

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

**Members of the Council:**

**SUBJECT: Report by the City Council Committee on Citizen Development and Enrichment on joint meetings with certain members of the Torrance Unified School District Board of Education. Expenditure: N/A**

**RECOMMENDATION**

Recommendation of the City Council Committee on Citizen Development and Enrichment that City Council receive the Committee report and provide direction with respect to an action item proposed at the January 19, 2011 joint meeting of the Committee and Torrance Unified School District Board of Education (TUSD).

**BACKGROUND/ANALYSIS**

The Torrance City Council held a joint meeting with the TUSD Board on November, 9, 2009 to identify joint collaboration opportunities and efficiencies in an effort to share resources and seek ways to maximize savings for both entities. During the meeting, several partnership opportunities and discussion topics were approved by the City Council and the TUSD Board of Education for further follow-up and discussion. During the joint meeting staff was also directed to schedule annual joint meetings to provide an update of projects and to seek additional direction regarding future partnership opportunities.

Since the meeting of November 2009, the City Council Committee on Citizen Development and Enrichment and certain members of the TUSD Board of Education held joint meetings on December 7, 2009, December 22, 2009, September 27, 2010 and January 19, 2011 while staff from the City and TUSD have been working together on joint projects and collaboration. Attachment A contains a detailed joint projects status report as of February 2011.

**Completed joint projects by the City of Torrance and TUSD since November 9, 2009**

- **Library Resources**
  - Online Library Card registration
  - Joint purchasing of books and materials
- **Hazardous Waste**
  - City compared vendor prices and identified potential savings for TUSD.
- **Graffiti Removal**
  - A storm drain cover was installed at South High School to eliminate graffiti inside the storm drain.

- **Fuel Purchase**
  - TUSD will be purchasing regular gas from City's contract effective February 2010 at an annual savings of \$16,983.33.
- **Purchasing**
  - City added phrase to all future City bids to state that all pricing terms and conditions offered to the City of Torrance will be offered to the Torrance Unified School District (TUSD).

**The following projects are in progress:**

- Library System Integration
- Turf Management Plan
- Compressed Natural Gas Filling Station / B20 Testing
- American Recovery & Reinvestment Act / Grants (ARRA) & Other Grand Opportunities
- Wi-Fi access at city high schools
- Signage at Torrance High School
- Fire safety guidelines in the TUSD

**Current Partnerships with the City of Torrance and TUSD**

**Community Services**

- Crossing Guards – City provides TUSD with Crossing Guards at all elementary schools.
- Homework Assistance - The Library provides Torrance students with an on-line homework assistance service via the internet.
- Joint Use Facilities Agreement (Recreation Agreement)
- School Resource Officer for each high school
- Safe route to schools grant
- Collaborative safety effort for drop-off / pick-up of students
- Park Ranger Program
- Security for and providing portable toilets on weekends
- Youth Library services
- Torrance Fire Department: Basic Aid training for district 5<sup>th</sup> graders & CPR for 9<sup>th</sup> graders
- Torrance Police Department: Bike Rodeo finals
- Use of the Benstead Plunge Swimming Pool by high school swim teams
- City speakers present environmental lessons to elementary school students:  
1<sup>st</sup> graders - recycling; 2<sup>nd</sup> graders - composting; and 4<sup>th</sup> graders -lesson on hazardous waste.  
Additional presentations to all grade levels on request (regular programs restructured for middle and high school classes)
- Recycling containers on request to teachers and janitors and parents
- Materials on request for Earth Day events to teachers and parents
- Donations of compost bins on request
- Assistance with field trips to recycling or waste facilities, or information/education on related topics on request

**Facility Support & Field Maintenance**

- Street lighting at West High School
- Reclaimed water lines to various school sites
- Jefferson Middle School – pedestrian traffic signal
- Installation of sidewalk and storm drain repair at South High
- Installation of berm at Towers Elementary School
- Sewer video inspection equipment contribution

### Information Technology/Automation

- The City donated TV cameras for the District Board Room
- Use of the City Council Chamber to provide televised bond updates to the community

### Purchasing

- The City donates vehicles (scheduled for replacement) to TUSD.

