

**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, August 12, 2015 in the West Annex Meeting Room, Torrance City Hall.

2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

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

Absent: Commissioners Mayeda and Uchima.

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

MOTION: Commissioner Reilly moved to grant excused absences to Commissioners Mayeda and Uchima for the August 12, 2015 Commission meeting. Commissioner Hays seconded the motion; a roll call vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Love led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Reilly moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Love seconded the motion; a roll call vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF JUNE 10, 2015

MOTION: Commissioner Hays moved to approve the Commission meeting minutes of June 10, 2015 as presented. Commissioner Reilly seconded the motion; roll call vote reflected unanimous approval (absent Commissioners Mayeda and Uchima).

6. ORAL COMMUNICATIONS #1 – None.

7. OLD BUSINESS – None.

8. NEW BUSINESS

8A. APPROVAL OF 2015 PARKS AND RECREATION COMMISSION ANNUAL REPORT

Commissioner Baxter, former Chairperson of the Commission, presented the Parks and Recreation Annual Report for July 2014 to June 2015. He reviewed the Report and highlighted public meetings and workshops, standing committees, outreach, research, and review, culminating with the Annual Parks and Recreation Awards Dinner on July 8. He commended Commissioners for a great year and staff members for their continued support.

Community Services Director Jones noted that City Council members appreciate Commissioners' efforts and all they do for the community.

MOTION: Commissioner Hays moved to accept the 2015 Parks and Recreation Commission Annual Report as presented. Commissioner Reilly seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Mayeda and Uchima).

8B. DOG OBEDIENCE CLUB DONATION AND USE TOWARD DOGGIE BAG PROGRAM

Park Services Manager Carson requested that the Commission accept a \$1,000 donation from the Dog Obedience Club of Torrance and that it be used toward the dog waste bag program. He noted that the Club provides donations twice a year, bringing the grand total of their donations to date at \$43,835.

In response to Commissioner Reilly inquiry, he offered to bring back information about the quantity and cost of the doggie bags.

MOTION: Commissioner Baxter, seconded by Commissioner Love, moved to accept the donation from the Dog Obedience Club of Torrance and that it be used towards the dog waste bag program; a roll call vote reflected unanimous approval (absent Commissioners Mayeda and Uchima).

8C. REVIEW / EVALUATION OF THE NON-PROFIT SOCIAL SERVICES GRANT PROGRAM

Senior Administrative Analyst Orpe presented the 2016 Non-Profit Social Services Grant program in the material of record developed by the Grants Committee starting in March 2015. He provided background and described how Committee members evaluated 1) Program mission, goals, and objectives; 2) Applicant criteria and its process; 3) Application review and deliberations; 4) Award of grants; and 5) Audit of expenditures. He noted that the Grants Committee Checklist in Attachment A shows the process used in discussing these goals. He stated that the Grant Program Overview (Attachment B) assisted the Committee in identifying the grant giving strategy, eligibility requirements, restrictions, life cycle, application process, and reporting methodology. He briefly reviewed the Mission Statement, Program Details, Grant History to Date, eligibility requirements, funding strategy and exclusions, and timeline.

He reported that a new 2016 Grant Application (Attachment C) was developed, with applications now being received in two categories: Human Services and Health

Services. He noted that the grants would be awarded as follows: Human Services – (1) \$5,000 grant and (2) \$2,500 grants and Health Services – (1) \$5,000 grant and (2) \$2,500 grants. He stated that applications would be scored by Committee members and awarded to the highest applicant scored in the category for which they applied. He noted that a Scoring Rubric and Scoring Sheet was included in Attachment D. He stated that the Program also includes a mid year report to see how the program is doing and a final review at the end of the year. He asked the Commission to accept the changes and direct staff to forward the Program to City Council for consideration.

In response to Commissioner Hays' inquiry, he explained that addressing tie-breakers is an internal operation and would not be published in Notice of Available Funding or other information given to the applicants.

Commissioner Baxter stated that before a recipient receives funds there would be due diligence to ensure that their non-profit status is valid.

MOTION: Commissioner Hays moved to accept the 2016 Non-Profit Social Services Grant Program as presented and to forward it to City Council for review and approval. Commissioner Love seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Mayeda and Uchima).

9. STANDING COMMITTEE UPDATES

9A. GRANTS COMMITTEE

Previously discussed in Item 8C. The next Committee meeting is scheduled for September 9 at 6:00 p.m.

10. MONTHLY DEPARTMENT ACTIVITY

10A. ADMINISTRATIVE SERVICES DIVISION

Senior Business Manager Minter noted that Administrative Services Division Reports for June and July 2015 were included in agenda packets. He reported that the June 13 Ultimate Dog Festival at Columbia Park was a successful event and may become an annual event. He provided an update on the McMaster Park project and noted that annual turf maintenance is being done this week at Toyota Sports Complex.

10B. PARK SERVICES DIVISION

Park Services Manager Carson noted that Park Services Division Reports for June and July 2015 were included in agenda packets. He reported that they have ordered a drive-on vacuum to pick up debris from the turf at Toyota Sports Complex.

10C. RECREATION SERVICES DIVISION

Senior Recreation Supervisor Wand noted that Recreation Services Division Reports for June and July 2015 were included in agenda packets. She discussed highlights that include Movies in the Park and the Senior Excursion Program, and she announced the upcoming Youth Volunteer Leadership Program completion ceremony on August 13 and Aquacade on August 21-22.

11. **CORRESPONDENCE FOR COMMISSION REVIEW TO ACCEPT AND FILE OR FOR CONSIDERATION AT A FUTURE MEETING** – None.

12. **ORAL COMMUNICATIONS #2**

12A. Senior Business Manager Minter announced that the Hickory Park playground equipment item would be considered by City Council on August 18 and, if approved, installation would begin in four to six weeks.

12B. Senior Business Manager Minter stated that the Commission's recommendation for the Non-Profit Social Services Grants Program would go before City Council on September 1 or September 15.

12C. Community Services Director Jones announced the grand opening of the Ruben Ordaz Community Center on September 1 at Pueblo Park.

12D. Commissioner Hays congratulated Senior Business Manager Minter for passing the AYSO intermediate referee test.

12E. Community Services Director Jones thanked Commissioner Baxter for a job well done as Chairperson and to Commissioners for their participation in the Awards Banquet.

12F. Chairperson Greenberg asked staff to bring back an update regarding the drilling of the water well at Delthorne Park.

13. **ADJOURNMENT**

MOTION: At 7:44p.m., Commissioner Reilly moved to adjourn the meeting to September 9, 2015 at 7:00 p.m. in the West Annex Meeting. Commissioner Love seconded the motion; a roll call vote reflected unanimous approval.

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Approved as submitted September 9, 2015 s/ Rebecca Poirier, City Clerk
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