

**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, February 13, 2013, in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

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

Absent: Commissioners Greenberg and Uchima.

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

*Commissioner Reilly arrived at 7:20 p.m.

MOTION: Commissioner Baxter moved to grant Commissioners Greenberg and Uchima excused absences for the February 13, 2013 Commission meeting. Commissioner Hays seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Youth Council member Jillian Free led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

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

5. APPROVAL OF MINUTES

5A. MINUTES OF JANUARY 9, 2013

MOTION: Commissioner Baxter moved to approve the January 9, 2013 Parks and Recreation Commission meeting minutes as submitted. Commissioner Hays seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Greenberg and Uchima and with Commissioner Love abstaining).

6. ORAL COMMUNICATIONS #1

Youth Council members Jillian Free from South High School, Grant Torre from West High School, Joo Hee Pak from Torrance High School, and Diana Im from CAMS introduced themselves.

7. OLD BUSINESS

7A. OVERVIEW OF THE CITY COUNCIL CITIZEN DEVELOPMENT & ENRICHMENT COMMITTEE ITEM ON THE REVIEW OF SUBSIDY LEVELS

Community Services Director Jones reported that on January 15, 2013 the Citizen Development and Enrichment Committee forwarded recommendations from the joint Parks and Recreation and Cultural Arts Commissions regarding budget and subsidy levels. He advised that City Council approved the recommendations that were provided and asked staff to monitor and report back on class and program enrollment rates as related to fees being charged. He noted that Senior Citizen Excursions are being planned for April, May, and June 2013.

7B. STATUS OF TUSD GYM USAGE

Community Services Director Jones provided background regarding the new custodial fee that TUSD is requiring of the Youth Basketball Program for use of its gym facilities. He was pleased to announce that a new Joint Use Agreement is being developed with TUSD staff to be able to use each others facilities for free. He reported that all youth games are now scheduled back into TUSD gym facilities effective February 2, 2013, and staff from both parties are working on a report that will be submitted to the Joint TUSD and Citizen Development and Enrichment Committee on February 25, 2013. He encouraged Commissioners to attend the meeting.

In response to Commissioners' inquiries, he explained that the Department would be invoiced for use of facilities from January 21, 2013 until a new Joint Use Agreement is approved. He assured them that the relationships with LA Galaxy Soccer Center and El Camino College have not been harmed and that there are potential opportunities to use their facilities in the future.

7C. UPDATE ON RETIREMENT DINNER FOR COMMISSIONERS GILBERT, NING, AND TANIGUCHI

Community Services Director Jones reported that the retirement dinner is scheduled for March 11, 2013 at the Depot and that invitations would go out next week.

8. NEW BUSINESS

8A. PARKS AND RECREATION OPEN SPACE AND FACILITIES FUNDS REVIEW

Administrative Analyst Orpe reported that the City is planning to implement a new five-year Capital Budget that will go before City Council in April 2013. He explained that the Open Space and Facilities funds come from building fees paid by developers and that the Commission makes recommendations to City Council as to how to allocate these funds. He stated that Commissioners addressed fund allocation in 2008, 2009, and 2011; however, their recommendations were not considered due to the City's decision to hold off on all non-emergency projects. He stated that the priority list from

2011 is mostly still valid and recommended that the Commission re-approve similar funding levels as well as the addition of several new projects.

He called attention to the list of all existing Open Space and Facilities funded projects in Attachment A. He pointed out that most of these projects are only partially funded and need to be refunded. These projects include the Park Play Equipment and Parts Replacement Project, the Park Bench and Table Replacement Fund, Wilson Park Amphitheater and Gazebo, and Plunge Facilities Upgrade. He stated that \$296,820 has been allocated to existing projects from the Facilities Fund and \$1,857,330 from the Open Space Fund.

In response to Commissioner Baxter's inquiry, staff explained that projects get on the list for reasons that include wear and tear to existing facilities, long standing redevelopment plans, and changes in priority due to community need.

When Commissioner Baxter questioned why the bocce ball courts proposal for Columbia Park was not on the list, Community Services Director Jones stated that the non-profit group is still actively fundraising and suggesting giving them more time while addressing other needs at Columbia Park.

