

Council Meeting of
June 9, 2009

SUPPLEMENTAL

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

Members of the Council:

SUBJECT: City Manager - Supplemental Information to Item 13B

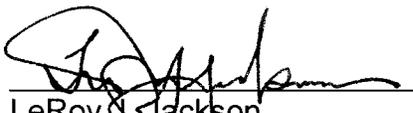
Attached are response to questions from the City Council and Community Concerns received to date.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy Jackson
City Manager

Attachment: Response to Questions from the City Council and Community Concerns

Budget Workshop

Response to Questions
from the City Council
&
Community Concerns

June 9, 2009

General Questions

- Overall Budget
 - Why need for efficiencies in the Enterprise Funds?
- Out-of-Town Travel
 - Adopted Budget for 2008/09 - \$234,800
 - Actual budget for 2008/09 - \$90,665
- History of Police & Fire Budget
- 1% variable cost
 - \$1.6 million all funds
 - Miscellaneous employees - \$600,000 General fund, \$283,000 all other funds
 - Police - \$428,757, Fire - \$290,103

CITY OF TORRANCE

INTEROFFICE COMMUNICATION

DATE: June 8, 2009

TO: Mayor and City Council
VIA: LeRoy J. Jackson, City Manager
FROM: Eric E. Tsao, Finance Director
SUBJECT: Proposed 2009-11 City Operating Budget - Questions from Councilwoman Rhilinger & Responses from Departments

Budget Efficiencies – Response by LeRoy J. Jackson, City Manager

I notice that some of the listed efficiencies are occurring in funds other than the General Fund.

#1- Do we really need efficiencies in those "Other Funds" (other than the fact that it's never good to spend more than we have to spend)?

#2- Does the fact that these efficiencies are not in the General Fund mean that we need to make up that difference somehow?

#3- I really don't want to micro-manage, but since the Police Department has presented so many options for considerable savings via civilianization, I am wondering if (from your perspective) the Fire Department might also have some opportunities for civilianization savings. The Public Education Officer seems to jump to mind as an alternative to just eliminating the service. I wonder if there are others.

Most of our other funds have been impacted by higher expenditures -- also such as it Refuse we are trying to squeeze more bang for the buck such as in City wide Green Waste -- With the Airport we use surplus dollars as a revenue transfer to the general fund -- with reductions in some of our lease revenues the dollars become more important -- Water and Refuse will be coming forward later in the year with both pass through and base line big rate increases -- dusting off our efficiencies is kind of a pre requisite to those increases -- Fire had explored the public relations position -- I have some additional questions raised by the Council so we will be exploring this position and possible options re Fire.

**CITY OF TORRANCE
OUT OF TOWN TRAVEL
FY2008-JUNE 2, 2009**

DEPT	Adopted Budget 2008-09 5102 Out of town Travel	Actuals 06/02/09 5102 Out of town Travel
City Attorney	8,760	6,310
City Clerk	1,200	820
<i>City Manager</i>		
City Manager	14,940	5,016
Cable	200	0
Civil Service	640	1,203
City Treasurer	3,360	1,284
<i>Community Dev</i>		
CDD	15,620	786
RDA	48,300	8,425
Comm & Info Tech	2,860	1,599
Community Svc	16,100	8,738
Council	38,750	9,603
Finance	11,360	7,764
Fire	9,160	1,751
Human Resources	6,920	3,663
<i>General Services</i>		
Gen Services	3,260	0
Fleet	2,200	2,019
Airport	11,350	3,360
<i>Non departmental</i>		
Insurance	2,000	732
Haz Waste	300	0
Promo/Events	3,700	2,464
Non-dept	0	0
Police	15,700	10,224
<i>Public Works</i>		
Public Works	7,200	3,272
Water	3,000	1,101
Transit	8,000	10,531
GRAND TOTAL	234,880	90,665

History of Police and Fire Budget

	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
	Adopted	Proposed										
Police - General Fund	37,848,000	38,683,557	40,592,621	40,456,134	43,835,958	47,633,177	49,835,955	54,311,667	55,070,976	58,545,218	60,589,127	64,038,998
Police - Animal Control	-	-	-	-	-	-	-	363,422	340,108	349,709	463,928	454,018
	37,848,000	38,683,557	40,592,621	40,456,134	43,835,958	47,633,177	49,835,955	54,675,089	55,411,084	58,894,927	61,053,055	64,493,016
Fire - General Fund	23,936,000	23,517,289	25,115,791	25,735,022	26,184,189	21,747,127	23,267,079	24,736,150	24,920,107	25,486,288	24,995,548	26,503,252
Fire - EMS Fund	-	-	-	-	-	6,436,114	7,127,900	7,511,808	8,160,508	8,669,208	9,596,325	10,244,959
	23,936,000	23,517,289	25,115,791	25,735,022	26,184,189	28,183,241	30,394,979	32,247,958	33,080,615	34,155,496	34,591,873	36,748,211
General Fund Budget	111,604,751	116,801,754	119,782,653	121,002,379	127,479,631	138,946,617	142,111,207	146,791,803	153,227,503	165,524,807	169,628,643	176,494,963
+Animal Control & EMS	-	-	-	-	-	6,436,114	7,127,900	7,875,230	8,500,616	9,018,917	10,060,253	10,698,977
Gen. Fund + Animal Contr. & EMS	111,604,751	116,801,754	119,782,653	121,002,379	127,479,631	145,382,731	149,239,107	154,667,033	161,728,119	174,543,724	179,688,896	187,193,960
Police % of Gen. Fund + Animal Cont. & EMS	34%	33%	33.9%	33.4%	34.4%	32.8%	33.4%	35.4%	34.3%	33.7%	34.0%	34.5%
Fire % of Gen. Fund + Animal Cont. & EMS	21%	20%	21.0%	21.3%	20.5%	19.4%	20.4%	20.8%	20.5%	19.6%	19.3%	19.6%
Police + Fire % of Budget	55%	53%	54.9%	54.7%	54.9%	52.1%	53.8%	56.2%	54.7%	53.3%	53.2%	54.1%
Police	248.0	248.0	248.0	246.0	246.0	242.0	242.0	241.0	241.0	241.0	241.0	238.0
Sworn Personnel	99.5	99.5	100.0	101.0	102.1	101.0	100.0	105.0	108.0	119.0	120.8	123.8
Non-Sworn Personnel	347.5	347.5	348.0	347.0	348.1	343.0	342.0	346.0	349.0	360.0	361.8	361.8
Total Budgeted Positions												
Fire	162.0	162.0	162.0	162.0	162.3	159.0	159.0	157.0	157.0	157.0	157.0	157.0
Sworn Personnel	14.0	19.4	19.6	19.6	19.6	20.1	20.1	23.0	23.5	14.5	14.0	**
Non-Sworn Personnel	176.0	181.4	181.6	181.6	181.9	179.1	179.1	180.0	180.5	171.5	171.0	171.0
Total Budgeted Positions												

* Includes transfer of Dispatch from Fire Department to Police Department.
 ** Includes transfer of NPDES (0.5 intern position) from the Fire Department to the Community Development Department.
 Note - Animal Control personnel were gradually added from 2002-03 through 2008-09 to include 4.0 budgeted positions.

Community Services

- 4th of July Celebration at Wilson Park
- Cellular Phone Tower Lease Revenue

CITY OF TORRANCE

INTEROFFICE COMMUNICATION

DATE: April 14, 2009

TO: LeROY J. JACKSON, CITY MANAGER

FROM: JOHN JONES, COMMUNITY SERVICES DIRECTOR

SUBJECT: CITYWIDE COSTS FOR 2008 FOURTH OF JULY EVENT

On Tuesday, March 17, 2009, I received a request from a Councilmember for the total costs associated with the City's Annual Fourth of July Event at Wilson Park. As many City Departments support this event, each were asked to provide their respective costs for staffing, vehicle usage, and any other related purchases or services. Departments have provided these costs, which have subsequently been reviewed by the Finance Department. The cumulative Citywide Costs for the 2008 event are as follows:

Description	Cost
Labor	\$ 176,286.91
Vehicles	\$ 18,061.32
Materials/Supplies/Contracts	\$ 44,515.32
Citywide Total	\$ 238,863.55

It is important to note that labor costs for each Department are unbudgeted and that all employees are paid overtime as it is a City Holiday. (The only exception is the labor costs for planning and coordinating on the days leading up to the event, for which regular time is paid.) Additionally, costs provided for vehicles are based on a single day's usage and include maintenance, replacement, and fuel costs.

