

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

**Members of the Council:**

**SUBJECT: City Manager – Adopt ORDINANCE to consolidate the Parks and Recreation Commission and the Community Services Commission**

**RECOMMENDATION**

The City Manager recommends that City Council:

1. Disband the Community Services Commission;
2. Add the current powers and duties of the Community Services Commission to those of the Parks and Recreation Commission;
3. Appoint current members of the Community Service Commission to the Parks and Recreation Commission and allow for an increased membership until future vacancies reduce the commission to the statutory seven members;
4. Adopt an ORDINANCE to repeal Article 8 of Chapter 3 of Division 1 and to amend Section 13.2.1, 13.2.2, and 13.2.7 of Article 2 of Chapter 3 of Division 1 of the Torrance Municipal Code to add the duties of the Community Services Commission to those of the Parks and Recreation Commission and to allow for the temporary increase in membership; and
5. Consolidate the budgets for the two existing commissions into the Parks and Recreation Commission.

Funding

Not applicable

**BACKGROUND**

The Mayor brought up the potential of consolidating the Community Service Commission with the Parks and Recreation Commission under orals at the October 3, 2006 Council meeting. He asked that staff prepare a report on the process to consolidate and bring it forward as an agenda item for Council consideration.

The Parks and Recreation Commission was created in the 1950s. The Commission has the responsibility to advise the City Council in matters involving recreation programs, park and recreation uses of public lands and park and recreation capital improvements.

The Community Services Commission was originally created in the mid 1970s as the Human Resources Commission, as part of a restructuring of the City's advisory commissions. The Community Services Commission has responsibility for matters concerning the services and human resources of the community including consumer affairs, personal health, and community manpower. It is also the coordinator of the Youth Council and the Torrance Commission on Aging. More recently this commission

was also given the responsibility for evaluating and recommending action on the City's Community Services Grant program.

## ANALYSIS

The consolidation of these two commissions would allow an integrated look at the community services efforts of the City. It would also more efficiently use City staff and resources and may allow the reassignment of a recording secretary through the City Clerk's office to cover the Commission on Aging.

The consolidation of these two commissions can be accomplished by a revision in the City Code, allowing for a limited period of a super number of commissioners in the remaining commission, appointment of existing Community Services Commission members to the Parks and Recreation Commission, and by a consolidation of the two commissions' budgets. A grant received by the Community Services Commission for \$40,000 will also be transferred to the newly expanded Parks and Recreation Commission. The expanded number of Parks and Recreation commissioners would continue until commissioners left the commission or were required to leave because they had served two terms on either of the two consolidated commission. At that point, the Parks and Recreation Commission would be returned to its statutory seven members.

If the City Council concurs with this proposal the City Manager has attached the necessary ordinance for consideration by the City Council and the new proposed budget for the Parks and Recreation Commission.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Mary K. Giordano  
Assistant City Manager

CONCUR:

  
LeRoy J. Jackson  
City Manager

Attachment A: Ordinance  
B: Proposed Budget of expanded Park and Recreation Commission  
C: Commissioner Term Chart

**ORDINANCE No:**

**AN ORDINANCE OF THE TORRANCE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, REPEALING ARTICLE 8 OF CHAPTER 3 OF DIVISION 1 OF THE TORRANCE MUNICIPAL CODE RELATING TO THE COMMUNITY SERVICES COMMISSION AND AMENDING ARTICLE 2 OF CHAPTER 3 OF DIVISION 1 TO SAID CODE RELATING TO THE PARKS AND RECREATION COMMISSION**

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**NOW, THEREFORE, the City Council of the City of Torrance does ordain as follows:**

**SECTION 1**

That Article 8 of Chapter 3 of Division 1 of the City of Torrance Municipal Code entitled "Community Services Commission" is hereby repealed in its entirety.

