

Council Meeting of
January 15, 2008

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

Members of the Council:

**SUBJECT: Community Services – Approval of a Torrance Youth Sports
“Wall of Honor” Recognition Program**

RECOMMENDATION

Recommendation of the Parks and Recreation Commission and the Acting Community Services Director that the City Council approve the Torrance Youth Sports “Wall of Honor” Recognition Program, requesting that the Torrance Babe Ruth Baseball team be the charter recipient.

Funding

This capital project will be placed as a priority during the next capital project budget update.

BACKGROUND

At the Parks and Recreation Commission meeting on Wednesday, November 14, 2007, the Facilities Committee recommended that the Parks and Recreation Commission approve the Youth Sports “Wall of Honor” Recognition Program with the estimated costs as presented, and requested that the Torrance Babe Ruth Baseball team be the charter recipient. The Parks and Recreation Commission concurred with this recommendation. Below is a summary of the steps taken by the Facilities Committee to develop this recommendation.

On Tuesday, September 12, 2006, the City Council recognized the Torrance Babe Ruth Baseball Team (13-15 years old) for winning the 2006 World Series Tournament held in Clifton Park, New York. At the same meeting, the City Council recommended that the Parks and Recreation Commission develop a Youth Sports "Wall of Honor" Recognition Program for Torrance youth athletes and teams.

On October 11, 2006, the Parks and Recreation Commission identified that this assignment should:

- Establish the Youth Sports "Wall of Honor" recognition program concept.
- Determine the eligibility criteria.
- Identify a location for placement of the "Wall of Honor."
- Develop approximate construction costs for implementation.

Due to the complexity of the assignment, the Parks and Recreation Commission referred it to the Facilities Committee to provide a recommendation with costs to the full body of the Commission. Over the past year, the Facilities Committee held eleven meetings to discuss the development of the Youth Sports "Wall of Honor" Recognition Program. The Facilities Committee is comprised of Commissioner John McGee, Chairperson, Commissioner Steve Robbins, and Commissioner Tom Hazell.

ANALYSIS

To focus on this goal, the Facilities Committee developed a Mission Statement for the Wall of Honor recognition program:

"The City of Torrance Youth Sports "Wall of Honor" Recognition Program is dedicated to honoring the rich history of the City of Torrance youth sports athletes. This program will recognize individuals and teams who have achieved significant sports accomplishments."

Once the mission statement was formed, the Facilities Committee identified the tasks needed to complete the assignment:

- **Task #1** - To research what other municipalities provide in the area of honor walls or monuments for their residents.

- **Task #2** - To develop general recognition criteria for all youth sport nominees.
- **Task #3** - To develop the Nomination and Selection Procedures.
- **Task #4** - To develop appropriate Recognition for the selected athletes and teams.
- **Task #5** - To identify a location for placement of the Youth Sports “Wall of Honor” and a location for placement to display the trophy or award that each athlete or team received relative to their achievement.

After completing the tasks, the Facilities Committee drafted the Youth Sports Recognition Program (Attachment A).

The Facilities Committee then asked staff to assist with determining construction concepts and costs for implementing this program at the Wilson Park Sports Center. The General Services Department recommended Mr. Dean Reuter, Principal with Reuter & Reuter, Inc., an Architecture/Interiors/Project Management Firm located in Torrance. Mr. Reuter provided the Facilities Committee with sketch concepts and costs for design and construction, and provided cost estimates for installation (Attachment B).

Wall of Honor Cost Overview:

➤ Development of the Design and Construction Documents	\$ 5,000
➤ Construction Costs	\$17,000
➤ Project Contingency*	<u>\$ 2,500</u>
ESTIMATED TOTAL COSTS	\$24,500
City fees and Permits not included	

*The project contingency amount is estimated at 15% in order to cover any cost overruns on this small capital project. Construction for the project will not start until funding has been appropriated.

