

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: Community Services** -- Accept and file reports from 2009-2010 grant recipients, approve request for reimbursement of unused awarded funds, and reallocate said funds to the 2011-2012 Grant Program.

**RECOMMENDATION**

Recommendation of the Parks and Recreation Commission and the Community Services Director that City Council: 1) Accept and file Completed Financial and Narrative Reports from the 2009-2010 Non-Profit Social Services Agency grant recipients; 2) Approve the request for reimbursement of \$1,000 awarded funds from the Retired Senior Volunteer Program (RSVP) and \$1,000 awarded funds from Project Touch, and Reallocate any returned funds to the 2011-2012 Grant Program.

Funding

Funding is available in the Parks and Recreation Commission's 2011-2012 general fund operating budget.

**BACKGROUND**

The City of Torrance allocated \$40,000 for the FY 2009-10 Grant Program for Non-Profit Social Service Agencies. At the recommendation of the Parks and Recreation Commission, City Council approved the re-allocation of \$1,530 in unspent funds from FY 2007-08 toward the FY 2009-10 Grant Program, making the total funds available for FY 2009-10 Grant Program \$41,530 (Attachment A). The unspent FY 2007-08 \$1,530 funds were from grant recipient New Life Advocacy who was unable to spend their full grant amount due to timing issues.

**ANALYSIS**

At the City Council meeting of February 2, 2010, Council approved grant funding as recommended by the Parks and Recreation Commission totaling \$41,530 for twenty Non-Profit Social Service Agencies (Attachment B). The list of agencies and their approved grant amounts has been included in this report (Attachment C).

As required by the terms of the Grant Agreements, with the exception of Project Touch, each grant recipient properly submitted Financial and Narrative Statements pertaining to their grant award to the Community Services Department prior to the March 3, 2011 deadline.

The Parks and Recreation Commission's Grants Committee met on June 8, 2011, to review the Financial and Narrative Statements. With the exception of two grant recipients, Project Touch and RSVP, the Committee recommended approval of all of the Statements (Attachment D). Despite several requests from Community Services Department staff, Project Touch has failed to submit a Financial and Narrative Statement. And after review of RSVP's Statement, the Committee determined the grant funds allocated were not spent on the project submitted by RSVP that was approved by the Parks and Recreation Commission and City Council.

The Grants Committee of the Parks and Recreation Commission recommends that the Parks and Recreation Commission approve Financial and Narrative Statements from FY 2009-10 Non-Profit Social Service Agency Grant Recipients and request reimbursement of \$1,000 Grant from *Retired Senior Volunteer Program (RSVP)* and \$1,000 from Project Touch, and reallocate funds to the FY 2011-12 Grant Program.

Respectfully submitted,

PARKS AND RECREATION COMMISSION

*Unavailable for Signature*

Hazel Taniguchi, Chairperson

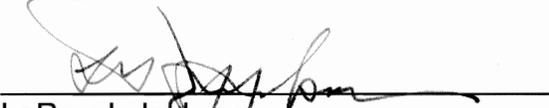
By 

Richard Brunette  
Recreation Services Manager

CONCUR:

  
John Jones  
Community Services Director

NOTED:

  
LeRoy J. Jackson  
City Manager

- Attachments: A) Excerpt of City Council minutes dated 06-02-09, Item 8 I.  
B) Excerpt of City Council minutes dated 02-02-10, Item 8 D.  
C) 2009-2010 Non-Profit Social Services Agency Grant Recommendation.  
D) Excerpt from Parks and Recreation Commission minutes dated 08-10-11, Item 7 A.

**EXCERPT OF CITY COUNCIL MINUTES DATED 06-02-09, ITEM 8 I.****EXCERPT OF MINUTES** Minutes Approved

June 2, 2009

**MINUTES OF AN ADJOURNED REGULAR  
MEETING OF THE TORRANCE CITY COUNCIL****1. CALL TO ORDER**

The Torrance City Council convened in an adjourned regular session at 5:34 p.m. on Tuesday, June 2, 2009 in City Council Chambers at Torrance City Hall.

**ROLL CALL**

Present: Councilmembers Barnett, Brewer, Furey, Numark, Rhilinger, Sutherland, and Mayor Scotto.

Absent: None.

Also Present: City Manager Jackson, City Attorney Fellows, City Clerk Herbers, and other staff representatives.

**8. CONSENT CALENDAR****8I. FINANCIAL AND NARRATIVE REPORTS FOR 2008 NON-PROFIT SOCIAL SERVICES AGENCY GRANT RECIPIENTS****Recommendation**

Recommendation of the Parks and Recreation Commission and the Community Services Director that City Council:

- 1) Accept and file the Financial and Narrative Reports of completed projects for the 2008 Non-Profit Social Services Agency Grant Recipients; and,
- 2) Approve the proposed reallocation of \$1,530 in unused funds from New Life Advocacy's 2008 Grant to be used in the 2010 Grant Program.

**MOTION:** Councilmember Furey moved for the approval of Consent Calendar Items 8A through 8L. The motion was seconded by Councilmember Numark and passed by unanimous roll call vote.

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**EXCERPT OF CITY COUNCIL MINUTES DATED 02-02-10, ITEM 8 D.****EXCERPT OF MINUTES** Minutes Approved

February 2, 2010

**MINUTES OF AN ADJOURNED REGULAR  
MEETING OF THE TORRANCE CITY COUNCIL****1. CALL TO ORDER**

The Torrance City Council convened in an adjourned regular session at 5:32 p.m. on Tuesday, February 2, 2010 in City Council Chambers at Torrance City Hall.