**SECTION 2**

That Section 13.2.1, Section 13.2.2 and Section 13.2.7 of Article 2 of Chapter 3 of Division 1 of the City of Torrance Municipal Code entitled "Park and Recreation Commission" be amended to read in their entirety as follows:

**"SECTION 13.2.1.                   CREATED, COMPOSITION, COMPENSATION AND QUALIFICATIONS.**

- a) There is hereby created a Parks and Recreation Commission for the City, consisting temporarily of eleven (11) members, due to the consolidation of the Community Services Commission with the Parks and Recreation Commission.
- b) The expanded number of commissioners will gradually reduce over time as commissioners' terms expire and those commissioners are not eligible for reappointment.
- c) The Park and Recreation Commission shall return to its statutory seven (7) members as commissioners leave due to attrition.
- d) The members of the Commission shall be electors of the City.
- e) Commencing January 1, 1995, the members of the Commission shall be paid, in lieu of their ordinary and necessary expenses directly connected with or pertaining to the duties imposed by Section 13.2.7, at the rate of Ten Dollars (\$10.00) per

meeting attended, but not to exceed Thirty Dollars (\$30.00) per calendar quarter. Such payment shall be made at the end of each calendar quarter.

**“SECTION 13.2.2. APPOINTMENTS AND TERM OF MEMBERS.**

The members of the Commission shall be appointed by the Mayor with the approval of the City Council. At the first meeting of the newly reconstituted Commission, it shall classify each member in accordance with the length of the member’s unexpired term, so that: three shall serve for a term which shall expire January 15, 2007; three shall serve for a term which shall expire January 15, 2008; four shall serve for a term which shall expire January 15, 2009; and two shall serve for a term which shall expire January 15, 2010. Upon the expiration of such terms all appointments and reappointments shall be for a period of four (4) years. Provided, however, no member shall be eligible for reappointment after serving two (2) consecutive four (4) year terms. Provided further, that after a lapse of two (2) years, a former member may be reappointed to the Commission.

In the event that a vacancy other than by reason of an expired term of a Commissioner who is eligible for reappointment, prior to January 15, 2010, that vacancy shall not be filled unless there are six or fewer remaining members.

**“SECTION 13.2.7. POWERS AND DUTIES OF THE COMMISSION.**

- a) The Commission may make recommendations to the City Council on:
  - 1) The acquisition of land, buildings, equipment and facilities for park and public recreation purposes;
  - 2) The improvement of the operation and administration of the park and public recreation program, specifically including:
    - A) The conduct of recreation programs for Adults, Senior Citizens and Youth;
    - B) The policies governing the park and recreation uses of public lands;
    - C) Park and recreation capital improvements priorities;
- b) The Commission shall advise the City Council on any matters concerning parks and public recreation when so requested by the Council.
- c) The Commission may make recommendations to the City Council on matters concerning the services and human resources of the community including, but not limited to, the area of consumer affairs, personal health, and community manpower.
- d) The Commission shall advise the City Council in any human resource or community service matters when so requested by the City Council. As appropriate, before making such recommendations or rendering such advice, it shall seek input from the Torrance Youth Council and the Torrance Commission on Aging prior to reaching a final determination.
- e) The Commission shall make an annual report to the City Council of its activities for the previous year and shall make such other reports as it deems necessary or proper.

**SECTION 3**

This ordinance will take effect thirty (30) days after the date of its adoption. Within fifteen (15) days following adoption this ordinance will be published at least once in the Daily Breeze, a newspaper of general circulation, published and circulated in the City of Torrance.

