

April 11, 2007

**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 meeting at 7:00 p.m. on Wednesday, April 11, 2007, in the West Annex meeting room at Torrance City Hall.

2. **SALUTE TO THE FLAG**

The Pledge of Allegiance was led by Commissioner Hazell.

3. **ROLL CALL**

Present: Commissioners Hazell, McGee, Numark, Orpe, Smoot, and Co-Chairman Ning.

Absent: Chairman Cook and Commissioners Gilbert, Robbins and Taniguchi.

Also Present: Recreation Services Manager Jones, Park Services Manager Wilson and Senior Business Manager Minter.

MOTION: Commissioner McGee moved to grant excused absences to Chairman Cook and Commissioners Gilbert, Robbins and Taniguchi. Commissioner Hazell seconded the motion and, hearing no objection, Co-Chairman Ning so ordered.

4. **AFFIDAVIT OF POSTING**

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

5. **APPROVAL OF MINUTES – MARCH 14, 2007**

MOTION: Commissioner Smoot moved for the approval of the March 14, 2007 Parks and Recreation meeting minutes as written. Commissioner Hazell seconded the motion and a voice vote reflected unanimous approval with Commissioner McGee abstaining due to his absence from that meeting.

6. **OLD BUSINESS**

6a. **FOLLOW-UP TO COMMISSION INQUIRY RE: FIELD LIGHT FEES**

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Senior Business Manager Minter provided a brief summary of the material of record noting that once the energy audit is complete, staff will consider whether an increase is warranted and how much of an increase the organizations would realistically accept. He noted concern that some organizations would cut permits off if they cannot afford the extra light fee.

Responding to an inquiry from Commissioner Smoot, Recreation Services Manager Jones explained that most organizations that use facilities are non-profit youth organizations with accounting done by volunteers so payments trickle in at different times.

Responding to an inquiry from Commissioner Hazell, Senior Business Manager Minter explained that some organizations have keys checked out, while one-time users require a supervisor on site.

Commissioner Hazell expressed concern about seeing the lights on with no one playing and Recreation Services Manager Jones reported that some fields have the ability to turn off the lights by telephone. He added that AYSO put lights up at the Victor School site and is solely responsible for them but Wilson Park typically uses a staff person to turn on and off the lights.

Senior Business Manager Minter indicated that if fees were to be raised proper notice would be given and while most fields have high quality energy efficient lighting it would not be cost efficient to replace all the lights.

6b. **FOLLOW-UP TO COMMISSION INQUIRY RE: COLLECTION OF EMAILS**

Senior Business Manager Minter provided a summary of the material of record noting that staff was looking to increase the use of email communication in the future. He reported having email addresses for approximately 10,000-15,000 of the 60,000+ people in the database and he noted that they were working to build the collection but some people are hesitant to give their addresses out for fear of junk mail. He added that Internet registration had grown to 60% and he noted that as that continued to grow they would get more email addresses.

6c. **FOLLOW-UP TO COMMISSION INQUIRY RE: CLASS PERCENTAGES**

Senior Business Manager Minter provided a summary of the material of record noting that residents get priority registration and non-residents help to fill in the gaps for classes.

Recreation Services Manager Jones pointed out the challenge of getting customers comfortable with giving out their email address but he felt email was an important marketing tool to pursue.

6d. **STATUS OF CELL PHONE TOWER AT VICTOR PARK**

Recreation Services Manager Jones provided a summary of the material of record.

7. **NEW BUSINESS**

7a. **AWARD CATEGORIES AND CRITERIA FOR THE ANNUAL AWARDS DINNER**

Recreation Services Manager Jones presented the material of record and encouraged Commissioners to nominate individuals or organizations that are benevolent to the Community Services Department.

Co-Chair Ning requested a list of recipients for the last five years and Recreation Services Manager Jones agreed to email that information to Commissioners.

7b. **APPROVAL OF DOG OBEDIENCE CLUB DONATION**

Recreation Services Manager Jones presented the material of record.

MOTION: Commissioner McGee moved to accept the Dog Obedience Club donation. Commissioner Hazell seconded the motion and a voice vote reflected unanimous approval.

Commissioner McGee expressed appreciation for the Club's generosity over the years.

7c. **REQUEST TO ADD ANOTHER ORAL COMMUNICATIONS SECTION TO AGENDA**

Recreation Services Manager Jones reported that the Commission had requested consideration of adding another Oral Communications section to the agenda so that guests who do not want to wait until the end of the meeting have the opportunity to speak earlier.

Commissioner McGee questioned whether a time limit needed to be included.

MOTION: Commissioner Numark moved to add another Oral Communications section to the Agenda with a three-minute time limit per speaker and limiting the total time in the first Orals Communications Section to no more than 30 minutes. Commissioner Orpe seconded the motion and a voice vote reflected unanimous approval.

7d. **BUDGETARY NEEDS WITHIN ADMINISTRATION, PARK & RECREATION SERVICES DIVISIONS**

Senior Business Manager Minter distributed additional information outlining department and division priorities to alert Commissioners to the types of things that staff and management felt were important and including areas that Council members wanted to see improvements to. He commented that the rising price of fuel and electricity had increased costs but budgets had not been increased and he noted that the budget enhancement would have additional detail.

