

**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 7:03 p.m. on Wednesday, April 13, 2016 in the West Annex meeting room, Torrance City Hall.

**2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE**

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

Absent: None.

Also Present: Community Services Director Jones and Senior Business Manager Minter.

**3. FLAG SALUTE**

Commissioner Hays led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Reilly moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Mayeda seconded the motion; a roll call vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF MARCH 9, 2016**

**MOTION:** Commissioner Hays moved to approve the Commission meeting minutes of March 9, 2016 as presented. Commissioner Love seconded the motion; a roll call vote reflected unanimous approval.

**6. ORAL COMMUNICATIONS #1**

The Commission welcomed Torrance Youth Council member Julie Kaplan.

**7. NEW BUSINESS**

**7A. ACCEPT AND FILE THE 2015 PARK RANGER PROGRAM ANNUAL REPORT**

Park Ranger Coordinator Mark Fujimori presented the Park Ranger Program 2015 Annual Report. He reported that this year there are approximately ten regularly scheduled Park Rangers and noted that several Rangers have “graduated” and gone on to become law enforcement officers.

In response to an inquiry from Commissioner Reilly, he explained that Park Rangers call Torrance Police Officers for assistance when they are unsuccessful in de-escalating a situation.

Community Services Director Jones stated that the objective of the program is for the Park Rangers to serve as the “eyes and ears” of the Police Department at City parks, to assist park visitors, and to maintain a safe environment at parks.

Senior Business Manager Minter noted that staff is working with the City Attorney’s office and Police Department to get citation capability for the program. He stated that they are also working with Human Resources on a job classification specifically for Park Rangers and that there may be a uniform change to make Rangers more visible. He credited Park Ranger Coordinator Fujimori for the success of the program and pointed out that 40 to 50 former Rangers are now law enforcement officers.

**7B. MID-YEAR 2015-2016 CITY BUDGET UPDATE**

Community Services Director Jones noted that the 2<sup>nd</sup> Quarter (Mid-Year) 2015-16 Budget Review was included in Attachment A. He stated that the mid-year budget was presented to the City Council Committee on Finance and Governmental Operations on March 22. He reported that as of January 2016 all department expenditures are within budget and that revenues are tracking below budget by approximately 2% to 3% compared to the prior two fiscal years. He stated that Utility Users Tax revenues would increase when Exxon-Mobil begins working at its full capacity in the next 30 to 45 days. He noted that unemployment in the City is low and discussed the possibility of having to raise fees because of the increase in minimum wage. He announced that planning for the next two-year 2016-2018 City budget is taking place with workshop hearings on May 10 and 17 in City Council Chambers.

**8. STANDING COMMITTEE UPDATES**

**8A. APPROVAL OF THE NON-PROFIT SOCIAL SERVICES AGENCIES 2015 FINANCIAL AND NARRATIVE STATEMENTS**

Commissioner Baxter reported that the Grants Committee met on March 9 to review the 2015 Financial and Narrative Statements from nine award recipients for the Non-Profit Social Service Agency Grant Program. He noted that the Financial and Narrative Statements were included in Attachment A. He presented the Committee’s recommendation that the Commission approve the Financial and Narrative Statements from the Non-Profit Social Services Agency grant recipients and to forward the recommendation to City Council for acceptance and filing.

**MOTION:** Commissioner Love moved to approve the Financial and Narrative Statements from the Non-Profit Social Services Agency grant recipients for 2015. Commissioner Uchima seconded the motion; a roll call vote reflected unanimous approval.

**9. MONTHLY DEPARTMENT ACTIVITY**

**9A. ADMINISTRATIVE SERVICES DIVISION**

Senior Business Manager Minter noted that the Administrative Services Division Report for March 2016 was included in agenda packets. He stated that parks are getting busier and that they are looking forward to a busy spring.

**9B. PARK SERVICES DIVISION**

Community Services Director Jones noted that the Park Services Division Report for March 2016 was included in agenda packets. He reported that Park Services has begun installing new Park rules signs and noted that the new sign makes multiple signs unnecessary and will help eliminate sign blight. He stated that cost estimates for damage to the light pole and backstop at Wilson Park from the January windstorm is \$125,000.

**9C. RECREATION SERVICES DIVISION**

Community Services Director Jones noted that the Recreation Services Monthly Report for March 2016 was included in agenda materials. He reported that the Youth Basketball season ended on March 12 and called attention to comments from surveys at the end of the Monthly Report.

**10. CORRESPONDENCE FOR COMMISSION REVIEW**

None.

**11. ORAL COMMUNICATIONS #2**

**11A.** Senior Business Manager Minter stated that City Council approved the Los Arboles Park play equipment on April 12 and that the project should be complete by summer.

**11B.** Community Services Director Jones stated that staff is busy preparing for the budget workshops and reorganization of all the divisions.

**11C.** Commissioner Mayeda stated that the theme for the Parks and Recreation Annual Awards Banquet is Farmers' Market.

**11D.** Commissioners Love, Uchima, and Chairperson Greenberg spoke.

**11E.** Commissioner Reilly stated that she enjoyed serving on the Beat the Odds selection committee on March 31.

**12. ADJOURNMENT**

**MOTION:** At 7:39 p.m., Commissioner Mayeda moved to adjourn the meeting to May 11, 2016 at 7:00 p.m. at the West Annex meeting room. Commissioner Hays seconded the motion; a roll call vote reflected unanimous approval.

Approved as submitted May 11, 2016 s/ Rebecca Poirier, City Clerk
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