The costs associated with materials, supplies, and contracts include the contract for fireworks, generator rental, fencing and sinks, portable bathrooms, entertainment, and all equipment necessary for the vendor faire. Of these costs, a majority are budgeted in the General Fund and in the Parks and Recreation Enterprise Fund.

In terms of revenue, the Community Services Department/Parks and Recreation Enterprise Fund receive approximately \$20,000 from parking fees and the booth fees for the food, craft, and commercial vendors. Last year total parking revenue was \$11,130, while booth revenue was \$9,156.00.

Attached is the detailed breakdown of costs by Department in three categories: labor costs, vehicle costs, and materials, supplies, and contracts.

JOHN JONES
COMMUNITY SERVICES DIRECTOR

Attachment: 4th of July Cost Breakdown by Department

JJ:JM:tlk:adminsvcs\cost breakdown\2009\4thofJuly

Cellular Phone Tower Lease Revenue

- Q.* Your proposed 2% and 4% reduction scenarios include an item listed as "Sprint Cell Phone Tower Lease funds". Am I correct in interpreting this to mean that these funds usually go to the Parks and Rec Fund, and you would instead transfer the listed amount to the General Fund? *(Council Member Rhilinger)*
- R.* The proceeds from the Sprint Tower Lease at Victor Park are currently deposited into the Park Equipment Replacement Fund, a rollover fund that is a part of the Parks and Recreation Facilities Fund, a capital project fund. City Council had previously approved the use of this revenue stream to go directly to Park Improvements including Play Equipment, Benches and Tables, and other amenities, some of which might be spent out of the Park Services Operating Budget (General Fund). Staff's intention was to offer up this revenue source to the General Fund in lieu of any further reductions in force. *(John Jones, Community Services Director)*

Community Development

- City Historic Building Inventory

City of Torrance
Capital Improvement Project Request Form

Type of Project:

Equipment Automation Infrastructure Facilities Other

Project Location:**Department:**

Community Development

Project Title:

Develop criteria for City Historical Building Inventory

Description:

Torrance Historical Society to develop the criterion and methodology, including the identification of funding requirements to update the City's Historical Building Inventory.

Justification:

To determine criteria and methodology on how to develop and carry out the updating of the City's Historical Building Inventory.

Project Costs**Estimated Project Implementation Cost**

Additional Personnel Requirements:

of positions (within department) _____

Annual labor costs (with benefits) \$ _____

Additional Personnel Requirements:

of positions (support department) _____

Annual labor costs (with benefits) \$ _____

Equipment \$ _____

Materials \$ _____

Professional Services \$ _____

Land \$ _____

Other \$ 25,000

TOTAL \$ 25,000

Status of Land:

No land involved City owned Not yet acquired

Estimated Annual Ongoing Operating and Maintenance Costs

None

Additional Personnel Requirements:

of position(s) - within department _____
 Annual labor costs (with benefits) _____ \$

Additional Personnel Requirements:

of position(s) - support department _____
 Annual labor costs (with benefits) _____ \$

Professional Services/Contracts _____ \$

Materials _____ \$

Equipment _____ \$

Other: _____

TOTAL _____ \$

Project Time Line

Fiscal Year Ending June 30

Description

Survey/Design
 Plans/Specifications
 Purchase/Construction
 Other: _____

	2000	2001	2002	2003	2004
Survey/Design					
Plans/Specifications					
Purchase/Construction					
Other: _____					

Project Financing

Fiscal Year Ending June 30

Financing Source

General Fund

	2005	2006	2007	2008	2009	TOTAL
General Fund					\$25,000	\$ 25,000
TOTAL					\$25,000	\$ 25,000
<i>Less offsetting revenue</i>						
Net project request					\$25,000	\$ 25,000

Vehicle Request Approval (if necessary)

Automation Request Approval (if necessary)

 Department Head Signature

 Date

 Department Head Signature

 Date

Requested by:

 Department Head Signature

 Date

Department Priority # _____

Fire

(Revisions to Budget Book pages 6-7 and 13-14)

- Savings from filling permanent vacancies
- Potential civilianization of the Public Information Officer
- Hazardous Material Response Team Reduction
- New Item
 - Air & Lighting Unit

Fire Department - Responses by William Racowschi, Fire Chief

Thank you for pointing out the inaccuracy in the budget efficiency we discussed yesterday it was a mistake on our part because earlier this year I used the same chart to try justifying the hiring of 18 fire recruits for our recently concluded training class. The confusion was caused by the relationship between the 6 openings per shift, which in our world are really 18 bodies, and the 6 total openings, Le., 2 per shift.

Sorry about any "consternation" this may have caused you and thanks again for detecting the error- we appreciate it!

Below is the updated chart previously provided, for 6 total openings, analyzed over a 12 month period in the various steps involved at the rank of Firefighter, .

Thanks to your analysis, we have also updated the City Manager's office and Finance.

Willie

The salaries rate, with limited benefits, for Fire Recruits is \$4730 per month.

The salaries rate with benefits for Step 1 Firefighter is \$6492 per month. This is the cost for the first 2.5 months after the recruits hit the floor.

The salaries rate with benefits for Step 2 Firefighter is \$6816 per month. This is the cost for the next 6 months.

In comparison, the constant staffing to fill one vacancy is \$10,404 per month (10 shifts per month x 24 hours x \$43.35).

If we hire sooner, before we have 6 openings, we will start paying sooner the Step 1 and 2 FF rate instead of the constant staffing rate. The difference is \$3,912 (at Step 1) and \$3587 (at Step 2) per month per 1 FF. If the recruits start filling the vacancies 8 months earlier, we would start paying less, and for these first eight months, the total cost would be \$29,345 less than the constant staffing rate for one opening. For two openings the difference for eight months is \$58,698. (That's two months at Step 1 and 6 months at Step 2).

99330 \$4730 Each Fire Recruit per month at Step 1

97382 \$6492 Each Firefighter/per month at Step 1

245396 \$6817 Each Firefighter/per month at Step 2

218484 \$10404 To Constant Staff (time and a half) each vacant position for a month

The savings will come in being able to hire sooner, rather than wait to begin the process at 6 openings (as previously required by MOU language).

The difference between the Fire Recruit salary versus the Constant Staffing of the vacant position is where we show savings.

TORRANCE FIRE DEPARTMENT
INTER-OFFICE COMMUNICATIONS
OFFICE OF THE FIRE CHIEF

Date: June 9, 2009
To: LeRoy J. Jackson, City Manager
From: William Racowschi, Fire Chief
Subject: **Fire Department 2009 – 2010 Proposed Budget Efficiencies –
Firefighter permanent vacancies**

Introduction

The Fire Department is submitting a discussion paper to outline an efficiency by hiring recruit firefighters for to fill permanent vacancies.

Recommendation

The Fire Department recommends hiring recruit firefighters when vacancies occur, which will result in an estimated savings of \$30,000 per position.

Background

Prior to March 2009, the Department was unable to hire recruit firefighters until there were at least six permanent vacancies. The result was increased constant staffing costs to cover for these vacancies. Our analysis shows there are savings to hire new recruit firefighters versus paying overtime to backfill for these positions. During the recent Torrance Fire Fighters' Association contract negotiations, the requirement for having six permanent vacancies prior to any hiring was removed. This will allow the Department to hire recruit firefighters when vacancies occur. With this language change, it has been estimated a cost savings of \$30,000 in backfill costs.

Respectfully,

William Racowschi,
Fire Chief

Cost of Constant Staffing for 1 year for 6 FF openings:

	For 6	For 1
Constant Staffing for 6 openings for 1 year (\$43.35 x 24 hours x 10 days per month x 12 months x 6 vacancies)	749,088	124,848

Cost of 6 new FFs for the 1st year:

Cost for 6 recruits fr. 1/5/09 to 4/10/09 for 3.5 mo training at Step 1 FF	\$ 99,330	\$ 16,555
Cost for 6 FF from 4/12/09 to 8/5/09; 2.5 months at Step 1 FF	97,382	\$ 16,230
Cost for 6 FF from 8/5/09 to 1/5/2010; 6 months at Step 2 FF	245,396	\$ 40,899
Cost of Constant Staffing to cover for the 6 FFs while in training for 3.5 months.	218,484	\$ 36,414
Total costs:	\$ 660,592	\$ 110,099

Chart Detail

The salaries rate, with limited benefits, for Fire Recruits is \$4730 per month.

