

**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 7:00 p.m. on Wednesday, August 10, 2016 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 Reilly.

Absent: Commissioner Hays.

Also Present: Community Services Director Jones, Senior Business Manager Minter, Recreation Services Manager Brunette, Park Services Manager Carson, and Park Services Supervisor Flores.

MOTION: Commissioner Uchima moved to grant Commissioner Hays an excused absence for the August 10, 2016 Commission meeting. Commissioner Love seconded the motion; a roll call vote reflected 6-0 approval.

3. FLAG SALUTE

Commissioner Love led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Mayeda moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Uchima seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Hays).

5. APPROVAL OF MINUTES

5A. MINUTES OF JUNE 8, 2016

MOTION: Commissioner Uchima moved to approve the Commission meeting minutes of June 8, 2016 as presented. Commissioner Mayeda seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Hays).

6. ORAL COMMUNICATIONS #1

Dan Patton, Bulova Street, expressed concern about litter, overflowing trash cans, and graffiti at the south side of Entradero Park. He stated that better maintenance should come along with all the improvements that have been made at the Park. He also questioned why certain areas of the cross country course have been blocked off.

Senior Business Manager Minter stated that he is aware of the trash concerns and has reminded the leaseholders of their responsibility to dump trashcans and dumpsters regularly. He noted that the southernmost trail has been closed due to liability concerns and that they are in the process of evaluating ways to make it safer or to close it permanently. He offered to contact Mr. Patton as soon as there is a resolution.

7. OLD BUSINESS

7A. UPDATE ON THE BOCCE BALL COURT INSTALLATION PROJECT

Community Services Director Jones provided background and a status report of the Bocce Ball Courts Project at Columbia Park. He stated that the Water Division of the Public Works Department is assisting Park Services staff in relocating a reclaimed water pipe, several irrigation lateral lines, and a domestic water line. He noted that this work would be concluded prior to the start of construction scheduled to begin on August 22, with a grand opening anticipated in early November.

7B. UPDATE ON THE SPLASH PAD/POND RENOVATION AT WILSON PARK

Community Services Director Jones provided background and reported that on August 16 City Council will consider a contract services agreement for landscape architect services for the splash pad/pond retrofit project. He stated that staff recently learned that standards are the same as for a pool and that restrooms within 300 feet are required. He expressed hope that the amenity will be open by Memorial Day 2017.

8. NEW BUSINESS

8A. APPROVAL OF THE 2016 PARKS AND RECREATION COMMISSION ANNUAL REPORT

Commissioner Greenberg stated that she has reviewed the Commission Annual Report and recommends its approval.

MOTION: Commissioner Love moved to approve the 2016 Parks and Recreation Commission Annual Report. Commissioner Greenberg seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Hays).

8B. APPOINTMENT OF GRANTS COMMITTEE MEMBERS AND ELECTION OF CHAIR TO GRANTS COMMITTEE

Community Services Director Jones informed the Commission that Committee Chairperson Baxter's term expired in July 2016. He requested that the Commission follow past practice and rotate the most senior Commissioner into the Grants Committee, noting that Commissioner Uchima has the most seniority. Commissioner Uchima deferred because his term on the Commission expires in January, and it was determined that Commissioner Love is next in line.

MOTION: Commissioner Baxter, seconded by Commissioner Mayeda, moved to appoint Commissioner Love to the Grants Committee. The motion passed on a 6-0 roll call vote (absent Commissioner Hays).

8C. APPROVAL OF REVISED ADOPT-A-PARK BROCHURE AND APPLICATION

Community Services Director Jones provided background on the Adopt-A-Park and Beautification program that has been in effect since 1998. He presented a revised brochure (Attachment B) that removes the term “beautification” from the title, is easier to understand, and better addresses today’s standards and consumer. He recognized a West High School summer intern who researched other municipalities and developed the more attractive brochure. He stated that the new format and application process will encourage individuals and organizations to get involved in projects that will enhance the appearance, character, and quality of the City’s parks.

Commissioner Love offered a minor correction, stated that this is a great opportunity for service organizations, and received clarification from staff that multiple groups are able to adopt an individual park.

MOTION: Commissioner Mayeda moved to adopt the revised Adopt-A-Park Brochure and Application. Commissioner Uchima seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Hays).

9. COMMITTEE UPDATES

9A. GRANTS COMMITTEE

Commissioner Baxter reported that the Grants Committee met on August 10 to review the Mid-Year Reports for the Non-Profit Social Services Grant Program. He stated that the six reports are in compliance with what was requested from them and that the information they provided indicates that they are on track to achieve their goals and objectives for the year. He stated that the Committee moved to accept the reports and the meeting was adjourned to October 12.

10. MONTHLY DEPARTMENT ACTIVITY

10A. ADMINISTRATIVE SERVICES DIVISION

Senior Business Manager Minter noted that the Administrative Services Division Reports for June and July 2016 were included in agenda packets. He reported that the Toyota Sports Complex fields are undergoing annual maintenance this week.

10B. PARK SERVICES DIVISION

Park Services Manager Carson noted that the Park Services Division Reports for June and July 2016 were included in agenda packets.

Commissioner Love commended staff for the reports that they write.

10C. RECREATION SERVICES DIVISION

Recreation Services Manager Brunette noted that the Recreation Services Monthly Reports for June and July 2016 were included in agenda materials. He announced the Movie in the Park on August 27 at Hickory Park.

11. CORRESPONDENCE FOR COMMISSION REVIEW

Community Services Director Jones called attention to letters of appreciation included in agenda materials.

12. ORAL COMMUNICATIONS #2

12A. Park Services Supervisor Flores introduced himself.

12B. Commissioners and staff expressed appreciation to Commissioner Baxter for serving as Chairperson of the Grants Committee.

12C. Commissioners stated how much they enjoyed the July 13 Parks and Recreation Awards Dinner.

12D. Community Services Director Jones congratulated Commissioners for a successful Awards Dinner and distributed V.I.P. passes for the August 19-20 Aquacade.

13. ADJOURNMENT

MOTION: At 7:40 p.m., Commissioner Love moved to adjourn the meeting to September 14, 2016 at 7:00 p.m. at the West Annex meeting room. Commissioner Greenberg seconded the motion; a roll call vote reflected approval.

###

Approved as submitted September 14, 2016 s/ Rebecca Poirier, City Clerk
