

**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, October 13, 2010, in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Baxter, Hays, Mayeda, Robbins, Taniguchi, and Chairperson Gilbert.

Absent: Commissioner Ning.

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

3. FLAG SALUTE

Commissioner Hays 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 SEPTEMBER 8, 2010

MOTION: Commissioner Hays moved for the approval of the September 8, 2010 Commission meeting minutes as submitted. Commissioner Robbins seconded the motion; a voice vote reflected unanimous approval (Commission Ning absent, Commissioner Mayeda abstaining).

6. ORAL COMMUNICATIONS #1

The Commission welcomed Youth Council members Anthony Xian from West High School and Jason Kim from Torrance High School.

7. OLD BUSINESS

7A. STATUS OF SEASIDE HEROES PARK PROJECT

Senior Business Manager Minter provided a slide presentation on the progress of construction at Seaside Heroes Park. He described slides of debris clearance, removal of the old chain link fencing, grading, preparing for the pathways, installation of concrete piers and footings, digging of a channel for conduit for security lighting, and installation of the new split face block wall. He stated that the block wall should be finished early next week, that the estimated project completion date is November 23, 2010, and that the design of the Memorial is nearly complete.

7B. CITY BUDGET UPDATE

Community Services Director Jones discussed the \$5.5 million projected budget shortfall due to revenues falling short of budget estimates and proposed modifications to the 2010-2011 fiscal year operating budget to bring it back into balance. He noted that the Department is increasing revenue by an additional \$250,000 over four quarters through class and program fee adjustments beginning in January 2011 (Attachment B). He stated that the community has been informed about the pending increases through posting of signs at all program facilities, classrooms, and the Department's website.

He provided a summary of adjustments and revisions that were considered by City Council on at its October 12, 2010 meeting. He stated that City Council approved all Adult and Youth program fee increases with the exception of the Sea Aire Golf fee for seniors pending additional staff analysis and Commission recommendation. He advised that the Department is also transferring one Typist Clerk Position from Park Services to Recreation Services and one Parks Maintenance Worker to Public Works. He pointed out that the positions affected by these reductions refer to vacant positions only and that no layoffs of active employees occurred during this round of budget reductions.

Community Services Director Jones raised the possibility that citizens could be scheduled to voice their concerns about fee increases at future Parks and Recreation and Cultural Arts Commission meetings. He emphasized that these budget reductions are not desirable and will result in diminished levels of service to the community and to the internal departmental operations of the City; however, the reductions are judged to be the most viable at this time with the least adverse impact to residents and employees.

Commissioner Mayeda commended staff members for their hard work and offered the Commission's support.

8. NEW BUSINESS

8A. REVIEW OF COMMISSIONERS' ATTENDANCE REPORT

Community Services Director Jones noted that a Parks and Recreation Commission meeting attendance report for January 2009 through September 2010 was included in Attachment A of agenda materials.

8B. PARK RANGER ANNUAL REPORT 2009-10

Senior Business Manager Minter introduced Mark Fujimori, Program Coordinator for the Park Ranger Program.

Program Coordinator Fujimori presented the Park Ranger Program 2009-2010 Annual Report in the material of record. He noted that every year since 1998 the Park Ranger Program has graduated at least one Park Ranger to a law enforcement position. He was pleased to announce that this year three Park Rangers graduated to law enforcement positions, two to Gardena Police Department and one to Torrance Police Department.

Responding to Commissioner Hays' inquiry, Senior Business Manager Minter explained that the Park Rangers have scaled back patrols at Torrance Unified School District campuses because AYSO has taken over funding of the portable toilets.

In response to Commissioner Taniguchi's inquiries, Program Coordinator Fujimori advised that there are currently 13 Park Rangers and that miscellaneous violations include using hard balls on softball fields and roping off a section of a park.

Senior Business Manager Minter added that staff is exploring the possibility of utilizing volunteer Park Rangers.