The salaries rate with benefits for Step 1 Firefighter is \$6492 per month. This is the cost for the first 2.5 months after the recruits hit the floor.

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In comparison, the constant staffing to fill one vacancy is \$10,404 per month (10 shifts per month x 24 hours x \$43.35).

If we hire sooner, before we have 6 openings, we will start paying sooner the Step 1 and 2 FF rate instead of the constant staffing rate. The difference is \$3,912 (at Step 1) and \$3587 (at Step 2) per month per 1 FF. If the recruits start filling the vacancies 8 months earlier, we would start paying less, and for these first eight months, the total cost would be \$29,345 less than the constant staffing rate for one opening. For two openings the difference for eight months is \$58,698. (That's two months at Step 1 and 6 months at Step 2).

**TORRANCE FIRE DEPARTMENT
INTER-OFFICE COMMUNICATIONS
OFFICE OF THE FIRE CHIEF**

Date: June 9, 2009
To: LeRoy J. Jackson, City Manager
From: William Racowski, Fire Chief
Subject: **Fire Department 2009 – 2010 Proposed Budget Efficiencies – Hazardous Material Response Team Reduction**

Introduction

The Fire Department is submitting a discussion paper on proposed budget efficiencies by the reduction of the Hazardous Materials Response Team to five trained personnel per shift deployed on one Engine and Air and Light Unit. (savings of \$219,000/yr)

Recommendation

The Fire Department proposes a reduction of the current Hazardous Materials response team from nine members to five members per shift through attrition. This reduction of 12 premiums would result in a savings of \$219,000 annually.

Existing Hazardous Materials Team

Currently, the Hazardous Materials team has nine members. The hazardous materials team is responsible for assessment of the immediate hazard(s), providing the Incident Commander with technical assistance, and conducting and/or coordinating measures to minimize the effect of the hazard on people, the environment, and property. Upon dispatch to a Hazardous Materials incident, E-91 switches over to the Haz-mat trailer and responds. This is called a Level 1 response (88% of our Haz-mat responses). In the event the first in company or the Hazmat-team determines that the incident requires a Level 2 response, Engine 96 responds. All Haz-mat trailer responses are Code 2 (no lights or sirens).

Current California Occupational Safety and Health Standard, Title 8 does not specify the number of personnel needed on a Hazmat Team, but specifies the required duties. Operations into an acutely hazardous area must have a minimum of two qualified team members, an equal number of similarly equipped back-up personnel, and a safety officer dedicated to the operation. Our Hazardous Materials team is cross-staffed, meaning that they normally respond as an engine company during day to day operations. The downsizing from nine (9) to five (5) personnel per shift will result in annual savings of \$219,795.

Premium Reduction

Job Class Title	Cost of Premium*	# of Positions	ESTIMATED \$ VALUE
Fire Fighter	\$ 16,087	6	\$ 96,522
Fire Engineer	\$ 19,329	3	\$ 57,987
Fire Captain	\$ 21,762	3	\$ 65,286
TOTAL			\$ 219,795

*The 13% premium is calculated using the same method as in the estimation of the cost of implementing the 5th rescue (the 13% premium for the hazmat FF who was upgraded to paramedic) i.e., 13% of Modified Salary Base (Variable costs less Longevity, less Move-up, less Premiums)

This savings will not be seen immediately as we propose to down-size the team through attrition. Extra personnel will be rotated into the new five-person team, giving us back-up personnel to fill in for vacations, sick leave, and industrial injuries. The following chart shows current and proposed staffing.

Current Hazardous Materials Team Staffing

	Apparatus Staffing
Engine 91	4
Engine 96 (Responds on Level 2)	4
Air and Lighting	1
Total on-duty staffing	9

Proposed On-Duty Minimum Staffing

	Apparatus Staffing
Engine 91	4
Air and Lighting	1
Total on-duty staffing	5

Respectfully,

William Racowski,
Fire Chief

**TORRANCE FIRE DEPARTMENT
INTER-OFFICE COMMUNICATIONS
OFFICE OF THE FIRE CHIEF**

Date: June 8, 2009
To: LeRoy Jackson, City Manager
From: William Racowschi, Fire Chief
Subject: Air and Light Unit

Removing the staffing from the Air and Light unit, which is 3 fire engineer positions, will provide the following budget savings:

Salary and benefit saving of \$580,800 for the staff and an estimated savings of approximately \$1,400 in fuel cost due to reduced response use of the vehicle.

This will help offset the entire Fire Department reduction of \$400,000 and would leave enough funding for a single firefighter position which can be assigned to 40-hour duty as staff support.

The position reduction on the Air and Lighting unit will result in the elimination of the apparatus' ability to be available for emergency response.

The Air and Lighting unit's primary responsibility is to enhance and support Truck Company operations. Air and Lighting responds with the first arriving Truck Company for all structure responses and traffic accidents with entrapments.

The following are Air and Lighting responsibilities when assigned to the Truck Company:

Structure Fires – Forcible entry into the structure, search and rescue of occupants, heat and smoke removal (ventilation), ladder placement, securing of building utilities, fire suppression duties, rapid intervention operations for firefighter safety.

Traffic Accidents - Vehicle stabilization and extrication of occupants, patient care and treatment

Technical Rescue Operations - Trench rescue operations, Structural stability/shoring of unstable structures, conduct search on collapsed structures

Hazardous Materials Operations – Apparatus support the functions of the Hazardous Materials response team as a member trained to the Specialist level, functions in any of the operational positions during an incident, responsible for equipment.

Support functions – Lighting the scene for safety of operations, filling of air bottles for breathing apparatus, establish on-scene rehabilitation for personnel

The Air and Lighting unit is utilized to serve the City by lighting both emergency and non-emergency scenes. The Torrance Police department has used the Air and Lighting unit to illuminate crime scenes in order to continue night time investigations. Public works has requested the unit to support night time operation until such time fixed lighting is brought to the scene.

In February of 2008, the City deployed its fifth Paramedic Recue. As part of this deployment, the Engineers assigned to the Air and Light unit were tasked with becoming part of the Hazardous Materials team as well to be trained as shift cause and origin investigators. All current Engineers assigned to the Air and Lighting units have been trained to the Hazardous Materials specialist level. The Department is coordinating the classes needed to send all the Hazardous Materials Engineers to fire cause and origin training. A Standard Operating Guideline has been developed and is under review for implementation. Classes are being coordinated with the State of California, State Marshal's Office of Fire Training. This process will provide both operational and fiscal efficiencies as it will lead to a reduction in the number of call outs for off duty arson investigators.

Once un-staffed, the vehicle itself will be available only as a special call out unit. If the vehicle is taken from full service, procedures will need to be developed for delivering it to a needed scene. This process can delay additional personnel arriving at the scene in a timely manner.

The Insurance Services Office rating gives the Department credit for the Air and Light unit for response on first alarms assignments. The reduction in staffing and the elimination of the unit on the initial response will likely lower our ISO score and may have an impact on the City's Class I rating. ISO requires agencies to report any changes to our response and/or staffing and evaluate how those changes will affect our rating.

Should the goal be determined to be the reduction of Fire's budget by 2%, the recommendation is to go back to our original 2% proposal submitted for this budgetary process.

General Services

- New Item
 - Haz Mat NPDES - General Services Analyst Consolidation

CITY OF TORRANCE

INTEROFFICE COMMUNICATION

DATE: June 9, 2009

TO: LeRoy J. Jackson, City Manager

FROM: William Racowschi, Fire Chief
Sheryl Ballew, General Services Director

SUBJECT: Haz Mat NPDES – General Services Analyst Consolidation

The Fire Department is exploring taking on the National Pollutant Discharge Elimination System (NPDES) commercial industrial inspection program and the duties currently performed by the General Services Admin Analyst position. This transfer will capitalize on the existing knowledge of Fire Department's Hazmat Administration and Fire Prevention personnel help achieve operational efficiencies among the Departments.

