: Commissioner Uchima moved to forward a recommendation to City Council to approve the concept for the Donor Wall Program as presented. Commissioner Mayeda seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Greenberg and Reilly).

8B. STATUS OF WILSON PARK POND

Park Services Manager Carson provided background and reported that staff has concluded that the Wilson Park Pond needs to be drained and cleaned twice a year to ensure a better quality of water. He stated that on September 30 staff began the draining and cleaning process and that during the next expected cleaning in spring 2014 staff is planning to install two new drain sumps to help expedite the process.

In response to Commissioner Mayeda's inquiry, Community Services Director Jones stated that staff has considered closing and filling in the Pond over the years but feel that it is an important feature to the environment of the Park.

Commissioner Uchima received clarification from staff that the water in the Pond is potable water and regulations require it to be pumped into the sewer when drained.

8C. OPEN SPACE AND FACILITIES FUNDING REVIEW

Commissioner Greenberg arrived at 7:45 p.m.

Administrative Analyst Orpe provided background on the list of projects recommended by the Commission in August 2013 for funding from Open Space and Facilities Funds. He reported that actual costs of many projects across the City have come in higher than expected and that there is a +\$700,000 shortfall from the McMaster Park Redevelopment and 555 Maple projects. He stated that the City Manager's office asked the Department to review all proposed and existing projects to see where the shortfall could be reversed.

He reported that criteria used for evaluation included safety, likelihood of completion, grant opportunities, and potential for revenue generation. He presented the list of projects being recommended for defunding: Pueblo Community Plaza Project, Plunge Facilities Upgrade, Torrance Park Redevelopment, Park Security Lighting Project, and matching funds for Playground Equipment Renovation and Park Bench--Table Replacement Project. He described the projects being recommended for defunding and reasons why they were chosen. He noted that there is still \$600,000 available for new play equipment and \$50,000 for benches and tables. He requested that the Commission approve the reductions in capital project funding levels and offered to provide a complete funding list after the Capital Budget is approved on October 15.

Community Services Director Jones pointed out that it has been five years since City Council has considered capital projects. He stated that there is a great demand for infrastructure issues in the City and that staff has had to choose the highest priorities. He explained that they want to fund entire projects, not just seed money, and that it does not make sense to leave funds in projects that will not be completed.

Administrative Analyst Orpe was pleased to announce that Los Angeles County awarded the City a \$500,000 special exception grant for emergency repairs to the Plunge pool.

Youth Council member Kevin Kang inquired where swim teams would practice during the pool repair and Administrative Analyst Orpe stated that they would work with Torrance Unified School District to minimize the impact during the two week period.

MOTION: Commissioner Mayeda moved for to concur with staff recommendation to approve the reductions in Capital Project funding. Commissioner Uchima seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Reilly).

9. STANDING COMMITTEE REPORTS

9A. FACILITIES COMMITTEE – No report.

9B. GRANTS COMMITTEE

Commissioner Mayeda reported that the Grants Committee is meeting on October 23 to review applications for the grant program.

9C. OPEN SPACE COMMITTEE – No report.

9D. PROGRAMS COMMITTEE – No report.

10. MONTHLY DEPARTMENT ACTIVITY

10A. ADMINISTRATIVE SERVICES DIVISION

Senior Business Manager Minter noted that the Administrative Services Division Report for September 2013 was included in agenda packets. He reported that Facility Booking has completely transitioned to the new software RecTrac and has reduced use of paper by 80%. He noted the increase in enrollments compared to the same period last year.

Responding to Commissioner Baxter's inquiry, he explained that revenue from pool rental comes from the adult swimming club, Swim Torrance, and private parties, adding that Torrance Unified School District does not pay rental fees through a new joint use agreement.

10B. PARK SERVICES DIVISION

Park Services Manager Carson noted that the Park Services Division Report for September was included in attachments.

Community Services Director Jones commended staff for a job well done at Columbia Park to open up the use of soccer fields by permit only to protect the turf.

10C. RECREATION SERVICES DIVISION

Recreation Services Manager Brunette noted that the Recreation Services Division Report for September 2013 was included in agenda materials. He provided an update on West Nile virus detection at Madrona Marsh Preserve, noting that the Marsh is still operating with reduced hours and the Friends of Madrona Marsh fundraising event has been changed to October 19 at Torino Plaza.

11. ORAL COMMUNICATIONS #2

11A. In response to Youth Council member Jillian Free, Community Services Director Jones stated that the governmental shut down would have no direct effect on the City.

11B. Recreation Services Manager Brunette asked for volunteers to judge the pumpkin decorating contest at the Halloween Carnival and Commissioner Uchima indicated that he would participate.

11C. Commissioner Uchima announced a Torrance Cultural Arts Foundation fundraiser to participate in the taping of "Let's Make a Deal" on October 30.

11D. Commissioner Greenberg announced a Rotary Club South Bay Beer and Wine Festival on October 20 at South Bay Botanical Gardens.

11E. Commissioner Love announced Pediatric Therapy Network's Halloween Ball on October 13 at the Depot.

12. ADJOURNMENT

MOTION: At 8:28 p.m., Commissioner Mayeda moved to adjourn the meeting to Wednesday, November 13, 2013 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall. Commissioner Greenberg seconded the motion and, hearing no objection, Chairperson Hays so ordered.

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Approved as submitted November 13, 2013 s/ Sue Herbers, City Clerk
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