On November 1, 2007, the Facilities Committee reviewed all of the final draft material and costs for the Youth Sports “Wall of Honor” Recognition Program. On November 14, the Committee recommended, and the Parks and Recreation Commission concurred, that the “Wall of Honor” Recognition Program be forwarded to the City Council for final approval and that the Torrance Babe Ruth Baseball Team be the charter recipient.

Should the City Council approve this item, this capital project will be placed on a priority basis within the City's Capital Project Budget process in April 2008.

Respectfully submitted,

NORM REEDER, ACTING
COMMUNITY SERVICES DIRECTOR

By  _____
John Jones
Recreation Services Manager

CONCUR:



Norm Reeder
Acting Community Services Director

NOTED:



for LeRoy J. Jackson
City Manager

- Attachments: A) Youth Sports Recognition Program
B) Reuter & Reuter Inc. – Design Services Proposal
C) Excerpt of Minutes of 11/14/07 Parks & Recreation
Commission Meeting

ATTACHMENT A**CITY OF TORRANCE
YOUTH SPORTS RECOGNITION PROGRAM****Mission**

The City of Torrance Youth Sports Recognition Program is dedicated to honoring the rich history of the City of Torrance youth sport athletes. This program will recognize all individuals and teams who have achieved significant sports accomplishments.

General Criteria

Nominees for recognition must be residents of Torrance or, if a non-Torrance resident, attends a school located in Torrance. The nominee may be no older than 18 years of age at the time of the accomplishments for which he/she is being recognized. All nominees that meet the aforementioned criteria will be considered for the following awards:

- Certificate of Recognition by the City Council
- Placement on the “Wall of Honor” located at the Wilson Park Sports Center

Below are the two categories eligible for nomination:

ATHLETE: The City of Torrance Community Services Department will accept nominations for the individual player who excelled at his or her sport achieving significant sport accomplishments for the City of Torrance. The distinguishing characteristic in order to receive placement on the “Wall of Honor” will be that this athlete must have achieved a significant sports accomplishment on a state, national, or international sanctioned level.

TEAM: The City of Torrance Community Services Department will accept nominations for teams who have brought honor and fame to the City by achieving a significant team sport accomplishments for the City of Torrance. Teams must be comprised of individuals, seventy five (75%) percent of whom are residents of Torrance or, if a non-Torrance resident, attend a school located in Torrance. Teams comprised of less than four (4) members will be evaluated on a case-by-case basis regarding the Torrance resident requirement. The distinguishing characteristic in order to receive placement on the “Wall of Honor” will be that the team must have achieved a significant sports accomplishment on a state, national, or international sanctioned level.

The selection to the Youth Sports “Wall of Honor” will be limited to a small number of sports participants. In determining the qualifications for selection, careful consideration will be given to the following:

- 1) Entrance qualifications for the event(s)
- 2) Competitiveness of the event(s) participants
- 3) Number of competitors
- 4) Event frequency
- 5) Other criteria as deemed appropriate by the review committee.

Nomination and Selection Procedures

1. Applicant to pick up a nomination application at the City of Torrance Community Services Department, or online at www.tornet.com.
2. Applicant to gather all related media (newspaper clipping, magazine articles, internet sites, or television recordings).
3. Applicant to complete nomination application and enclose in business envelope (or box due to additional media related information) and mail to address listed on the application or you can drop your completed application to the Community Services Department.
4. Applicant will be contacted if additional information is needed.
5. The City of Torrance Parks and Recreation Commission or the Community Services Department may reject any nomination submitted.
6. All nomination applications will be reviewed and verified by the Parks and Recreation Commission Programs Committee. After their review, they will submit final recommendations to the City of Torrance Parks and Recreation Commission.
7. Letters of notification will be mailed to all nominees.
8. The awardees will be recognized at a City Council meeting on a date to be determined by the City of Torrance.
9. Nominations are accepted throughout the year.