The Commission discussed budgetary needs and possible cost increases to the after school program. The scholarship program was discussed and it was noted that

there is always a specialist in charge of the facility that is CPR trained. There was discussion of the philosophy that taxpayers pay for recreational services that should therefore be available for free or at a minimal cost and Recreation Services Manager Jones explained concept behind the proposed concert in the park series.

Recreation Services Manager Jones indicated that the budgetary item had been brought forward because staff felt it important that Commissioners understand issues moving forward so they can speak to issues they feel strongly about.

8. STANDING COMMITTEE REPORTS

8a. FACILITIES COMMITTEE

Commissioner McGee reported continuing discussions on the criteria for being on the Youth Honor Roll.

8b. OPEN SPACE COMMITTEE

Had not met.

8c. PROGRAMS COMMITTEE

Had not met.

8d. GRANTS COMMITTEE

Commissioner Orpe questioned the proper number of members for the Grants Committee and Recreation Services Manager Jones reported that several Commissioners had indicated that their schedules did not allow time for them to serve.

Commissioner Orpe reported that each Committee Member had been assigned to meet with four organizations to review what their grant was used for and then return to the Commission with a report.

9. MONTHLY DEPARTMENT ACTIVITY

9a. ADMINISTRATIVE SERVICES DIVISION

Senior Business Manager Minter presented the material of record noting that spring had been very busy so far.

Co-Chairman Ning congratulated Ms. Parr for another successful spring session.

9b. PARK SERVICES DIVISION

Park Services Manager Wilson reported that the Environmental Quality and Conservation Commission had forwarded an item to the City Council to organize a Feral Cat Feeding Club to address the issue of feral cats at Wilson Park. The Charter Club would be responsible for the care and feeding of the cats following established guidelines. He added that there would be an enforcement arm so that those who are

not certified or not following the guidelines can be cited. He explained that Club members would cover the cost of food and health care, and would be responsible for flea and defecation issues.

Park Services Manager Wilson indicated that he would work with the group to establish a Board of Directors and bylaws so they are in compliance with the law, and the Commission discussed procedures, enforcement, and the current number of cats at Wilson Park.

Park Services Manager Wilson indicated that the City was not finished addressing animal issues and he hoped there would be an ordinance prohibiting feeding any animal that creates a nuisance.

Park Services Manager Wilson reported complaints about dog owners congregating informally at Sunnyglen Park on Saturday afternoons. He indicated that they were not breaking any laws and the complaint seemed to stem from a belief that the park should be used by the neighborhood and no one else. There was also concern that the users are not Torrance residents but rather from nearby surrounding cities.

The Commission discussed instances when permits were required and which parks issued permits. Commissioner Orpe suggested checking the dogs for licenses.

Park Services Manager Wilson reported a couple of complaints about the placement of recycling beverage containers at Miramar Park.

Co-Chairman Ning congratulated Park Services Manager Wilson and his crew for consistently taking care of many small items that make the City usable.

9c. RECREATION SERVICES DIVISION

Recreation Services Manager Jones reported that the Council had approved merging the Harvest Health Fair with the Salvation Army Community Resource Fair in September. He added that the Rose Float Association would present their 2008 selection to the City Council on April 24 with this year's theme entitled "Passport to Travel" representing Torrance's relationship with its Sister City, Kashiwa in Japan. He noted that this year Torrance would celebrate 35 years as a Sister City.

Recreation Services Manager Jones reported that the City Attorney's office had indicated that the optimal number of committee members is three with a maximum of five and he suggested that the Grant Committee have four members

10. ORALS

Commissioner Numark announced the Torrance Symphony's annual fundraiser on June 9 at 8 p.m. and he encouraged everyone to attend.

Commissioner Numark reported that the annual project for Leadership Torrance is Torrance Saves Lives which encourages businesses to organize blood drives in the month of June. He indicated that the city-wide blood drive would be on June 13 and he encouraged any interested businesses to participate.

Commissioner Orpe reported attending the Pancake Breakfast on Saturday, April 7 and he thanked everyone for an enjoyable event.

Commissioner McGee also attended the Pancake Breakfast and he was impressed with the ATTiC.

Commissioner Hazell reported on up coming El Camino College events noting that the El Camino College Athletic Hall of Fame was inducting a number of people including Fred Peterson and that the 20th Annual El Camino College Golf Tournament would be held in Palos Verdes.

Co-Chairman Ning welcomed Youth Council member Bryan Wang from West High.

Bryan Wang found the meeting productive and Recreation Services Manager Jones thanked him for coming to the meeting during his spring break from school.

Co-Chairman Ning announced that the 48th Armed Forces Day Parade would be on May 19 at 1:30 p.m. and he pointed out a date change to June 11 for the Jacoby Award Dinner due to Congresswoman Harmon's schedule.

Co-Chairman Ning asked for volunteers to represent the Commission at the Beat the Odds selection committee on April 12.

11. ADJOURNMENT

At 8:27 p.m., the meeting was adjourned to Wednesday, May 9, 2007, at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

Approved as Submitted May 9, 2007 s/ Sue Herbers, City Clerk
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