The funding for the Admin Analyst position with related supplies and services budget for duties performed by this position will be transferred from General Services to Fire Department budget. In addition, the funding for the current contract with Charles Abbot & Associates and other associated supplies/ services budget for the NPDES program, will be transferred from Community Development to the Fire Department budget.

We propose to hire (one) new position with inspection/coordination duties and redistribute the responsibilities of the General Services' Admin Analyst position to our existing Torrance Fire Department Hazardous Materials Administration personnel.

The Torrance Fire Department Hazardous Materials Administration has current oversight regarding environmental issues related to hazardous materials inspections; hazardous spills release reporting, underground storage tank laws and inspections. Previously, Hazardous Materials Administration started and maintained oversight of the cities NPDES inspections using an intern.

The Fire Prevention Division conducts annual fire prevention and hazardous materials inspections for all businesses within the city. As a result, our office is equipped to inspect, track and do follow up enforcement for fire prevention and hazardous materials. As an efficiency measure, with proper oversight, we can incorporate NPDES inspections as part of our annual inspection process.

The duties of the General Services Admin Analyst (See Attached) could be more efficiently conducted by Fire's Hazardous Materials Administration with the support of our fire prevention inspectors. At the present time, our staff is involved in working with many governmental agencies such as the South Coast Air Quality Management Board, the Los Angeles Regional Water Quality Board, and the Los Angeles County Fire Department Health Hazardous Materials Division involving various hazardous materials

issues. Our department is already knowledgeable in a number of areas that require extensive knowledge of law and regulations such as Underground Storage Tank (UST's) regulations, Material Safety Data Sheets (MSDS) training, and hazardous waste and materials laws.

Fire's Hazardous Materials Response Team currently handles all hazardous materials releases and responses including NPDES spill response that can be tied to industrial, municipal and private properties. These releases include the following:

- hazardous materials
- industrial waste
- sewer spills on commercial/industrial properties, residential properties and public highways and alleyways;
- construction waste such as cement or paint;
- draining of swimming pools into the street;
- other miscellaneous substances coming from commercial/industrial or private property that are in the street and/or have the potential to get to the storm drain.

These types of spills must be contained and stopped; the generator identified, and clean up must be arranged. This generally requires coordinating the services of a professional clean up crew. Records must be kept of all spills, actions taken and results, and follow up inspections for use in the annual report. In some cases, citations may be issued for NPDES violations. This can also be coordinated by the Hazardous Material Administration Division.

As the original NPDES Commercial/ Industrial inspection program was initiated by our Hazardous Materials Administration Division and our inspectors remain familiar with all the nuances and specific issues of these types of inspections. These inspections include restaurants, automotive facilities and general industrial and commercial facilities for compliance with Storm Water Best Management Practices (BMP's). Currently, these services are being contracted to Charles Abbot and Associates. We believe the consolidation of these programs can create needed efficiencies and eliminate inspection duplications.

Respectfully Submitted,



WILLIAM Racowski
Fire Chief



SHERYL BALLEW
General Services Director

Attachment A: Compliance Issues previously assigned to General Services Senior Analyst

Compliance Issues previously assigned to General Services Senior Analyst

Hazardous Material & Hazardous Waste	<ol style="list-style-type: none"> 1. All testing as required 2. Hazardous Waste Disposal - Monthly 3. Complete Annual Forms 4. Monitor collection points by regular site visits 5. Recordkeeping (Manifests, etc.)
Generators	<ol style="list-style-type: none"> 1. Initial Survey of permits 2. All testing as required 3. Submit added Permit Applications as needed 4. Submit Annual permits and fees 5. Recordkeeping
Boilers	<ol style="list-style-type: none"> 1. Initial Survey of permits 2. All testing as required 3. Submit added Permit Applications as needed 4. Submit Annual permits and fees 5. Recordkeeping
UST	<ol style="list-style-type: none"> 1. Site Review 2. Review Compliance Status? 3. Coordinate modifications or upgrades for compliance 4. All testing as required 5. Recordkeeping
Pressure Vessels	<ol style="list-style-type: none"> 1. Inventory existing pressure vessels 2. All testing as required 3. Submit added Permit Applications as needed 4. Submit Annual permits and fees 5. Recordkeeping
MSDS	<ol style="list-style-type: none"> 1. Coordinate training for users 2. Coordinate with vendor as needed
PERP	<ol style="list-style-type: none"> 1. All testing as required 2. Inventory existing equipment 3. Submit added Permit Applications as needed 4. Submit Annual permits and fees 5. Recordkeeping
Hazardous Material & Hazardous Waste Policy	<ol style="list-style-type: none"> 1. Update policies as needed

Police

- Civilianization
 - Emergency Services Division Commander
 - Police Records Supervisor
 - ID Analyst
 - Animal Control Supervisor/Police Supervisor
- Crossing Guards
- Impacts to Disaster Preparedness Services

Police Department – Responses by John Neu, Police Chief

#1- On Page 1 of the Budget Book (your memo to LeRoy) the savings for the civilianization of the Emergency Services Division Commander position is listed as \$259,100. On page 30 (your 4% reduction proposal) the same item is listed as a savings of \$238,600. Since all the other proposals to civilianize Lieutenant positions are also listed as \$238,600 I am assuming that is the correct figure. Is there anything about making the change immediately that would make it a larger savings?

The reason for the difference in total savings has to do with the 2% and 4% budget reduction scenarios being completed prior to the new pay raises taking effect for our lieutenants. The \$259,100 is the new pay rate for lieutenants.

#2- On Page 20 (your 2% reduction proposal) you also list changes to the three Records Supervisors. It appears to be a pay raise (or premium pay) for the supervisors, but there is no explanation. Do we still have the Records Administrator, or are the supervisors assuming additional duties?

The reason for the pay difference between a Records Supervisor which is listed at \$87,300 and Records Supervisor \$97,865 is the \$97,865 is the pay rate for a newly created police civilian supervisor position. This supervisor would also work in other divisions such as traffic, animal control and services. The increase in pay to \$97,865 is 15% above the current Service Officer pay rate. This position will allow advancement opportunities for our current civilian employee's.

#3- Are the positions listed in the order in which you would prefer that they be civilianized? How long do you think it will take to implement the changes and see any savings? Given the need to prepare Class Specs, recruit, and hire, I would think we won't see much savings in the first year. The change is still a big plus for both the city budget and the department!

If possible we would prefer to follow our recommendations in the order listed. We understand this may not be realistic based upon the immediate needs to reduce our budget. We estimate a time table of six months to one year to finalize this change.

#4- Could you explain the changes (civilianization?) on page 20 involving the ID Analyst and the Animal Control Supervisor/Police Supervisor. I understand the Traffic Sergeant change to civilian supervisor (for the Parking Enforcement, and office duties), but this appears to be a separate issue.

The reduction of one ID Analyst is due to the transition to Field Evidence Technicians that was established during the most recent negotiations with T.P.O.A. The Field Evidence

Technicians are not only experts in crime scene processing, but also fingerprint comparison experts. Based on these changes the ID Analyst will no longer be needed. As for the Animal Control Supervisor/Traffic Supervisor as stated above we are creating a new position called Police Supervisor (civilian) for several divisions within the department for reasons stated in question #2.

Public Works

- Airport Worker move to Public Works
 - Budget impacts to the General Fund
 - City Yard management premium
- Survey Party Chief Duties
- Green Waste Program Efficiencies

Public Works – Responses by Robert Beste, Public Works Director

#1 Am I correct in understanding that the Airport Supervisor and the Airport Worker listed on page 20 (2% reduction scenarios) which are being deleted from the Airport Field Operations, were paid out of the Airport Budget while they were assigned there, but will now be paid out of the General Budget? That would make them an addition, rather than a reduction to the General Budget (although still an operational improvement).

There are two positions that will now be deleted from the airport budget and added to the operations budget. However, there have been several new areas constructed recently that require maintenance that need to be addressed. This proposal takes existing employees and covers these areas. In addition, Public Works, Community Services, and Community Development are continuing to explore other work efficiencies that may allow further savings.

#2 How long do we expect the change-over (by attrition) to take?

