

**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 7:04 p.m. on Wednesday, October 11, 2006, in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Robbins, Taniguchi, Tookey, and Chairperson Cook.
Absent: Commissioners McGee and Smoot.
Also Present: Recreation Services Manager Jones, Park Services Manager Wilson, Senior Project Leader Orpe, and Senior Recreation Supervisor Bell.

MOTION: Commissioner Taniguchi moved to grant excused absences to Commissioners McGee and Smoot for the October 11, 2006 Parks and Recreation Commission meeting. Commissioner Tookey seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Senior Project Leader Orpe led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

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

5. APPROVAL OF MINUTES

5A. MINUTES OF MAY 10, 2006

MOTION: Commissioner Robbins moved for the approval of the May 10, 2006 Parks and Recreation Commission meeting minutes as submitted. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval (absent Commissioners McGee and Smoot).

5B. MINUTES OF AUGUST 9, 2006

Deferred to the November 8, 2006 meeting.

6. NEW BUSINESS

6A. APPROVAL OF PUEBLO PARK CONCEPTUAL PLAN

Recreation Services Manager Jones introduced the item, summarized the material of record, and recommended that the Commission approve the Conceptual Plan and Construction Cost Estimate for the development of Pueblo Park.

Eric Lassen, Sasaki Associates, presented the proposed Conceptual Plan consisting of the following elements: basketball court, tot lot, sheltered picnic area, barbeque area, concrete walkways with security lighting, adequate parking, chain link fencing, open grass areas, and a multi-purpose building that includes a classroom, meeting room, kitchen, office, and restrooms. He stated that Sasaki Associates wanted to create active and passive usages in the same park and to embrace the neighborhood.

Responding to Commissioner Robbin's inquiry, Mr. Lassen stated that the community has responded positively to the Conceptual Plan, noting that community members were a large part of the planning process.

In response to Commissioner Taniguchi's inquiries, he estimated the total project cost to be \$2,279,000 and stated that asbestos was removed prior to demolition of the original building.

Chairperson Cook received clarification that the multi-purpose building would be approximately 3,000 square feet.

Ruben Ordaz, Del Amo Boulevard, stated that Pueblo Park was an asset to the City, was shared by other communities, and that he was looking forward to its development.

Commissioner Tookey suggested salvaging materials from the original building and incorporating them into the new building and received an explanation from staff why it was not feasible to develop the park in phases.

Recreation Services Manager Jones stated that the Conceptual Plan would enable staff to work in collaboration with the Pueblo community to identify funding within the corporate sector and to explore State and Federal grant opportunities to finance the project.

MOTION: Commissioner Tookey moved to concur with staff recommendation to approve the Pueblo Park Conceptual Plan and Construction Cost Estimate. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval (absent Commissioners McGee and Smoot).

6B. YOUTH SPORTS "WALL OF HONOR"

Recreation Services Manager Jones reported that City Council has recommended that the Parks and Recreation Commission be assigned the responsibility for planning a "Wall of Honor" to recognize accomplishments in youth sports. He

recommended that the Facilities Committee be responsible for identifying possible locations for placement, establishing eligibility criteria, and developing costs for implementation.

MOTION: Commissioner Robbins moved to assign the responsibility for planning a “Wall of Honor” recognizing accomplishments in youth sports to the Facilities committee. Commissioner Tookey seconded the motion; a voice vote reflected unanimous approval (absent Commissioners McGee and Smoot).

6C. APPROVAL OF 2005-2006 ANNUAL REPORT

MOTION: Commissioner Tookey moved to approve the Parks and Recreation Commission Annual Report for July 2005 – June 2006. The motion was seconded by Commissioner Taniguchi; a voice vote reflected unanimous approval (absent Commissioners McGee and Smoot).

6D. APPROVAL OF FARMERS’ MARKET 2005-2006 ANNUAL REPORT

Senior Project Leader Orpe presented the Farmers’ Market 2005-2006 Fiscal Year Report prepared by Farmers’ Market Manager Weiss.

MOTION: Commissioner Robbins moved for the approval of the Farmers’ Market 2005-2006 Annual Report. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval (absent Commissioners McGee and Smoot).

6E. A BRIEF OVERVIEW AND APPROVAL OF PARK RANGER 2005-2006 ANNUAL REPORT

Staff introduced and welcomed Park Ranger Program Coordinator Mark Fujimori.

