

**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 7:02 p.m. on Wednesday, June 8, 2005, in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Cook, Perkins, Robbins, Smoot, Taniguchi, and Chairperson McGee.

Absent: Commissioner Tookey.

Also Present: Recreation Services Administrator Jones, Park Services Administrator Wilson. and Administrative Analyst Witzansky.

MOTION: Commissioner Cook moved to grant Commissioner Tookey an excused absence for the June 8, 2005 Parks and Recreation Commission meeting. Commissioner Smoot seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Farmers' Market Manager Mary Lou Weiss 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 Cook seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Tookey).

5. APPROVAL OF MINUTES

5A. MINUTES OF May 11, 2005

MOTION: Commissioner Taniguchi moved for the approval of the May 11, 2005 Parks and Recreation Commission meeting minutes as submitted. The motion was seconded by Commissioner Cook and passed by unanimous voice vote approval (absent Commissioner Tookey).

6. OLD BUSINESS

6A. BUDGET UPDATE

Administrative Analyst Witzansky distributed copies of the slides presented by the Finance Director to City Council on June 7, 2005. He stated that the original projected deficit of \$2.4 million for the upcoming fiscal year was now just under \$900,000 due to an increase in expected property tax revenue and the proposed early prepayment of \$1.2 million by the State. He advised that there were still \$870,000 in cuts recommended by the City Manager and that two positions in the Parks Services Division

would be impacted—a Senior Groundskeeper and a Semi-Skilled Laborer. He stated that the City Manager also created a contingency proposal of cuts that would potentially impact the Library Department's book budget. He advised that the budget included expansion of the Park Ranger program for increased security at branch libraries. He noted that the after-school fee would be raised from \$23 to \$24 to fund the additional crew.

In response to Commissioner Perkins' inquiry, he advised that the after-school fees were weekly and paid by participants for 15 hours per week at 13 school sites.

Commissioner Robbins commented that a strong source of revenue for the City was 1% of local sales tax and that the majority of residents were not aware of this. He suggested that residents be encouraged to buy in the City, especially large ticket items.

Responding to Chairperson McGee's inquiry, Park Services Administrator Wilson advised that, due to the loss of two positions, staff would reduce the frequency of trimming trees and shrubs, planting, and mowing while still maintaining their motto of "Clean, Green and Safe." He noted that the two positions were currently vacant and that he hoped to be able to fill other remaining vacant positions once the budget was finalized.

6B. STATUS OF THE COMMUNITY SERVICES DEPARTMENT

Administrative Analyst Witzansky announced that City Council formally approved the structure of the Community Services Department on May 24, 2005. He stated that one element of the funding strategy was not approved which released them of the \$353,000 reduction obligation. He explained that one Principal Librarian position was approved but left open the possibility of a recommendation for a second Principal Librarian position if the Library system could fund it internally.

At Chairperson McGee's inquiry, he explained how staff was sharing the duties and responsibilities due to the vacant positions.

7. NEW BUSINESS

7A. ELECTIONS

Recreation Services Administrator Jones advised that it was the tradition of the Parks and Recreation Commission to hold its annual election of Chairperson and Vice-Chairperson during its June meeting. He stated that the Commission could reaffirm the positions currently held or elect new officers.

MOTION: Commissioner Perkins moved to reaffirm the positions currently held by Chairperson McGee and Vice-Chairperson Cook until June 2006. The motion was seconded by Commissioner Taniguchi and passed by unanimous voice vote approval (absent Commissioner Tookey).

7B. OVERVIEW OF THE FARMERS' MARKET MONTHLY REPORT BY MARKET MANAGER MARY LOU WEISS

Recreation Services Administrator Jones introduced Market Manager Mary Lou Weiss who was invited to the meeting to answer questions raised by Commissioners at the May 2005 Commission meeting.

Manager Weiss provided an overview of the May 2005 Financial Report for Tuesday and Saturday Markets of the Torrance Certified Farmers' Market, included in

Attachment A of the material of record. She noted that the Tuesday Market was 20 years old and the Saturday Market would be 15 years old in March 2006. She advised that the Farmers' Market was externally funded and that any funds beyond their budget went into the Parks and Recreation Enterprise Fund.

She explained the data in the report that includes Monthly Gross Sales, Average Weekly Sales, Food Court, Promotional Items, Average Number of Farmers, Average Attendance, Total Space Fees to Date, Total Gross Sales Previous Month, and Total Gross Sales to Date for both the Tuesday Market and Saturday Market, comparing fiscal year 2004-2005 with 2003-2004. She clarified that 10% fees were for non-agricultural vendors and 6% fees were for agriculture vendors.

Commissioner Robbins questioned the reduction of revenue in the previous month's 2003-2004 Saturday Market as compared to the 2004-2005 gross sales and it was determined that there were only four Saturdays in April 2003 and five Saturdays in April 2004.

Commissioner Perkins suggested that the financial statement include a running total of gross sales for agricultural goods and non-agricultural goods as well as fees paid to the City. Market Manager Weiss offered to revise the report effective June 2005 to include the requested information.

