

January 28, 2020

1. OPENING CEREMONIES

a. Call Meeting to Order

A regular meeting of the Lomita Parks & Recreation Commission was called to order at 6:04 p.m. Tuesday, January 28, 2020, by Chairperson Siegel in the Commission Room at City Hall, 24300 Narbonne Avenue.

b. Flag Salute

Chairperson Siegel led the salute to the flag.

c. Roll Call

Responding to roll call by Recording Secretary Everett were Commissioners Bonham, Tamer, Uphoff and Chairperson Siegel. Recreation & Facilities Manager Sansbury and Management Analyst Vida were also present.

2. APPROVAL OF MINUTES

Commissioner Uphoff moved to approve Minutes from the Parks and Recreation meeting of November 26, 2019, as submitted. Commissioner Tamer seconded the motion, and it was approved by the following vote:

YEAS Commissioners Tamer, Uphoff and Chairperson Siegel

NAYS

ABSTAIN Commissioner Bonham

3. ORAL COMMUNICATIONS (Public)

None.

4. ORAL COMMUNICATION (Commissioners)

Commissioner Tamer inquired if the Polar Express street banner was ever found to which Manager Sansbury answered no but Recreation Supervisor Kelley is back from leave and she will be looking for the banner. Manager Sansbury also stated that a 4' x 6' permanent banner listing Railroad Museum events, for the Lomita Park fence, has been approved.

Commissioner Tamer stated the Foundation is still working on the new donor wall for the Railroad Museum to which Chairperson Siegel inquired where the wall will be located to which Manager Sansbury answered it will be on the northwest wall outside at the Railroad Museum. Chairperson Siegel inquired what would be the minimum donation someone would have to make to have a brick on the new wall to which Commissioner Tamer answered the price has not been set yet but \$200 per brick has been brought up. Manager Sansbury stated that there may be different color and size bricks which may be different prices.

Commissioner Tamer stated the Railroad Museum Annual Tea will be held on April 26, 2020, at the museum and the Foundation is accepting donations of items for the raffle baskets for the tea; and Community Day at the Railroad Museum will be held in August and the Foundation is working on making Community Day more kid friendly this year.

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Commissioner Bonham requested the phone number for the person to talk to about the empty palm tree wells on Pacific Coast Highway to which Manager Sansbury stated he would get that info to him.

Chairperson Siegel gave a shout out to the Parks and Recreation Staff for the great job for the Christmas Tree Lighting Ceremony and the Railroad Museum Staff for the great job for the Polar Express event.

5. REPORT ON CITY COUNCIL MEETINGS

Commissioner Uphoff stated that at the December 17, 2019, City Council meeting, the only thing pertaining to parks was the monthly parks and recreation report.

Commissioner Tamer reported that there was nothing pertaining to parks at the January 21, 2020, City Council meeting.

Commissioner Tamer stated she is going to contact the Lomita Library Manager, Michael MacKavoy, to see if he would be interested in being involved with the Community Day Event at the Railroad Museum in August.

SCHEDULED MATTERS

6. CROSSWALK FOR RAILROAD MUSEUM

Recreation & Facilities Manager Sansbury reported that he hasn't had a chance to meet with the representative from the County regarding the crosswalk; the representative wants to make plans to be at the Railroad Museum when a school group is there to observe the children crossing back and forth between the museum and Annex Park. Manager Sansbury hopes to have more information at the next Parks Commission meeting.

7. SPECIAL EVENTS UPDATE

Recreation & Facilities Manager Sansbury reported that staff has finalized the movies that will be shown for "Movies Under the Stars" at City Hall this summer; Frozen 11, The Angry Birds Movie II and The Secret Life of Pets II. Manager Sansbury also stated that staff is preparing for this year's Easter event and "Breakfast with the Bunny" which will take place April 11, 2020, at Lomita Park; and staff is completing the Lomita Special Events 2020 calendar.

8. PARK FACILITIES UPDATE

Recreation & Facilities Manager Sansbury reported that new lighting was installed in the interior of the Lomita Railroad Museum; the elevator at City Hall was serviced; staff is removing and upgrading some of the landscaping around the entire exterior of City Hall; C.E.R.T. Training was held at City Hall on January 4, 11 and 28, 2020; and staff is still working on lighting at Lomita Park, the goal is to have every single light working properly at every facility and currently lights are being changed out with LED bulbs which increase the lighting but is cutting power by 76%.

9. RECREATION PROGRAMS UPDATE

Management Analyst Vida reported all classes were wrapped up by the holiday break; and in the process of renewing the contract instructor's contracts.

10. YOUTH & ADULT SPORTS PROGRAMS UPDATE

Management Analyst Vida stated that the youth basketball program has begun, every division is maxed; and the adult basketball leagues are starting this week. Recreation & Facilities Manager Sansbury stated that Recreation Supervisor Fosnaugh is thinking about trying to have a Corn Hole league.

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11. RAILROAD MUSEUM UPDATES

Recreation & Facilities Manager Sansbury reported that staff has been having issues with the Active Net computer program at the Railroad Museum (which is used for admissions and sale of souvenirs); after computer replacement and working with Active New it was determined that it is the City's internet so until the City upgrades the Wi-Fi, the museum is using a Mi-Fi Hot Spot. Recreation & Facilities Manager Sansbury also stated that Railroad Museum employee, Taylor Fox, is leaving for a full-time position with another City, Taylor has been instrumental in ordering the items for the gift shop at the museum.

12. MANAGEMENT ANALYST UPDATE

Management Analyst Vida reported that he and Recreation & Facilities Manager Sansbury just attended a City Strategic Planning meeting and Parks and Recreation scored the highest percent on the survey that was completed. The part-time recreation staff really make an impact with the public as well as all Recreation staff. Chairperson Siegel inquired if there is a staff appreciation day for the part-time employees to which Management Analyst Vida answered that most of the part-time staff are not able to attend the City Employee Holiday Luncheon so during the youth basketball training for the part-time employees, lunch is provided and full-time staff gives speeches thanking the part-timers for their work and dedication.

Management Analyst Vida also reported that he is working on new procedures for accepting payments for some park programs; working on the application process for the City of Lomita being a Tree City USA (having to do with the City celebrating Arbor Day); working on annual re-certification with the County to be eligible for grants each year; and the Hathaway Park restroom project keeps snowballing, the Public Works Director is involved now and it has been back and forth with the consultant but it should be ready to go very soon, this is probably going to be around a \$75,000 project.

Management Analyst Vida reported that Prop 68 fees were supposed to be announced in the fall but has been amended to be announced early 2020; the box car is on the agenda as soon as the Hathaway Park project is done; and Management Analyst Vida recommended adjourning the meeting in honor of Secretary Everett since this is her last meeting.

CITY COUNCIL MEETINGS ATTENDANCE

Commission delegate to attend the February 4 and 18, 2020:	Commissioner Bonham
Commission delegate to attend the March 3 and 17, 2020:	Chairperson Siegel
Commission delegate to attend the April 7 and 12, 2020:	Commissioner Uphoff
Commission delegate to attend the May 5 and 19, 2020: (1 st & 3 rd Tuesdays of the month at 6:00 p.m.)	Commissioner Tamer

ADJOURNMENT IN HONOR OF SECRETARY EVERETT'S RETIREMENT

Meeting was adjourned at 6:42 p.m.

ATTEST:

Helen Everett
Helen Everett, Recording Secretary