Recognition

YOUTH SPORTS CERTIFICATES OF RECOGNITION: Certificates will be signed and issued by the Torrance City Council, and will be presented to those selected at a regularly scheduled meeting of the City Council. Certificates of Recognition are the most widely used form of individual and group achievement by the Torrance City Council.

YOUTH SPORTS "WALL OF HONOR": This recognition will be in a permanent space for those who have brought honor to the City of Torrance through youth sports, and will continue to highlight the City's continuing mission to enrich the community through people, programs and partnerships. The Youth Sports "Wall of Honor" will be located at the Wilson Park Sports Center, and will be in the form of a plaque permanently mounted within the facility. These plaques shall be uniform in size, color and appearance.

Additional recognition for the individual and/or team's induction on the Youth Sports "Wall of Honor" will be provided at City Hall, by allowing public display of the trophy or award that was presented to them relative to the achievement. This display will be kept on public display for approximately thirty (30) days after the individual and/or team's induction, and returned to them immediately after that period of time.

JJ:epv\p&r\city council items\2007 wall of honor attach A\01-15-08

CITY OF TORRANCE YOUTH SPORTS RECOGNITION PROGRAM

NOMINATION FORM

Category: (check one) Athlete Team

Athlete/Team Name: _____

Contact Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Sport(s): _____

Year(s) of Championship: _____

Please list all Youth Sports Athletic Accomplishments directly related to the City of Torrance:

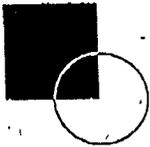
Please collect and include with Nomination Form (If applicable):
Newspaper or magazine articles; photographs; family information; listing of special honors and/or awards; involvement at state, national, or international sanctioned level;
Letters of accommodation, recommendation and/or endorsements.

Nominated by: _____

Address/City/State: _____

Phone (Home): _____

Phone (Business): _____



REUTER & REUTER, INC.
ARCHITECTURE / INTERIORS / PROJECT MANAGEMENT

September 25, 2007.

John Jones, Recreational Services Administrator
Community Services Department
City of Torrance
3031 Torrance Blvd.
Torrance, CA 90503

Project Name: Wilson Park – Youth Sports “Wall of Honor”
Project No: 07340
Subject: Design and Construction Documents

Dear John:

This letter is to thank you and to confirm your authorization for Reuter & Reuter, Inc. to proceed with the following services:

Scope:

- Prepare Design concepts for Wall of Honor.
- Prepare Construction Documents from client approved Design concept and process plans to the point that they are permit ready.
- Provide structural drawings and calculations for Wall of Honor.

Fees:

Reuter & Reuter, Inc., located at 23001 Hawthorne Blvd, Suite 204 in the city of Torrance, CA 90505, will perform these services not to exceed (without prior approval) the amount of \$5,000.00.

Our invoices are issued bimonthly and are due upon presentation. Reimbursable expenses such as blueprints, messenger services, photos, and parking fees will be shown separately at cost plus twenty percent. Interest at the legal rate will commence thirty (30) days after the date of billing.

Additional Services: Construction administration or other additional services will be handled on a time and material basis as well as any changes made to the plans after they are permit ready. See attached hourly rate schedule. There is no Electrical or Mechanical design, nor Title 24 calculations included in the above amount. The General

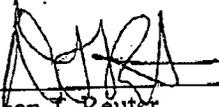
23001 HAWTHORNE BOULEVARD, SUITE 204, TORRANCE, CALIFORNIA 90505
T: 310.793.7070 reuterde@jps.net F: 310.793.7046

Contractor will provide Electrical and Mechanical on a Design Build basis.

Termination:

This Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination, not withstanding all of the terms in Article 8 of the A.I.A. B151-1997 shall apply. (copy available upon request)

Thank you again for this opportunity to serve you. A retainer fee of \$500.00 is required to start your project. Please sign and return one copy for our records, and retain one copy for your records.