Administrative Analyst Witzansky stated that last year Farmers' Market produced more than \$300,000 in revenue to the City and spent a little more than \$200,000, noting that Farmers' Market was Parks and Recreation's largest revenue source.

7C. PROCLAMATION – JULY IS PARKS AND RECREATION MONTH

A brief discussion centered on substituting the words Parks and Recreation Department with Community Services Department.

Commissioner Perkins suggested that Columbia Park be listed as a facility.

MOTION: Commissioner Perkins, with a second by Commissioner Smoot, moved to concur with staff recommendation that the City Council adopt the 2005 Proclamation to celebrate July as Parks and Recreation Month as amended at its June 28, 2005 meeting; a voice vote reflected unanimous approval (absent Commissioner Tookey).

8. STANDING COMMITTEE UPDATES

8A. OPEN SPACE COMMITTEE

No report.

8B. FACILITIES COMMITTEE

No report.

8C. PROGRAMS COMMITTEE

Commissioner Cook reported that the Programs Committee has met twice and has one more meeting scheduled to finalize plans for the July 13, 2005 Community Services Awards Banquet. Invitations were distributed and it was clarified that the location for the event was the Madrona Marsh Nature Center.

Recreation Services Administrator Jones noted that the Committee has worked diligently to find a methodology to demonstrate how two large departments are coming together as one. He advised that notifications were going out on June 9, 2005 to those individuals receiving awards.

9. MONTHLY DEPARTMENT ACTIVITY

9A. PARK SERVICES DIVISION

No report.

9B. RECREATION SERVICES DIVISION

Recreation Services Administrator Jones stated that a new page has been included in the report showing numbers of volunteers and volunteer hours in the Recreation Services Division. He commended Mary Lou Weiss for her assistance with the annual volunteer dinner. He noted that Manager/Naturalist Drake's monthly Madrona Marsh Preserve and Nature Center review was included in the agenda packet.

In response to Chairperson McGee's inquiry, he advised that Cultural Services Administrator Myers was not present because he was focusing his attention on the Cultural Arts Commission.

10. ORALS

10A. Judy Gerber, community volunteer and master gardener, announced a workshop on June 11, 2005 at the Civic Center Library on horticulture as therapy and using water-wise plants. She stated that she also leads a senior gardening program twice a month at the Bartlett Center.

10B. Park Services Administrator Wilson reported that Discovery Park was being well used and that there has been no vandalism there.

10C. Park Services Administrator Wilson advised that Public Works Department replaces fencing as needed during weed abatement at the Entradero sump.

10D. In response to Chairperson McGee's inquiry, Park Services Administrator Wilson stated that a eucalyptus tree blew down at Madrona Marsh Preserve. He advised that the surrounding trees were healthy and not in danger of falling.

10E. Recreation Services Administrator Jones encouraged Commissioners to attend the Community Services Awards Banquet on July 13, 2005.

10F. Recreation Services Administrator Jones reminded Commissioners of the Budget Workshop on June 14, 2005 in Council Chambers at 7:00 p.m. and encouraged Commissioners to participate.

10G. Recreation Services Administrator Jones thanked Chairperson McGee for speaking at the grand opening dedication ceremony at Discovery Park on May 10, 2005.

10H. Administrative Analyst Witzansky advised that approval of construction at Lago Seco Park would go before City Council on June 21, 2005. He stated that an item would also be considered regarding catering trucks at City parks.

10I. Commissioner Perkins requested that staff provide a drawing of improvements planned at Lago Seco Park.

10J. Commissioner Perkins noted the high amount of graffiti at certain City parks. Park Services Administrator Wilson advised that staff works with General Services who oversees the contract for the graffiti abatement company, and that photographs taken are shared with the Community Lead Officers in charge of that geographical area.

10K. Commissioner Perkins complimented Manager/Naturalist Drake on the Madrona Marsh Preserve review and stated that he was impressed with the numbers and effort involved with the Sports Division.

10L. Commissioner Robbins stated that he enjoyed the Armed Forces Day Parade, noting that the Torrance Mounted Posse did not participate this year.

10M. Commissioner Taniguchi stated that the dedication ceremony of Discovery Park was aired on CitiCable.

10N. Commissioner Taniguchi stated that she enjoyed attending the 20th anniversary celebration of Farmers' Market on June 7, 2005.

10O. Commissioner Smoot thanked Farmers' Market Manager Mary Lou Weiss and Judy Gerber for attending tonight's meeting.

10P. Chairperson McGee stated that he enjoyed attending the Beat the Odds scholarship banquet and the Armed Forces Day parade.

11. ADJOURNMENT

MOTION: At 8:20 p.m., Commissioner Cook moved to adjourn the Parks and Recreation Commission meeting to August 10, 2005 at 7:00 p.m. The motion was seconded by Commissioner Robbins and, hearing no objection, Chairperson McGee so ordered.

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| Approved as Written August 10, 2005 s/ Sue Herbers, City Clerk |
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