The Public Works supervisor at the airport will likely retire in 2-3 years. The other positions will be Y-rated until their pay matches the level of pay in Maintenance Worker series. This may take 4-5 years to complete.

#3 Please explain the \$13,000 listed as "provide premium to existing Business Manager to maintain City Yard". It makes more sense that this would be the funding to cover the Senior Business Manager upgrade.

Public Works is recommending adding a premium to an analyst position instead of creating a Business Manager or Senior Business Manager position to cover the yard management duties. While there are many new duties for the position, we believe that they can be effectively covered with existing positions.

#4 What is a "Survey Party Chief" and what does he do? Who will do that now?

The Survey Party Chief is a position that existed since the days when we ran full survey crews. We used the previous surveyor to assist our field crews with construction surveying. The surveyor would lay out the flow lines for gutters and set elevations for the street crews.

Public Works field crews have been doing most of the construction layouts or we have hired a contract surveyor when necessary since this position has been vacant. Survey work is now funded through the Street Division budget or the capital budget.

#5 Are the Green Waste Routes listed as a \$270,400 savings since they will not require additional manpower or trucks, the routes that were just recently approved by Council? What happened to suddenly make the need for more people and trucks disappear?

The savings listed is for the two green waste routes that we have absorbed through routing efficiencies. Full implementation of the green waste program will require a total of seven routes. However, Public Works is proposing to replace two additional trucks through the vehicle replacement fund by retiring two vehicles. By implementing routing efficiencies and retiring vehicle we will only need to purchase three new vehicles for the entire program. However, we will need to hire five new drivers to cover the new routes.

Transit

- Reductions to the fuel budget

Transit – Response by Kim Turner, Transit Director

You are listing a \$200,000 "Reduction in Fuel Inventory Purchases". Are we somehow planning to use less fuel, or is it just that we ordinarily keep more fuel on hand than we use, and we will reduce this excess storage?

If the latter, will we still allow for extra fuel for emergency situations (earthquake interrupting the delivery of more fuel as scheduled)?

We purchase approximately 600,000 gallons of diesel fuel annually. This year we budgeted \$2,100,000 or approximately \$3.50 per gallon. We are currently paying approximately \$1.80 per gallon. We believe we can reduce this budget by \$200,000 to \$1,900,000 or \$3.16 a gallon and have sufficient fuel and a reserve in the event of a disaster. It is a calculated risk but in these difficult economic times it makes the most fiscal sense at this time.

Community Concerns

Herbers, Sue

From: Barry Jay [bjaypilot@earthlink.net]
Sent: Tuesday, June 09, 2009 7:57 AM
To: Scotto, Frank
Cc: garnett@torrnet.com; Brewer, Tom; Furey, Pat; Numark, Cliff; Rhilinger, Susan; Sutherland, Bill; nancy.clinton@torrnet.com
Subject: Agenda Item 13B tonight: Budget/Re-deployment of Airport Staff

Dear Mayor Scotto and Members of City Council,

As a 30-year resident of Torrance and user of Torrance Airport I am very concerned about the proposed re-deployment of Torrance Airport operations staff: the potential negative impact on services for tenants and users of the airport, increased risk to public safety and increased liability exposure for the City.

The staffing moves and changes as proposed by the General Services Director and the Director of Public Works are a poorly conceived attempt to further siphon off airport resources (in paying for the two workers who are moved to Public Works) without adequate justification. And in these challenging times, to consider giving the Business Manager a \$23,000 a year raise (by virtue of a title change) just for supervising two additional part-time workers is to me unjustified and outrageous!

As example: The May 19 report to the City Manager states that maintaining the small islands on Rolling Hills Way and Zamperini Way will take one full time person (that's 40 hours per week) yet my observations of City personnel doing that work puts the tasks at more like 2 hours per week. These areas were intentionally planted so as to require low-maintenance and low water consumption.

Currently, Airport staffing is barely adequate given all the work that needs to be performed by the Operations Duty Officer and Maintenance Personnel since staff was reduced from 8 to 6 a few years back. Reducing it further to 2 full-time and 2-part time people will be inadequate. While the airport is currently staffed 119 hours per week this doesn't translate to the proposed 2 full timers @ 40 hours per week and 2 part-timers at 20 hours per week. Doing so doesn't provide coverage for illness, vacations, injury, jury duty or other emergencies. Who will show up to "mind the Airport" in these circumstances? Currently they don't even get an uninterrupted lunch break as required by State Labor Laws!

We need full-time coverage for a Duty Officer and Maintenance person: not less coverage as the following example illustrates. Consider what happens when emergencies arise. The Duty Officer is a first responder so adequate staffing is vital to public safety and essential to mitigate liability risk for the City. As recently as last week there was an aircraft that landed gear-up on the runway. The Duty Officer quickly responded to the scene and assisted the pilot as he was trained to do. But he was scrambling to issue the NOTAM so other pilots were aware of the hazard, call the FAA and take care of all the other tasks because he didn't have a Maintenance person as back-up. It took the Torrance Fire Department and the Police over 12 minutes to get to the scene. Had someone been injured or there had been a fire it would have been tragic and with the proposed re-deployment we're just asking for trouble.

In addition the need for grounds maintenance at the airport is going to increase. The farmer, Tom Ishibashi, has been reducing the acreage planted and may retire soon. As a result the area on the airport to be mowed by Maintenance has increased and will continue to do so.

The bottom line is Torrance Airport needs full-time personnel, properly trained and familiar with Airport Operations: NOT fewer! What would make more sense is to create a separate Airport Department with a dedicated full-time Manager and have all Operations and Administration personnel reporting to that position.

The Torrance Municipal Airport is a vital resource that benefits the community and one of the few revenue generators for the City. It creates over \$6 million dollars per year in rents and taxes and if compared to similar sized general aviation airports across the

U.S., means an additional \$40 million +/- to the local economy. It will also serve as a lifeline to the outside world in the event of a natural disaster such as a severe earthquake.

Please consider this "big picture" perspective when evaluating the proposed re-deployment of personnel from the Airport. Let's not be "penny-wise and pound-foolish". And feel free to give me a call if you'd like to discuss. Thank you!

Barry Jay
2514 Brian Ave.
Cell: 310-344-1653

Prins, Maria

From: Brockart@aol.com
Sent: Monday, June 08, 2009 8:43 PM
To: Scotto, Frank
Subject: Proposed changes to Airport Personnel

Dear Mayor Scotto,

I am opposed to the proposed plan and urge you to reject it.

The existing schedule is necessary to maintain safety as well as security and efficient work at the airport. We pay substantial rent to utilize the airport and are entitled to at least the current level of service.

Furthermore, as I understand it, the airport fund (our rent) will be paying for the reassigned workers to support other city departments. This is simply outrageous.

Art Brock
Hangar 2777D

A Good Credit Score is 700 or Above. See yours in just 2 easy steps!

(<http://pr.atwola.com/promoclk/100126575x1222585043x1201462775/aol?redir=http://www.freecreditreport.com/pm/default.aspx?sc=668072&hmpgID=62&bcd=JunestepsfooterNO62>)

Prins, Maria

From: Herbers, Sue
Sent: Monday, June 08, 2009 1:20 PM
To: Prins, Maria
Subject: FW: COT Budget Impacting Emergency Services and Public Education

Importance: High

For the record

From: Scotto, Frank
Sent: Monday, June 08, 2009 1:13 PM
To: Herbers, Sue
Subject: FW: COT Budget Impacting Emergency Services and Public Education
Importance: High

From: Kathi [Kathleen.galbasin@verizon.net]
Sent: Friday, June 05, 2009 12:36 PM
To: Scotto, Frank; Barnett, Gene; Brewer, Tom; Furey, Pat; Numark, Cliff; Sutherland, Bill; Susan Rhilinger
Subject: COT Budget Impacting Emergency Services and Public Education

Mayor Scotto and Council Members,

In this time of economical stress I know budgets must be trimmed and difficult decisions made.

I have been vitally and passionately involved in Disaster Preparedness for nine years, working with both the Torrance Fire Department and the Torrance Police Department, and for five years as a Disaster Council Commissioner.

I have watched our City's preparedness grow by leaps and bounds to the present status we hold as a city well prepared to face the inevitable disasters the future holds.