Dean T. Reuter Principal
License No. C 10934

John Jones
Recreational Services Administrator

9-25-07

Date

Date

HOURLY RATE SCHEDULE

Principal/Architect	\$185.00 per hour *
Project Manager / Principal Designer	\$125.00 per hour
Senior Staff	\$ 105.00 per hour
Designers / Job Captain	\$ 95.50 per hour
Drafters/Designers –senior level	\$ 85.00 per hour**
Drafters/ Designers	\$ 68.50 per hour
Technical/ Junior Designer	\$ 55.00 per hour
Administrative	\$ 65.00 per hour
Jr. Draftsman	\$ 35.00 per hour

* Dean's billing rate

**Susan's billing rate

3/4
INCHES

YOUTH SPORTS WALL OF HONOR

1"

8"

8 1/2"

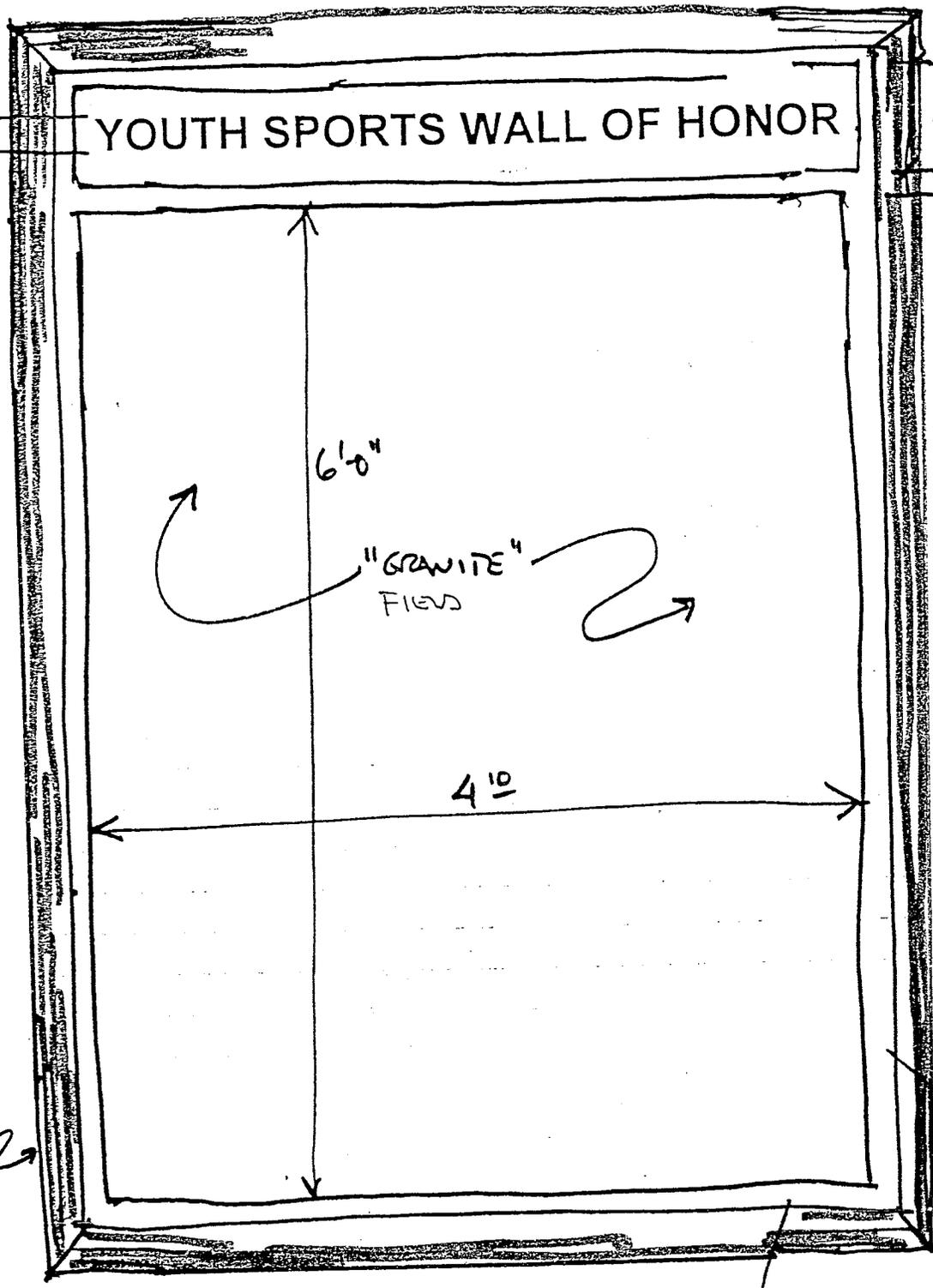
6'0"

