

November 13, 2013

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

2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

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

Absent: None.

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

*Commissioner Greenberg arrived at 7:38 p.m.

3. FLAG SALUTE

Commissioner Uchima 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. Commissioner Mayeda seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF OCTOBER 9, 2013

MOTION: Commissioner Reilly moved to approve the October 9, 2013 Commission meeting minutes as presented. Commissioner Uchima seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Greenberg).

6. ORAL COMMUNICATIONS #1

The Commission welcomed Torrance Youth Council members Jillian Free, Timothy Harvey, and Willy Wang.

7. NEW BUSINESS

7A. ACCEPT DONATION FROM RIVIERA GARDEN CLUB

Park Services Manager Carson presented a proposal from Riviera Garden Club to make improvements at Los Arboles Park. He reported that the Club is offering to improve the 2,000 square foot barren slope on the southwest side of the Park by providing soil amendment, grading, and red fescue sod at an approximate cost of \$1,950. He noted that this type of sod requires no mowing and that there are existing sprinklers. He expressed appreciation to Riviera Garden Club for their continued support and recommended that the Commission accept their generous donation.

Community Services Director Jones thanked the Riviera Garden Club for their previous donations that has included landscaping at El Retiro Park.

Geneva Martin, Riviera Garden Club, expressed appreciation to Parks and Recreation staff for their support over the years.

MOTION: Commissioner Baxter moved to accept the Riviera Garden Club donation of improvements to Los Arboles Park. Commissioner Uchima seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Greenberg).

7B. TORRANCE PARKS SATISFACTION SURVEY

Administrative Analyst Orpe reported that one of the goals of the Parks Division is to maintain the spirit of continuous improvement and organizational development. He distributed a Public Satisfaction Survey that was designed to assess public satisfaction with the parks in Torrance. Commissioners, Youth Council members, and audience members were asked to complete and turn in the survey. He stated that he would compile these responses as well as from other Commissions and return with results in a report format.

Community Services Director Jones stated that staff is always trying to find better ways to provide services and allocate resources to serve the community. He noted that both active and passive space is valuable to community members and the Division's goal is to find a balance for people.

8. STANDING COMMITTEE REPORTS

8A. FACILITIES COMMITTEE – No report.

8B. GRANTS COMMITTEE

Commissioner Mayeda reported that the Grants Committee met on October 23 to review applications for the grant program. He announced that grant hearings are scheduled for November 19, with deliberations on November 21, in the West Annex meeting room.

8C. OPEN SPACE COMMITTEE – No report.

8D. PROGRAMS COMMITTEE – No report.

9. MONTHLY DEPARTMENT ACTIVITY

9A. ADMINISTRATIVE SERVICES DIVISION

Senior Business Manager Minter noted that the Administrative Services Division Report for October 2013 was included in agenda packets. He reported that Facility Booking and Registration has completely transitioned to the new software RecTrac and that resident registration begins November 19. He noted that, as information could not be transferred from the previous database, staff will need to recreate and update the accounts including residency verification.

Responding to Commissioner Love's inquiry, he explained that required proof of residency includes automobile insurance bill, drivers' license, or utility bill.

9B. PARK SERVICES DIVISION

Park Services Manager Carson noted that the Park Services Division Report for October was included in attachments.

In response to Chairperson Hays' inquiry, he stated that Centennial Plaza is chained off because new dimondia was planted and brick stepping stones were installed.

Community Services Director Jones added that there are plans to clean and reseal the bricks and that there may be a volunteer organization that is willing to maintain the Plaza.

Commissioner Baxter inquired about T Mobil's repair of the cellular tower at Sea Aire Golf Course and Park Services Manager Carson explained that one of the steel fronds from the palm tree tower fell off.

Commissioner Reilly expressed concern about safety and suggested that T Mobil investigate and conduct a root cause analysis.

9C. RECREATION SERVICES DIVISION

Recreation Services Manager Brunette noted that the Recreation Services Division Report for October 2013 was included in agenda materials. He highlighted the cheerleading program, new directory at the Teen Center, and the Friends of Madrona Marsh fundraising event "Moonlight Magic" on October 19 at Torino Plaza. He thanked Commissioner Uchima and Chairperson Hays for volunteering to judge the pumpkin carving contest at the Halloween Carnival and noted that 743 youth purchased wrist bands. He encouraged Commissioners to participate in the Turkey Trot on November 28 and Chairperson Hays agreed to fire the starting pistol.

Milton Herring, Cyprus Street, questioned if seniors are recognized for their participation at the Turkey Trot.

Community Services Director Jones stated that many seniors participate; however, the run has never been more than recreational in value.

10. ORAL COMMUNICATIONS #2

10A. Community Services Director Jones distributed photographs from the Halloween Carnival and thanked Commissioner Uchima, former Commissioner Janet Payne, and Chairperson Hays for participating.

Commissioner Uchima stated that he was impressed with the creativity and Chairperson Hays noted that the entries were phenomenal.

10B. Senior Business Manager Minter announced a groundbreaking for the 555 Maple Avenue project on November 18 and mentioned that the City Council's ad hoc Naming of Public Facilities committee is meeting on November 19.

10C. Senior Business Manager Minter announced that the five-year capital budget is moving forward at the November 19 City Council meeting, with the first quarter budget review at 5:30.

10D. Commissioner Greenberg apologized for being late due to an important Rotary Club meeting.

10E. Commissioner Mayeda challenged fellow Commissioners to race him at the Turkey Trot.

10F. Chairperson Hays recommended Torrance Theatre Company's production of "It's a Wonderful Life – Radio Show."

12. ADJOURNMENT

MOTION: At 7:47 p.m., Commissioner Greenberg moved to adjourn the meeting to Wednesday, December 11, 2013 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall. Commissioner Love seconded the motion and, hearing no objection, Chairperson Hays so ordered.

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Approved as submitted December 11, 2013 s/ Sue Herbers, City Clerk
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