The preparedness we hold is a credit to the City Council, our TPD Emergency Services, TFD's Public Education Office, and our over 600 Disaster Service Volunteers.

It has been my great privilege to have a hand in our preparedness through the Disaster Council, our CERT Academies and Community Affairs' Neighborhood Watch and Map Your Neighborhood program.

The great strides we have accomplished will suffer if we lose either an Emergency Services position or a Public Education position.

Even a small percentage of cuts to these programs, curtailing Disaster Preparedness, quite possibly will result in a much larger financial hardship should disaster strike before our country, state, and city's economical woes can be turned around.

The training and leadership Emergency Services and Public Education provides our Disaster Service Volunteers is invaluable.

As a Torrance CERT Volunteer Coordinator, TARA member and a Disaster Council Commissioner, I implore you to take a second look at the necessity of these two positions. Not just for the benefit of DSVs, but also, should disaster strike, for the safety of your families and the residents of Torrance.

Thank you,

*Kathi Galbasin
310.370.3294 Home
310.283.9099 Cell
310.371.7565 Fax
KQ6RPM Call Sign
Torrance CERT Volunteer Coordinator
Disaster Council Commissioner
Map Your Neighborhood Instructor
Neighborhood Watch Block Captain
Member of IARR*

Prins, Maria

From: Herbers, Sue
Sent: Monday, June 08, 2009 1:20 PM
To: Prins, Maria
Subject: FW: Comments from Torrance Resident

For the record

From: Scotto, Frank
Sent: Monday, June 08, 2009 1:14 PM
To: Herbers, Sue
Subject: FW: Comments from Torrance Resident

From: Werner, Margie
Sent: Thursday, June 04, 2009 12:01 PM
To: COUNCIL2
Cc: Neu, John
Subject: Comments from Torrance Resident

Torrance resident read Daily Breeze article regarding proposed City cutbacks and response is "Do not cutback the Crossing Guards and place our childrens' lives in danger."

Regards,
Margie

Margie Werner

Staff Assistant to the Mayor and City Council
City of Torrance | 3031 Torrance Boulevard | Torrance CA 90503 | 310.618.2801 voice | 310.618.5841 fax |
MWerner@torrnet.com | www.torrnet.com

Prins, Maria

From: Herbers, Sue
Sent: Monday, June 08, 2009 1:20 PM
To: Prins, Maria
Subject: FW: Budget Impact on DSV programs

Importance: High

For the record

From: Scotto, Frank
Sent: Monday, June 08, 2009 1:13 PM
To: Herbers, Sue
Subject: FW: Budget Impact on DSV programs
Importance: High

From: Chuck Galbasin [charles.galbasin@verizon.net]
Sent: Saturday, June 06, 2009 4:30 PM
To: Scotto, Frank; gbarnett@tor.net.com; Brewer, Tom; Furey, Pat; Numark, Cliff; Sutherland, Bill; Rhilinger, Susan
Subject: Budget Impact on DSV programs

Mayor Scotto and Council Members,

About a month ago you honored our volunteers with a Proclamation for which all of us are very proud. I know it is tough in this economic climate to keep things in balance, but I would submit that the proposed cuts in emergency services and public information is not as wise as would seem. Torrance volunteers and particularly Torrance Disaster Service Volunteers, give many hours of their time to assure our city's readiness in time of disaster. In recent months, we were, for the first time feeling that the city was solidly behind us. Cutting our life line to support and further education, will only hurt the city's preparedness and in the long run may well prove to be false economy. These points should be considered very carefully as you decide the budget for our police and fire.

Thank you for your attention
 Chuck Galbasin KG6RPN
 Director, Torrance Amateur Radio Association

Prins, Maria

From: Herbers, Sue
Sent: Monday, June 08, 2009 1:19 PM
To: Prins, Maria
Subject: FW: Budget

For the record

From: Scotto, Frank
Sent: Monday, June 08, 2009 1:11 PM
To: Herbers, Sue
Subject: FW: Budget

From: Howard H. Rogers [kf6nor@sbcglobal.net]
Sent: Sunday, June 07, 2009 9:53 AM
To: Scotto, Frank
Subject: Budget

Dear Mayor Scotto:

I know it is tough in the current economy to allocate money, but I suggest that the proposed cuts in emergency services and public information is the wrong approach. Torrance volunteers and particularly Torrance Disaster Service Volunteers, give many hours of their time at reduced cost to the city to assure our city's readiness in time of disaster. Cutting support and further education will only hurt the city's preparedness and in the long run may well prove to be false economy. These points should be considered very carefully as you decide the budget for our police and fire.

Dr. Howard H. Rogers KF6NOR
Torrance Amateur Radio Association

Howard.Rogers@alum.mit.edu

Prins, Maria

From: Herbers, Sue
Sent: Monday, June 08, 2009 1:19 PM
To: Prins, Maria
Subject: FW: Airport safety and finances--

For the record

From: Scotto, Frank
Sent: Monday, June 08, 2009 1:10 PM
To: Herbers, Sue
Subject: FW: Airport safety and finances--

From: mel auerbach [mpauerbach@earthlink.net]
Sent: Monday, June 08, 2009 9:51 AM
To: Scotto, Frank
Subject: Airport safety and finances--

Please forward to all council members.

I strongly oppose reallocating airport workers and misleading savings proposal.

Twice I landed at the airport with an unsafe gear light. The fire department response was fortunately not used--but would have been too late if needed. The airport workers were available sooner. Airport workers know who belongs at the airport--others don't.

The \$128 ,120 "savings is misleading because it is mainly from attrition. Transferring workers does not save money.

The city has probably literally lost close to one million dollars by choosing not to receive federal and state airport funds over the last twenty years which have gone to other cities.

Lack of an airport executive has helped result in almost no licensed aircraft services at the airport for airplane owners other than qualified mechanics working out of their car.

Can you tolerate no factory authorized service facility for your car?

Why is that acceptable to the city leaders for airplanes based at the city airport?

thank you,

Mel Auerbach CPA
 Torrance home owner
 Pilot over 40 years
 former military air traffic control officer
 cell 310 795 6011

Mel Auerbach
mpauerbach@earthlink.net

Subj:	Proposed Realignment Of Responsibilities At Torrance Airport	RECEIVED
Date:	6/7/2009 6:29:35 PM Pacific Daylight Time	
From:	Joe Wollner	
To:	fscotto@torrnet.com, gbarnett@torrnet.com, tbrewer@torrnet.com, pfurey@torrnet.com, cnumark@torrnet.com, srhilinger@torrnet.com, bsutherland@torrnet.com	2009 JUN -8 PM 1:16

CITY CLERK

**Considerations Associated With Evaluation Of Proposed Changes
As They Relate To The Airport's Operations Function**

As a result of frequent visits to Torrance airport, I have become aware of a proposal that would significantly alter the structure and responsibilities of the airport's Operations function. (Reference City Memorandum dated May 19, 2009.)

My assessment of this proposal has indicated that, in many respects, the proposed changes do not appear to be in the best interests of affected parties, including the city itself.

Obviously any evaluation of the proposed changes requires a basic understanding with regard to the nature and scope of the work that is currently being performed. Using various methods I have been able to compile a documentation package that describes many of the activities that currently involve Operations personnel.

Since I believe that access to this information will be helpful to city officials engaged in ongoing discussions, I will deliver individually marked copies to City Hall on Monday, June 8, 2009. I will request that the recipient forward your copy to you for review.

I trust that the receiving parties will evaluate the information provided to ensure awareness of the business practices that are currently in place. Such an evaluation will hopefully lead to a clearer understanding regarding the impact of the proposed changes on affected parties. (Aircraft owners, operators of transient aircraft, control tower personnel, contractors who perform work on site, airfield based service and maintenance organizations, and other involved functions or individuals.)

As you will see when you review this material, my greatest concern involves changes in responsibilities and methodologies associated with activities performed by individuals who function as "first responders" in connection with accidents, such as that which occurred on June 2, 2009.

Provided that my understanding is correct, the proposal currently before the City Council advocates reassigning responsibility for at least some of these activities to functions that are not physically situated on the airport. The parties who will assume responsibility for the balance -- tasks that won't be performed by Operations personnel but haven't been visibly reassigned -- do not appear to have been clearly defined, at least to me.