"GRAVITE"
FIELD

4'10"

TRIM
(TYPICAL)

TRIM
(TYPICAL)



EXCERPT OF MINUTES

√ Minutes Approved
 Minutes Subject to Approval

November 14, 2007

**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, November 14, 2007, in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present:

Commissioners Cook, Hazell, McGee, Ning, Numark,
 Robbins, and Chairperson Smoot.

Absent:

Commissioners Gilbert, Orpe, and Taniguchi.

Also Present:

Recreation Services Manager Jones,
 Senior Business Manager Minter,
 Park Services Manager Wilson, and
 Farmers' Market Manager Weiss.

MOTION: Commissioner Ning moved to grant excused absences to Commissioners Gilbert, Orpe, and Taniguchi for the November 14, 2007 Commission meeting. Commissioner Robbins seconded the motion; a voice vote reflected unanimous approval.

7. NEW BUSINESS

7A. APPROVAL OF A TORRANCE YOUTH SPORTS "WALL OF HONOR" RECOGNITION PROGRAM

Recreation Services Manager Jones introduced the material of record and noted supplemental material replacing Item 7A on page 1. He provided background on the City Council recommendation that the Commission develop a Youth Sports "Wall of Honor" Recognition Program for Torrance youth athletes and teams. He reported that the Facilities Committee, comprised of Commissioners Hazell, McGee, and Robbins, met on 11 occasions over the past year. He read the Mission Statement developed by the Committee and reviewed tasks identified to complete the assignment that include determining eligibility criteria, developing the nomination and selection procedures, and identifying a location for placement at Wilson Park Sports Center. Following completion of the tasks, the Facilities Committee drafted the Youth Sports Recognition Program outlined in Attachment A and developed approximate design construction costs for implementation. He showed an example of the black granite background and plaques that were selected with the assistance of Dean Reuter of Reuter & Reuter, Inc. He requested that the Commission approve the Youth Sports "Wall of Honor" Recognition

Program with estimated costs and to forward this program to City Council for approval and appropriation of funds.

Facilities Committee Chairperson McGee noted the Facilities Committee's recommendation that nominations be submitted to the Parks and Recreation Commission and then referred to the Programs Committee for review before recommendation to the Commission for consideration.

Commissioner Robbins recognized Mr. Dean Reuter for his pro bono work in providing the Committee with sketch concepts and costs estimates for design, construction, and installation.

In response to Commissioner Cook's inquiry, Recreation Services Manager Jones stated that the Committee determined that the Recognition Program would begin with the Torrance Babe Ruth Baseball Team for winning the 2006 World Series Tournament.

Responding to inquiries by Commissioner Numark, Recreation Services Manager Jones stated that it was determined that 9" x 12" award size was the most appropriate and that up to 25 participants could fit on the "Wall of Honor," with possible expansion onto an adjacent wall. He added that the Committee also recommended that trophies and special awards be posted in the lobby area of City Council Chambers for 30 days.

MOTION: Commissioner McGee moved to approve the Youth Sports "Wall of Honor" Recognition Program and estimated costs as presented, with Torrance Babe Ruth Baseball Team as the charter recipient, and to forward this program to City Council for approval and appropriation of funds. Commissioner Robbins seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Gilbert, Orpe, and Taniguchi).

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