Administrative Analyst Orpe presented the list of projects in Attachment B being recommended for funding from the Open Space and Facilities Funds. He noted that the list was not prioritized and includes several new projects that include Wilson Park Landscape, Walteria Park East Side Picnic Area Renovation, Pueblo Community Center and Plaza, and Park Safety Netting for Sea Aire Golf Course. He briefly reviewed each project on the list and pointed out projects that have been consolidated or swapped between the Facilities and Open Space Funds. He stated that there is no longer a need for the Maintenance Storage Building at Wilson Park and that most of the funds allocated for this project were deleted to help fund other projects. He noted that there was \$96,407 in Open Space and \$75,952 in Facilities Funds for contingency funding for emergencies or seed money to move a project forward, adding that this amount would continue to grow.

Commissioners commended staff for a job well done.

MOTION: Commissioner Hays moved to approve the Capital Project funding levels as presented and to authorize the Community Services Department to use the balance of funding as a contingency fund. Commissioner Baxter seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Greenberg and Uchima).

8B. APPROVE RETIREMENT RESOLUTIONS FOR COMMISSIONERS KERI GILBERT, MICHAEL NING, AND HAZEL TANIGUCHI

MOTION: Commissioner Baxter moved to approve the retirement resolutions for Commissioners Gilbert, Ning, and Taniguchi. Commissioner Hays seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Greenberg and Uchima).

9. STANDING COMMITTEE UPDATES

9A. FACILITIES COMMITTEE

Has not met.

9B. GRANTS COMMITTEE

Community Services Director Jones reported that last week City Council approved the grant funding that was recommended by the Committee.

9C. OPEN SPACE COMMITTEE

Has not met.

9D. PROGRAMS COMMITTEE

Has not met.

10. MONTHLY DEPARTMENT ACTIVITY

10A. ADMINISTRATIVE SERVICES DIVISION

Senior Business Manager Minter noted that the Administrative Services Division Report for January 2013 was included in agenda packets. He reported that the Seasons guide has been mailed out and that the Home Improvement Program is ready to hire two new trainees. He pointed out that total enrollments for Winter 2013 were less than Winter 2012 and that he has asked Program Coordinator Parr to address the issue at the March 13, 2013 Commission meeting.

10B. PARK SERVICES DIVISION

Park Services Manager Carson noted that the Park Services Division Report for January 2013 was included in attachments. He reported that the resurfacing process for 16.5 sports courts is half way complete and the Sea Aire Golf Course irrigation project is moving along very well. He stated that on February 19 City crews will be removing the east portion of the play equipment at Pueblo Park and the play equipment contractor will begin the removal and replacement process for the play equipment on the western portion. He added that the picnic structure would be painted, the picnic tables replaced with concrete ones, the basketball backboards recoated, and the chain link fence extended on the east side of the basketball court.

Community Services Director Jones discussed the Proposition 84 grant applications that were denied and the hope that Exxon Mobil would become a sponsor for the Pueblo Park development.

In response to Commissioner Reilly's inquiry, Park Services Manager Carson stated that at times "No Bird Feeding" signs do not appear to be effective and it may take enforcement efforts and citations by the Police Department.

10C. RECREATION SERVICES DIVISION

Recreation Services Manager Brunette noted that the Recreation Services Division Report for January 2013 was included in agenda packets. He informed Commissioners that Farmers' Market Manager Mary Lou Weiss is retiring later this year.

11. ORAL COMMUNICATIONS FROM THE PUBLIC #2

11A. Commissioners and staff welcomed newly appointed Commissioners Love and Reilly.

11B. Community Services Director Jones introduced Tommie Knapp who is on temporary assignment as Senior Administrative Assistant.

12. ADJOURNMENT

MOTION: Commissioner Baxter moved to adjourn the meeting to March 13, 2013 at 7:00 p.m. at the West Annex meeting room, Torrance City Hall. Commissioner Love seconded the motion; a voice vote reflected unanimous approval.

Approved as Amended March 13, 2013 s/ Sue Herbers, City Clerk