In summary it seems that, among other things, the proposed changes will adversely impact the effectiveness of the airport's safety related practices as they exist today. Consequently and for reasons discussed in the material that will be provided, I also believe that the city's potential liability in connection with accidents will be increased.

Thanks for your time.

Respectively submitted by

Joseph Wollner
Allied Signal Aerospace (Retired)
Riviera Village
Torrance, CA

JoeWollner@aol.com
(310) 375-1864

DUTIES AND RESPONSIBILITIES OF OPERATIONS FUNCTION

**Torrance Airport
Torrance, CA**

Prepared By

Joseph Wollner
Allied Signal Aerospace (Retired)
Riviera Village
Torrance, CA

(310) 375-1864
JoeWollner@aol.com

Note

This material has been prepared by a private citizen as a result of concerns that have arisen regarding the proposed realignment of the airport's Operations function.

These concerns deal primarily with the potential impact of the proposed changes on airport safety.

June 8, 2009

AIRPORT OPERATIONS FUNCTION

Torrance Airport

Torrance, CA

OVERVIEW

Members of the airport's Operations function perform a wide variety of essential tasks on a daily or as required basis. These tasks include a) maintaining airport property, b) interfacing with various parties that utilize or reside on the airfield, c) monitoring ongoing activities, and (d) functioning as "first responders" in connection with accidents as well as events that are potentially catastrophic in nature (e.g., earthquakes).

Specific examples of these tasks are presented below.

EXAMPLES OF WORK PERFORMED

Maintenance Of Airport Property

Activities performed include a) inspection and replacement of airport lighting, b) cutting and trimming of grass and shrubbery within and external to the perimeter of the airfield, c) updating airport signage in response to changes in FAA requirements, and d) ensuring the orderliness of various facilities located within the airport's administration building. The latter include restrooms, the lounge, the preflight planning area and external viewing areas. In the absence of responsible parties during odd hours or on weekends, Operations personnel also resolve problems encountered with apparatus normally serviced by others. (For example, equipment used in connection with fueling of aircraft.)

Prerequisites to performance of these duties include a) familiarity with respect to operation of heavy equipment, including tractors and mowers, and b) ability to utilize various hand/power tools in connection with performance of maintenance activities. Personnel must also be familiar with and abide by airport regulations affecting movement of vehicles and equipment within the perimeter of the airfield.

Interfacing With Customers, Visitors And Other Individuals

Operations personnel a) accept and record cash payments received from operators of transient aircraft, b) respond to inquiries and concerns that are outside the purview of office personnel, c) escort representatives of government agencies as well as contractors that require FAA clearance to enter movement areas on the airfield, and d) counsel visitors and airport tenants when their behavior does not conform to governing requirements. (Issues of this type include parking within assigned areas, non-compliance with provisions regarding disposal of hazardous waste, and adherence to pertinent cleanliness and storage practices as they relate to operation and storage of aircraft.)

Operations representatives also respond to a) inquiries initiated by control tower personnel regarding such topics as the overall condition of the airfield, and b) administrative inquiries that are submitted by local residents outside of normal working hours.

Monitoring Airfield Activities

Using city vehicles, designated Operations personnel perform scheduled sweeps of airfield property to ensure that a) runways and taxiways are FOD free (i.e., free of foreign objects and debris), b) fencing which surrounds the airfield is secure, c) unauthorized individuals are not present in areas where they might come in contact with aircraft, and d) hangars, equipment and other facilities intended to be locked are in fact secure. Adherence to traffic regulations is also monitored to ensure that vehicles are operated in a safe manner.

Violations are reported to city functions, such as the police, when and as appropriate.

Functioning As First Responders

When accidents occur, Operations personnel are oftentimes “the first on the scene”. Consequently they receive training with respect to various activities including a) fire fighting, and b) administration of first aid. Since timeliness in such instances is essential due to the danger of fire and the probable need for medical attention, Operations personnel are also trained in the extraction of pilots and passengers from downed aircraft. (Rescue of occupants is accomplished using various tools and devices that are stored in department vehicles.) It should be noted that actions of this type are initiated unilaterally when safety considerations dictate that immediate measures be taken prior to the arrival of other city functions. (Such as the fire department.)

Actions that must be initiated in concert with the above include a) contacting off duty personnel and requesting that they report for duty, b) deactivating runway lights associated with Runway 11L/29R and activating lights associated with Runway 11R/29L, c) controlling media representatives, d) interfacing with the FAA, and e) effecting arrangements for removal of the affected aircraft following completion of required investigations. In some cases the cognizant Operations representative must remain overnight to preserve the integrity of the accident scene.

It should be emphasized that the actions previously described require close teamwork on the part of Operations personnel. (The individual who fulfills the role of duty officer typically functions as the group coordinator while others, including individuals that have been requested to report, focus on actions that are required on the airfield.)

When accidents occur at other locations (i.e., off the airfield), the duty officer may request that an Operations representative travel to the accident site for a variety of reasons. These include assisting fire department personnel in connection with the identification of hazards that may exist. (Such as the presence of fuel, oxygen and other flammable or explosive materials.) Operations personnel also acquire information that must be transmitted to the NTSB via the FAA. This data typically includes information regarding the aircraft type, registration number, the name of the aircraft owner, etc. The aircraft can only be released for removal from the site by the NTSB.

Through participation in scheduled exercises, Operations personnel are also capable of dealing with catastrophes (such as earthquakes). Upon notification, Operations representatives possess the ability to perform various tasks including removing aircraft from hangars in order to support establishment of first aid stations and activation of emergency services.

In such cases Operations representatives would interface with police and fire department personnel as well as members of the military. Operations personnel would also coordinate with drivers of emergency vehicles engaged

in transporting injured individuals that cannot be accommodated by local facilities.

Similarly, Operations representatives assist agencies that are deploying individuals (e.g., police officers) to other locations in response to adverse developments (such as civil unrest).

It should also be noted that, due to the complexity of the activities described above, it is desirable that these activities be performed by resident Operations representatives.

The need for "first responders" has been demonstrated on numerous occasions, most recently in connection with an accident (wheels up landing) that occurred at the airport on June 2, 2009.

AUTHOR'S CONCLUSIONS

Based on information in the author's possession it appears that downsizing and restructuring of the airport's Operations function, as is currently being proposed, will have an adverse impact on the airport's ability to provide services that are currently considered to be both necessary as well as appropriate. One reason for this is that, while individuals assigned to other city functions will be expected to support general airport needs as required, dedicated on site personnel will consist of one individual -- situated in the Operations office -- per shift.

The extent of the training and dedication required to perform currently assigned duties does not appear to be fully understood by individuals who support downsizing and restructuring. A more complete understanding -- based on the information provided herein -- would hopefully result in reevaluation of the viability of the May 19th proposal.

The changes being proposed would have an adverse impact on airport safety and would concurrently increase the city's potential liability, in that protective measures currently in place would be reduced in scope as well as magnitude. This decrease in the level of protection would be the result of elimination of many of the efforts performed by "first responders". This could lead to lawsuits initiated following accidents, wherein the plaintiff could conceivably indicate that certain injuries were attributable to the fact that rescue operations and first aid were not made available in a timely manner.

In addition to the above, it is not clear as to how these activities could be effectively performed on week ends by part time, non-permanent employees. Individuals currently performing the activities described herein possess considerable knowledge and expertise which can not be easily acquired.

