

**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 7:01 p.m. on Wednesday, June 8, 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, Senior Business Manager Minter, Recreation Services Manager Brunette, Park Services Manager Carson, and Public Works Manager Finton.

**3. FLAG SALUTE**

Commissioner Baxter 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 MAY 11, 2016**

**MOTION:** Commissioner Mayeda moved to approve the Commission meeting minutes of May 11, 2016 as presented. Commissioner Love seconded the motion; a roll call vote reflected unanimous approval.

**6. ORAL COMMUNICATIONS #1**

None.

**7. OLD BUSINESS**

**7A. UPDATE ON THE BOCCE BALL COURT INSTALLATION PROJECT**

Community Services Director Jones provided background and informed the Commission that staff members have detailed expenses required to complete the Bocce

Court installation project at Columbia Park. He stated that they identified funds in the amount of \$170,566 from FEAP 148 Columbia Park Upgrades in the five-year capital budget that they are able to appropriate to fund the project. He stated that six bids were received and have been evaluated by Public Works staff, noting that they are going to City Council on June 21 for contract approval with Salix Development.

Responding to an inquiry from Commissioner Baxter, Project Manager Finton stated that construction is expected to begin in mid-August, adding that it is a 45 working day contract. He showed drawings of the three Bocce Courts and spectator area and noted that they are fully ADA accessible.

Bob Chiota stated that he and Joel Massa plan to be pro-bono instructors, noting that anybody can learn to play the game. He added that the Courts would be marked up not only for competition but also for Friends of Torrance Exceptional Athletes. He stated that the Courts are professional size to host competitions with other bocce clubs.

Commissioner Reilly inquired about outreach, and Senior Business Manager Minter stated that the Courts would be promoted through CitiCABLE and social media.

Joel Massa stated that several groups would benefit that include the general public, disabled veterans, high school students, and seniors.

#### **7B. UPDATE ON THE ADOPTED 2016-2017 BUDGET**

Community Services Director Jones reported that City Council approved the 2016-2017 budget on May 17. He highlighted funding to the Community Services Department: Additional staff hours to manage the Toyota Sports Complex; Re-instatement of three Concerts in the Park; Additional funding for tree trimming in City parks; Additional staff hours to manage the Community Gardens; Funding for the City Fireworks Show; and Funding for implementing a portion of the Turf Management Plan.

In response to Commissioner Mayeda's inquiry, Senior Business Manager Minter described plans for the City Fireworks Show. He stated that fireworks would be launched from the Civic Center plaza, with primary viewing areas from the Courthouse and Toyota Sports Complex.

#### **7C. PRESENTATION ON NEW PARK SIGNAGE**

Senior Business Manager Minter provided background and a slide presentation showing new rules signage posted at major entrances of all City parks. He stated that the purpose of the new signs is to eliminate sign blight and showed before and after pictures. He noted that each new sign is custom made with the name and address of the park, adding that signs are two by three feet.

Park Service Manager Carson added that the project has been completed and that the signs have anti-graffiti coating.

#### **8. NEW BUSINESS**

**8A. APPROVAL OF JULY IS PARKS AND RECREATION MONTH PROCLAMATION**

Community Services Director Jones presented a draft 2016 Proclamation to celebrate July as Parks and Recreation Month. He asked for the Commission's concurrence in requesting City Council to adopt the Proclamation at its June 28 meeting.

**MOTION:** Commissioner Hays moved to approve the 2016 Proclamation to celebrate July as Parks and Recreation Month. Commissioner Uchima seconded the motion; a roll call vote reflected unanimous approval.

**8B. NOMINATIONS AND ELECTION OF CHAIR AND VICE-CHAIR**

Community Services Director Jones suggested that the Commission follow past practice and consider nominating those Commissioners who have the most seniority. He stated that the new Chairperson would take over at the July Awards Dinner and lead his/her first meeting in August.

**MOTION:** Commissioner Baxter, seconded by Commissioner Mayeda, moved to nominate Commissioner Reilly for Chairperson of the Parks and Recreation Commission. There were no further nominations and Commissioner Reilly was elected Chairperson on a unanimous roll call vote.

**MOTION:** Commissioner Hays moved to nominate Commissioner Love for Vice-Chairperson of the Parks and Recreation Commission. Commissioner Uchima seconded the motion and Commissioner Love was elected Vice-Chairperson on a unanimous roll call vote.

**9. COMMITTEE UPDATES**

**9A. GRANTS COMMITTEE**

Commissioner Baxter reported that the Grants Committee met on June 8 to review, modify, and approve the 2017 grant application for Non-Profit Social Services Agencies. He stated that they also discussed the timeline and ways to extend outreach to more non-profit social services agencies in the City. The next meeting is scheduled for August 10, 2016.

**9B. AD-HOC COMMITTEE ANNUAL AWARDS DINNER**

Commissioner Mayeda reported that the Committee met on June 8 to plan the July 13 annual Parks and Recreation Awards Dinner. He stated that they approved the caterer and menu, dinner program, and award nominees.

**10. MONTHLY DEPARTMENT ACTIVITY**

**10A. ADMINISTRATIVE SERVICES DIVISION**

Senior Business Manager Minter noted that the Administrative Services Division Report for May 2016 was included in agenda packets. He reported that McMaster Park has been open for almost five months and pointed out three private and 21 non-profit park building rentals. He called attention to the new Home Improvement Program truck.

**10B. PARK SERVICES DIVISION**

Park Services Manager Carson noted that the Park Services Division Report for May 2016 was included in agenda packets. He encouraged Commissioners to attend the annual cherry tree planting ceremony at Lago Seco Park on June 12 and provided an update on the baby hawk at Madrona Marsh Preserve.

**10C. RECREATION SERVICES DIVISION**

Recreation Services Manager Brunette noted that the Recreation Services Monthly Report for May 2016 was included in agenda materials. He highlighted the success of programs that include Aquatics, Early Childhood Education, After School Programs, Roller Hockey, Sea-Aire Golf Course, and Special Olympics.

**11. CORRESPONDENCE FOR COMMISSION REVIEW**

None.

**12. ORAL COMMUNICATIONS #2**

**12A.** Community Services Director Jones announced a Torrance Police Department coyote workshop on June 14 in City Council Chambers.

**12B.** Commissioners and staff expressed appreciation to Commissioner Greenberg for her year of service as Chairperson.

**12C.** Senior Business Manager Minter announced that Los Arboles playground equipment construction begins on June 13, with expected completion by July 1.

**12D.** Recreation Services Manager Brunette announced the first Movie in the Park.

**13. ADJOURNMENT**

**MOTION:** At 8:06 p.m., Commissioner Love moved to adjourn the meeting to August 10, 2016 at 7:00 p.m. at the West Annex meeting room. Commissioner Mayeda seconded the motion; a roll call vote reflected unanimous approval.

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Approved as submitted August 10, 2016 s/ Rebecca Poirier, City Clerk
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