Introduced and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2006

Adopted and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Mayor Frank Scotto

APPROVED AS TO FORM:  
JOHN L. FELLOWS III, City Attorney

ATTEST:

by \_\_\_\_\_  
Ronald T. Pohl, Assistant City Attorney

\_\_\_\_\_  
Sue Herbers, City Clerk



Commission Consolidation.xls

Program Description	CHAR	Character Description	SUBOBJ	Subobject Description	2006-07 Adopted	2006-07 Consolidated
<b>Community Services Commission</b>						
Community Services Commission	000030	Salaries & Employee Benefits	3011	Salaries-Minute Sec-Flat Rate	\$6,200	\$0
Community Services Commission	000035	Materials Suppl & Maintenance	3702	Office Supp/Accessories/Svcs	\$100	\$0
Community Services Commission	000035	Materials Suppl & Maintenance	3708	Printed Forms/Maps/Blueprints	\$400	\$0
Community Services Commission	000035	Materials Suppl & Maintenance	3903	Recreation Supplies/Services	\$1,000	\$0
Community Services Commission	000035	Materials Suppl & Maintenance	3906	Recr-Canteen Suppl/Services	\$300	\$0
Community Services Commission	000045	Prof Services/Contracts & Util	4712	Special or Contract Svcs-Other	\$100	\$0
Community Services Commission	000045	Prof Services/Contracts & Util	4722	WIA Workshop Consultants	\$40,000	\$0
Community Services Commission	000050	Travel, Training & Membrshp Due	5102	Out of Town Travel	\$600	\$0
Community Services Commission	000050	Travel, Training & Membrshp Due	5106	Local Meetings And Expenses	\$1,300	\$0
					\$50,000	\$0
<b>Parks &amp; Recreation Commission</b>						
Parks & Recreation Commission	000030	Salaries & Employee Benefits	3011	Salaries-Minute Sec-Flat Rate	\$7,600	\$8,800
Parks & Recreation Commission	000035	Materials Suppl & Maintenance	3702	Office Supp/Accessories/Svcs	\$100	\$200
Parks & Recreation Commission	000035	Materials Suppl & Maintenance	3708	Printed Forms/Maps/Blueprints	\$100	\$300
Parks & Recreation Commission	000035	Materials Suppl & Maintenance	3748	Special Material & Suppl-Misc	\$1,100	\$1,300
Parks & Recreation Commission	000035	Materials Suppl & Maintenance	3900	Recr-Other Contract Serv	\$100	\$100
Parks & Recreation Commission	000035	Materials Suppl & Maintenance	3903	Recreation Supplies/Services	\$1,000	\$1,500
Parks & Recreation Commission	000035	Materials Suppl & Maintenance	3906	Recr-Canteen Suppl/Services	\$100	\$400
Parks & Recreation Commission	000045	Prof Services/Contracts & Util	4706	Secretarial Services	\$300	\$300
Parks & Recreation Commission	000045	Prof Services/Contracts & Util	4708	Advertising and Publishing	\$300	\$300
Parks & Recreation Commission	000045	Prof Services/Contracts & Util	4722	Community Grant Awards	\$0	\$40,000
Parks & Recreation Commission	000050	Travel, Training & Membrshp Due	5100	Membership And Dues	\$200	\$500
Parks & Recreation Commission	000050	Travel, Training & Membrshp Due	5102	Out of Town Travel	\$1,800	\$2,000
Parks & Recreation Commission	000050	Travel, Training & Membrshp Due	5106	Local Meetings And Expenses	\$1,000	\$2,000
					\$13,700	\$57,700
<b>Commission on Aging</b>						
Commission On Aging	000030	Salaries & Employee Benefits	3011	Salaries-Minute Sec-Flat Rate	\$0	\$5,000
Commission On Aging	000035	Materials Suppl & Maintenance	3702	Office Supp/Accessories/Svcs	\$100	\$100
Commission On Aging	000035	Materials Suppl & Maintenance	3708	Printed Forms/Maps/Blueprints	\$100	\$100
Commission On Aging	000035	Materials Suppl & Maintenance	3758	Books and Pamphlets	\$100	\$100
Commission On Aging	000035	Materials Suppl & Maintenance	3903	Recreation Supplies/Services	\$700	\$700
Commission On Aging	000035	Materials Suppl & Maintenance	3906	Recr-Canteen Suppl/Services	\$600	\$600
Commission On Aging	000035	Materials Suppl & Maintenance	3910	Recr-Program Transportation	\$300	\$300
Commission On Aging	000050	Travel, Training & Membrshp Due	5102	Out of Town Travel	\$600	\$600
Commission On Aging	000050	Travel, Training & Membrshp Due	5106	Local Meetings And Expenses	\$1,700	\$1,700
					\$4,200	\$9,200
				TOTAL	\$67,900	\$66,900
<p><b>Note: Total interim savings with the consolidation of the two Commissions is \$6000; this will increase as the Commission reduces down to the statutory 7 member limit. Net interim savings is \$1000 as \$5000 of the savings is proposed to be shifted to Commission on Aging for Minute Secretarial Services.</b></p>						