Prins, Maria

From: Nancy Clinton [nancy.clinton@sbcglobal.net]
Sent: Monday, June 08, 2009 1:03 PM
To: mpauerbach@earthlink.net; flrbean25@aol.com; wcbenitez@verizon.net; richard-bohner@worldnet.att.net; brockart@aol.com; Broen Peter; redwaco@aol.com; jpcogan@cerrcomp.com; Cox Ramona; captaincrawford@earthlink.net; Dawson Don; Elliott Buzz; mjfegley@earthlink.net; gatesjh@aol.com; Gill Kim; wgrau@cox.net; captain99p@aol.com; Happ Doug; lambi@haralambos.com; Hoh Roger; flyer3dq@juno.com; Jones Steve; stephen.kolb@faa.gov; Lee Lawrence; rpm1134@aol.com; temccrea@ix.netcom.com; Moore Darren; Muldowney Terry; davefnelson@cox.net; O'Brien Anne; eoetken@aol.com; david.ouwerkerk@gm.com; pierceaero@aol.com; Pierson Dave; Poucher Dyan; Schubert Ernst; Scotland Joel; fscotto645@aol.com; Shaw Rick; Stephens Jerry; Taylor Keith; Taylor Mitch; vt16r@aol.com; tailwinds@worldnet.att.net; Williams Ron; wacopilot@yahoo.com; geotrex@aol.com
Subject: Proposed Changes to Airport Operations
Attachments: Airport Workers.doc; PROPOSED AIRPORT OPERATIONS CHANGES.doc

Attached are two files regarding an item going to City Council Tuesday, June 9th at 7 PM regarding drastic changes to our Airport Operations. Please look at this information and email your concerns or comments to the Mayor and City Council. It is also important that we show up at the meeting tomorrow night for public comments. The item was mailed to all TAA members last week. If you are not a member and want to read the item it is posted in the East T's. Please email this email to all airport people in your address book.

fscotto@torrnet.com
gbarnett@torrnet.com
tbrewer@torrnet.com
pfurey@torrnet.com
cnummark@torrnet.com
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This is very important, TAA needs your help to fight this. Please remember, once it is gone, it is gone.

TORRANCE AIRPORT WORKERS

The Torrance Airport is manned by an airport worker from 5 AM to 10 PM 7 days a week, 365 days a year including holidays. When not doing the shift of Operations Duty Officer, the airport worker does the airfield maintenance. Some of these jobs consist of: repair of keycard gates reader cards, installation of runway and taxiway lights, repair of fence and roll gates, repair of hangar doors that become disabled, all landscaping (mowing, replacing irrigation and etc.), escorting all non-airport personnel in the aircraft movement area while constantly remaining in contact with the FAA Control Tower.

The need for a maintenance shift airport worker is evident when a crash occurs. The aircraft must be removed from the runway as quickly as possible to resume operations of aircraft. If an aircraft needs to be towed, the Duty Officer cannot tow it and remain on call for possible other emergencies.

All airport workers are trained to the same level of expertise so that when the Duty Officer is either sick, on vacation, jury duty or family emergencies, the airfield maintenance airport worker immediately fills the position.

The Duty Officer is always to remain on the airport grounds for emergencies and security. When the FAA Control Towers calls regarding aviation obstructions off airport grounds (cranes, kites, balloons, etc), the maintenance shift worker responds.

Airport Supervision has mandated that "all" airport workers will respond to emergencies at all times. FAA radios have been installed in every airport vehicle, the lunch room, garage area and veranda, so that as many as possible can respond.

To have the airport maintenance worker shifts spread out doing work all over the City would be detrimental to the Torrance Airport safety, security and maintenance of airport grounds. The airport fund was developed to finance airport operations, not street services.

PROPOSED AIRPORT OPERATIONS CHANGES

Currently there are 6 airport workers in Operations and one supervisor.

Proposed Changes:

Retain 2 full time airport workers for Monday thru Friday, two shifts with coverage from 5 AM – 10 PM.

Problem:

Each airport worker being retained has every other Friday off due to the 9-80 plan. Also, there is no plan for illness, jury duty, vacations or family emergencies.

Problem:

Saturday and Sunday would be part-timers. There is no consideration in the proposal as to experience and training.

The 4 airport workers who will be transferred will not be working as the part timers since they will have weekends and holidays off in their new positions.

Maintenance:

4 airport workers will be transferred to Public Works. When maintenance is required at the airport, two will be sent to do the work. After a request is made, how long will it take to get the work done? The City must be reminded that in order to hold the California Airport Permit from Cal Trans, they have a duty and obligation to keep the airport at the standards set forth by them. There is a yearly inspection of the entire airport.

Supervisor: This position will be eliminated by attrition. The two airport workers will have no opportunity to move up to that position.

Problems: See attached information on the airport workers and what is necessary to operate the airport in a safe and secure manner to meet the standards set forth by the FAA and Cal Trans.

Conclusion: The airport will not be run efficiently and the airport fund will be paying 2 of the 4 salaries of the workers in their new positions.

Chaparyan, Aram

From: Herbers, Sue
Sent: Tuesday, June 09, 2009 4:01 PM
To: Chaparyan, Aram
Subject: FW: not opposed to cut in Emergency Services and Public Education

For the record

From: Scotto, Frank
Sent: Tuesday, June 09, 2009 3:57 PM
To: Herbers, Sue
Subject: FW: not opposed to cut in Emergency Services and Public Education

From: Kristin Hansen [mailto:kristinhansen2003@yahoo.com]
Sent: Tuesday, June 09, 2009 3:48 PM
To: Scotto, Frank; Barnett, Gene; Brewer, Tom; Furey, Pat; Numark, Cliff; Sutherland, Bill; Susan Rhilinger
Subject: not opposed to cut in Emergency Services and Public Education

Hi, there. As you know, I am a Disaster Council Commissioner along with Commissioner Galbasin, whose recent message to you voicing concerns about proposed budget cuts (referenced in her 6th paragraph) is attached below. My message reflects my own opinion, which is contrary to Commissioner Galbasin's. I understand the pressures that this Council is under to make cuts. Personally, I believe that if you removed (transferred sounds better, perhaps) the police position and left in place the Emergency Services Coordinator whose position was recently filled (thank you!) on the Disaster Council, the Disaster Council would be just fine. To put things in historical perspective, a sworn officer was filling in on the Disaster Council when we lost our previous Emergency Services Coordinator, civilian Andrew Pachon. We've been spoiled for a little while now, having both a coordinator and lieutenant at our disposal. But really, if you need to make a cut, it is a change that is manageable and would take us back to where we were in terms of staffing over a year ago. The cuts would require the rest of us to do more work, but really everyone in these trying times can expect to take on a little more responsibility. At least I am, and I know you are, too.

Hope this helps. Hope all is well with all of you.

Kristin Matsuda
 Commissioner, Disaster Council
 ----- Forwarded Message -----

From: Kathi <Kathleen.galbasin@verizon.net>
To: Frank Scotto <fscotto@torrnet.com>; Gene Barnett <gbarnett@torrnet.com>; Tom Brewer <tbrewer@torrnet.com>; Pat Furey <pfurey@torrnet.com>; Cliff Numark <cnumark@torrnet.com>; Bill Sutherland <bsutherland@torrnet.com>; Susan Rhilinger <srhiling@torrnet.com>
Sent: Friday, June 5, 2009 12:36:36 PM
Subject: COT Budget Impacting Emergency Services and Public Education

Mayor Scotto and Council Members,

In this time of economical stress I know budgets must be trimmed and difficult decisions made.

I have been vitally and passionately involved in Disaster Preparedness for nine years, working with both the

6/9/2009

Torrance Fire Department and the Torrance Police Department, and for five years as a Disaster Council Commissioner.

I have watched our City's preparedness grow by leaps and bounds to the present status we hold as a city well prepared to face the inevitable disasters the future holds.

The preparedness we hold is a credit to the City Council, our TPD Emergency Services, TFD's Public Education Office, and our over 600 Disaster Service Volunteers.

It has been my great privilege to have a hand in our preparedness through the Disaster Council, our CERT Academies and Community Affairs' Neighborhood Watch and Map Your Neighborhood program.

The great strides we have accomplished will suffer if we lose either an Emergency Services position or a Public Education position.

Even a small percentage of cuts to these programs, curtailing Disaster Preparedness, quite possibly will result in a much larger financial hardship should disaster strike before our country, state, and city's economical woes can be turned around.

The training and leadership Emergency Services and Public Education provides our Disaster Service Volunteers is invaluable.

As a Torrance CERT Volunteer Coordinator, TARA member and a Disaster Council Commissioner, I implore you to take a second look at the necessity of these two positions. Not just for the benefit of DSVs, but also, should disaster strike, for the safety of your families and the residents of Torrance.

Thank you,

Kathi Galbasin
310.370.3294 Home
310.283.9099 Cell
310.371.7565 Fax
KG6RPM Call Sign
Torrance CERT Volunteer Coordinator
Disaster Council Commissioner
Map Your Neighborhood Instructor
Neighborhood Watch Block Captain
Member of TARA