**ROLL CALL**

Present: Councilmembers Bamett, Brewer, Furey, Numark, Rhilinger, Sutherland, and Mayor Scotto.

Also Present: City Manager Jackson, Assistant City Attorney Sullivan, City Clerk Herbers, and other staff representatives.

**8. CONSENT CALENDAR****8D. 2009-2010 GRANT FUNDING FOR NON-PROFIT SOCIAL SERVICE AGENCIES****Recommendation**

Recommendation of the Parks and Recreation Commission and the Community Services Director that City Council approve a total of \$41,530 for twenty applicants for the year 2009-2010 Grant Program for Non-Profit Social Services Agencies.

**MOTION:** Councilmember Sutherland moved for the approval of Consent Calendar Items 8A through 8M. The motion was seconded by Councilmember Brewer and passed by unanimous roll call vote.

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**City of Torrance  
Parks and Recreation Commission Grants Committee  
GRANT RECIPIENTS FOR THE 2009-10  
NON-PROFIT SOCIAL SERVICE AGENCY GRANTS**

	<b>AGENCY</b>	<b>AMOUNT FUNDED</b>
1	Assistance League of San Pedro-South Bay	\$1,000
2	Behavioral Health Services, Inc.	\$4,000
3	The Children's Dental Center	\$2,000
4	Enrichment Through Employment (ETE)	\$1,500
5	The Gathering Place	\$2,000
6	Harbor Interfaith Services	\$3,500
7	Healthcare & Elder Law Programs Corp (H.E.L.P.)	\$1,500
8	HOPE (Home Ownership for Personal Empowerment)	\$1,500
9	National Council on Alcoholism	\$3,030
10	New Life Advocacy	\$2,000
11	Pregnancy Help Center	\$1,500
12	Project Touch	\$1,000
13	RSVP of South Bay	\$1,000
14	The Salvation Army Torrance Corps.	\$4,000
15	Society to Aid Retarded, Inc.	\$2,000
16	So. Bay Children's Health Center Assoc. Inc.	\$2,000
17	South Bay Literacy Council, Inc.	\$3,000
18	Su Casa – Ending Domestic Violence	\$ 500
19	Torrance-Lomita Meals on Wheels	\$3,500
20	The Wellness Community - South Bay Cities	\$1,000
	<b>GRAND TOTAL</b>	<b>\$41,530</b>

**EXCERPT FROM PARKS AND RECREATION COMMISSION MINUTES DATED 08-10-11,**  
**ITEM 7 A**

**EXCERPT OF MINUTES**

~~Minutes Approved~~  
 Minutes Subject to Approval

August 10, 2011

***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 7:01 p.m. on Wednesday, August 10, 2011, in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Baxter, Gilbert, Greenberg, Hays, Ning, and Chairperson Taniguchi

Absent: Commissioner Mayeda

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

**MOTION:** Commissioner Gilbert moved to grant Commissioner Mayeda an excused absence for the August 10, 2011 Commission meeting. Commissioner Hays seconded the motion; a voice vote reflected unanimous approval.

**7. NEW BUSINESS**

**7A. APPROVAL OF 2010 FINANCIAL AND NARRATIVE STATEMENTS FOR NON-PROFIT SOCIAL SERVICE AGENCIES**

Senior Recreation Supervisor Kelso provided background on the 2009-10 non-profit social services agency grant program and the \$41,530 approved by City Council in February 2010 for 20 agencies. He reported all that grant recipients properly submitted Financial and Narrative Statements prior to the March 3, 2011 deadline with the exception of Project Touch. He stated that, despite several requests from staff, Project Touch has failed to submit a Financial and Narrative Statement. He advised further that Retired Senior Volunteer Program (RSVP) of South Bay did not spend their grant funds on the project "With Wisdom for All" that they submitted and were awarded for, adding that the Director asked that the funds be used for a different project "America Reads."

He reported that the Grant Committee met on June 8, 2011 to review the Financial and Narrative Statements. He presented their recommendation to approve Financial and Narrative Statements for 18 of the 20 grant recipients, request reimbursement of the \$1,000 grant from RSVP and reallocate them to the 2011-12 Grant Program, and prohibit Project Touch from applying for any future grants, pending reimbursement of grant funds. He stated that, if approved, the recommendation would be forwarded to City Council for its acceptance.

Chairperson Taniguchi stated that she did not recall any organization ever being barred from participation and Senior Recreation Supervisor Kelso concurred that this was the first time in his recollection.

In response to Commissioner Greenberg's inquiry, Senior Recreation Supervisor Kelso stated that Director Dorothy Forba-Hartley physically presented the grant request for Project Touch.

**MOTION:** Commissioner Hays moved to 1) Approve Financial and Narrative Statements for 18 of the 20 2009-10 Non-Profit Social Services Agency Grant Program recipients, with the exception of Project Touch and RSVP; 2) Request reimbursement of the \$1,000 grant from RSVP and reallocate them to the 2011-12 Grant Program, and 3) Prohibit grant recipient Project Touch from applying for any future grants, pending reimbursement of grant funds. Commissioner Greenberg seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Mayeda).

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