**PROPOSED COMBINED PARKS & RECREATION COMMISSION** – sorted by expiration date.

Commissioners Cook, McGee and Orpe will be ineligible to reapply at the end of their terms.

NAME	COMMISSION	TERM BEGINS	TERM EXPIRES	FIRST APPOINTED
Robbins	Parks & Recreation	1-16-2003	1-15-2007	1-18-2000
Hazell	Community Services	2-24-2004	1-15-2007	2-24-2004
Smoot	Parks & Recreation	1-16-2004	1-15-2008	1-14-2003
Hicks	Community Services	1-16-2006	1-15-2008	1-10-2006
Numark	Community Services	1-16-2006	1-15-2008	1-10-2006
McGee	Parks & Recreation	1-16-2005	1-15-2009	1-16-1999
Taniguchi	Parks & Recreation	1-16-2005	1-15-2009	1-16-2005
Gilbert	Community Services	1-16-2005	1-15-2009	3-08-2005
Ning	Community Services	1-16-2005	1-15-2009	1-15-2004
Orpe	Community Services	1-22-2006	1-15-2010	1-18-2000
Cook	Parks & Recreation	1-16-2006	1-15-2010	1-22-2002

**PROPOSED COMBINED PARKS & RECREATION COMMISSION** – sorted by tenure

NAME	COMMISSION	TERM BEGINS	TERM EXPIRES	FIRST APPOINTED
McGee	Parks & Recreation	1-16-2005	1-15-2009	1-16-1999
Robbins	Parks & Recreation	1-16-2003	1-15-2007	1-18-2000
Orpe	Community Services	1-22-2006	1-15-2010	1-18-2000
Cook	Parks & Recreation	1-16-2006	1-15-2010	1-22-2002
Smoot	Parks & Recreation	1-16-2004	1-15-2008	1-14-2003
Ning	Community Services	1-16-2005	1-15-2009	1-15-2004
Hazell	Community Services	2-24-2004	1-15-2007	2-24-2004
Taniguchi	Parks & Recreation	1-16-2005	1-15-2009	1-16-2005
Gilbert	Community Services	1-16-2005	1-15-2009	3-08-2005
Hicks	Community Services	1-16-2006	1-15-2008	1-10-2006
Numark	Community Services	1-16-2006	1-15-2008	1-10-2006

**Composition if all eligible are reappointed at the expiration of their terms.**

**Jan 2007** combined = 11  
Cook, Hazell, Gilbert, Hicks, McGee, Ning, Numark, Orpe, Robbins, Smoot, Taniguchi

**Jan 2008** combined = 11  
Cook, Hazell, Gilbert, Hicks, McGee, Ning, Numark, Orpe, Robbins, Smoot, Taniguchi

**Jan 2009** combined = 10  
Cook, Hazell, Gilbert, Hicks, Ning, Numark, Orpe, Robbins, Smoot, Taniguchi

**Jan 2010** combined = 8  
Hazell, Gilbert, Hicks, Ning, Numark, Robbins, Smoot, Taniguchi