9. STANDING COMMITTEE UPDATES

9A. FACILITIES COMMITTEE

Has not met.

9B. GRANTS COMMITTEE

Commissioner Gilbert reported that the Grants Committee has reviewed the 24 grant applications received by the deadline date of September 15, 2010. She announced Grant Hearings on October 26 and 27, 2010, with Grant Deliberations scheduled for November 9, 2010. She advised that the Committee's recommendations would be brought to the Commission at the December 2010 meeting.

Commissioner Taniguchi reported that she has finished monitoring her assigned agencies--Wellness Community of South Bay Cities, Pregnancy Help Center, Enrichment Through Employment, Society to Aid Retarded, Inc., New Life Advocacy, HOPE, and South Bay Literacy Council--and noted how appreciative the agencies are of receiving grants.

Commissioner Robbins reported that he has also completed his monitoring of assigned non-profit agencies and that all agencies love what they do and have met their requirements.

9C. OPEN SPACE COMMITTEE

Commissioner Hays reported that that Open Space Committee reviewed ordinances in other cities regarding non-smoking areas and formulated a draft ordinance that is currently being reviewed by the City Attorney's Office.

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 September 2010 was included in agenda packets. He noted that permits are being issued for four new parks and discussed a park clean-up conducted by West Torrance Homeowners Association at La Romeria Park.

Commissioner Hays shared information about the Old Torrance Neighborhood Association's clean-up conducted at Torrance Park approximately a year ago.

10B. PARK SERVICES DIVISION

Park Services Manager Carson noted that the Park Services Division Report for September 2010 was included in agenda materials. He reported that some adjustments were made with the pump room at Wilson Park Pond and that a maintenance manual is being prepared. He called attention to the demolition of the Columbia Park picnic shelter that should be rebuilt by the end of December 2010.

Responding to Commissioner Taniguchi's inquiry, he stated that it is standard practice to replace dead dedication trees and that an inventory is kept of the locations of all dedication trees in the City.

Community Services Director Jones discussed a successful Eagle Scout project on September 18 and October 2, 2010 during which 51 trees were planted at various parks. He encouraged Commissioners to visit the gazebo and mural at El Retiro Park.

10C. RECREATION SERVICES DIVISION

Recreation Services Manager Brunette noted that the Recreation Services Division Report for September 2010 was included in agenda packets. He mentioned that the Division received several positive comments about the aquatic swim lesson staff.

He announced the Halloween Carnival at Wilson Park on October 31, 2010 and asked Commissioners to assist in judging the pumpkin carving contest. Commissioner Robbins indicated that he would participate.

In response to Chairperson Gilbert's inquiry about Pueblo Park, Senior Business Manager Minter advised that the City applied for a grant and expects to hear results at the end of October 2010.

Community Services Director Jones provided an update on the Bishop Montgomery project and the new well being drilled at McMaster Park.

11. ORAL COMMUNICATIONS FROM THE PUBLIC #2

11A. Commissioner Mayeda apologized for his absence at the September Commission meeting. He stated that he enjoyed a visit to McMaster Park and challenged fellow Commissioners to join him in the Turkey Trot on Thanksgiving Day.

11B. Commissioner Taniguchi stated that the September 18, 2010 Salvation Army/Torrance Heath Fair as well as the Fall Bazaar were well-attended and that she is looking forward to attending the Excellence in Arts awards ceremony on October 17, 2010.

11C. Chairperson Gilbert agreed to shoot the starting pistol at the Turkey Trot. She stated that she enjoyed visiting Sunnyglen Park and the Torrance Historical Society Home Tour.

12. ADJOURNMENT

MOTION: At 8:20 p.m., Commissioner Hays moved to adjourn the meeting to November 10, 2010 at 7:00 p.m. in the West Annex meeting room. Commissioner Mayeda seconded the motion and, hearing no objection, Chairperson Gilbert so ordered.

Approved as Submitted November 10, 2010 s/ Sue Herbers, City Clerk
--