Program Coordinator Fujimori, Reynolds Drive, provided a history and overview of the Park Ranger program that was implemented in July 1995. He reported that the program presently has 17 part time Rangers and that patrol responsibilities include all City parks, five branch libraries, 13 TUSD school sites, and City-sponsored special events. He stated that the primary objectives of the Rangers are to serve as the eyes and ears of the Torrance Police Department and to assist visitors to maintain a safe environment at the parks.

Commissioner Tookey stated that the program is a great addition to the City.

Commissioner Taniguchi observed that the program has added a level of comfort to Wilson Park.

Commissioner Robbins stated that the atmosphere at Columbia Park has changed significantly since the program’s inception.

Recreation Services Manager Jones discussed the expansion of the program and the Ranger’s relationship with Torrance Police Department and TUSD schools.

6F. RECREATION SERVICES DIVISION REORGANIZATION PLAN

Recreation Services Manager Jones reported that Senior Recreation Supervisor Schmidt has recently retired after 35 years of service to the City. He stated that, with the deletion of his position, staff needed to reorganize the Recreation Services Division to find a way to continue doing all that it does with less staff members. He reported that staff developed a Reorganization Plan that still continues quality service to the community with little impact. He presented the Plan that identifies a transition plan from September 25, 2006 to December 12, 2006 as well as rotations that will begin December 13, 2006. He noted that a site visitation goal includes 20-30% by Senior Recreation Supervisors and 40-50% by Recreation Supervisors.

In response to Commissioner Taniguchi's inquiry, Park Services Manager Wilson explained that MSDS was Materials Safety Data Sheets.

Responding to Commissioner Robbins' inquiry, Recreation Services Manager Jones explained the rationale behind rotating functions of Senior Supervisors and Recreation Supervisors.

Commissioner Taniguchi stated that it would be helpful to invite Senior Recreation Supervisors to speak to the Commission and Recreation Services Manager Jones offered to schedule visits.

Senior Recreation Supervisor Joyce Bell introduced herself and stated that she was looking forward to working in the new position.

7. STANDING COMMITTEE UPDATES

7A. OPEN SPACE COMMITTEE

Commissioner Robbins stated that the committee met on October 11, 2006 to begin planning the 50th annual awards banquet in July 2007.

7B. FACILITIES COMMITTEE

No report.

7C. PROGRAMS COMMITTEE

No report.

8. MONTHLY DEPARTMENT ACTIVITY

8A. PARK SERVICES DIVISION

Park Services Manager Wilson reported that staff is currently working on the Master Plan for Torrance Park and Columbia Park, and that they are also busy with plans to remodel Building 8 north of the tennis courts at Wilson Park. He stated that they are still receiving many picnic reservations for weekends and that staff was involved with the weekend maintenance program.

8B. RECREATION SERVICES DIVISION

No report.

8C. ADMINISTRATIVE SERVICES DIVISION

No report.

9. ORALS

9A. Recreation Services Manager Jones informed Commissioners that City Council has asked the Parks and Recreation Commission to explore possible locations for a City dog park.

9B. Recreation Services Manager Jones announced that the Parks and Recreation Commission and the Community Services Commission would be merging in January 2007.

9C. Recreation Services Manager Jones requested volunteers to judge posters and pumpkin carving at the Halloween Carnival. Commissioners Robbins and Taniguchi expressed interest in participating in the event.

9D. Commissioner Tookey regretfully announced his resignation from the Commission after six years of service because he is moving out of the City. He thanked staff, fellow Commissioners, and City Council for reappointing him.

9E. Commissioner Taniguchi stated that she used to be a Community Services Commissioner and looked forward to the merge.

9F. Commissioner Taniguchi suggested installing a larger sign at the Ken Miller Recreation Center.

9G. Chairperson Cook asked for a volunteer to participate in the Youth Council selection process. He indicated that he would volunteer if Commissioners McGee or Smoot are unable to participate.

9G. Commissioners bid Commissioner Tookey a fond farewell and welcomed him to visit future meetings.

10. ADJOURNMENT

MOTION: At 8:23 p.m., Commissioner Tookey moved to adjourn the meeting to November 8, 2006 at 7:00 p.m. in the West Annex meeting room. Commissioner Taniguchi seconded the motion and, hearing no objection, Chairperson Cook so ordered.

Approved as Submitted November 8, 2006 s/ Sue Herbers, City Clerk