### Youth Services

- Green Team Program - The City and TUSD, with a grant from ExxonMobil, provide high school students with summer youth employment.
- Students in Government Day – 8<sup>th</sup> grade students at TUSD have an opportunity to engage in running the City during an actual City Council meeting.
- City/youth sports use of district facilities

As an action item, the Joint Committee recommended sharing the projects update to date with the City Council and TUSD Board and seek direction regarding the need to schedule another joint meeting. With Your Honorable Body's concurrence, the Joint Committee would like to hold an interactive meeting which will include a discussion of joint partnerships as well as a discussion on the potential impact of the pending State budget on the City and TUSD. If it is agreed by each agency that a joint meeting is a viable forum for community discussion, the Joint Committee further recommended that staff be given direction to work together and the Joint Committee of the Citizen Development and Enrichment Committee to identify a date for the meeting and develop the structure of the forum.

Respectfully submitted,

CITY COUNCIL COMMITTEE ON CITIZEN  
DEVELOPMENT AND ENRICHMENT

  
Councilman Tom Brewer, Chair

  
Councilman Gene Barnett

  
Councilman Pat Furey

- Attachments:
- A) City of Torrance and TUSD - Joint Projects Status Report February 2011
  - B) Notes of the Joint Meeting of the Torrance City Council and the Torrance Unified School District Board of Education- November 9, 2009
  - C) Agenda of Joint Committee Meeting – December 7, 2009
  - D) Agenda of Joint Committee Meeting – December 21, 2009
  - E) Agenda of Joint Committee Meeting – September 27, 2010
  - F) Notes of Joint Committee Meeting – September 27, 2010
  - G) Agenda of Joint Committee Meeting – January 19, 2011
  - H) Notes of Joint Committee Meeting – January 19, 2011



## City of Torrance and TUSD - Joint Projects Status Report February 2011

Project	Status
<ul style="list-style-type: none"> <li><b>Library Resources -</b> Joint purchase of books and database sharing. Provide a library card to every TUSD student.</li> </ul>	<p><b>Online Library Card Registration</b></p> <ul style="list-style-type: none"> <li>The Library Division worked with the Communications and Information Technology (CIT) department to mount and test a Library Card Application form online. <b>COMPLETED</b></li> <li>Staff worked with CIT to implement the final phase of the project, establishing two self-registration work stations across from the Circulation Desk at the Katy Geissert Civic Center Library where patrons can key in their own personal registration. <b>COMPLETED</b></li> </ul> <p><b>Joint Purchasing</b></p> <ul style="list-style-type: none"> <li>Baker &amp; Taylor (Library's major book vendor) indicated that if TUSD would do all ordering and receiving through TPL, Baker and Taylor (B &amp; T) would honor the Torrance Public Library pricing schedule (book discount is substantial and averages 40% with free shipping included). TUSD can set up its own B &amp; T account and may still receive favorable pricing. <b>COMPLETED</b></li> <li>Torrance Library obtained school recommended or required summer reading lists from <i>each campus</i> and purchased heavily ordering multiple copies of titles in print. All books were cataloged and processed, as well as tagged and placed in special sections at each library location. <b>COMPLETED</b></li> <li>TPL hosted meeting of School Librarians on 10/22/10 (Elementary School PTA Librarian volunteers, Middle School Librarians, High School Librarians). Demonstrated TPL data bases, linking to websites. <b>COMPLETED</b></li> <li>TPL met with the Librarian at West High School to discuss joint projects, and barriers high school students currently face in using Torrance Libraries.</li> </ul> <p><b>Summer Activities</b></p> <ul style="list-style-type: none"> <li>Library also implemented very popular "Reading and Writing Partners" programs concurrent with the Library's Summer Reading Program. Teens are recruited and matched up with beginning readers (one-on-one) and provided library space and designated time (in 30 minute segments) for younger students to read aloud to teens. Youth Services staff evaluated the Summer Reading Program, and determined the program would have to be trimmed due to ongoing short staffing. The Youth Services Supervisor met with two TUSD reading specialists to determine if the program would better serve students if held during the school year, and got a favorable response both to the program and to holding it in January/February vs. July/August. TPL cannot implement in 2011, but will continue to evaluate the program, with hopes to implement when staffing is restored. <b>COMPLETED</b></li> <li>Over the summer, 90 sessions of Reading and Writing Partners were</li> </ul>

	<p>conducted using 459 teen volunteers assisting 1,111 youth participants with their reading and writing skills. <b>COMPLETED</b></p> <p><b>Library System Integration</b>  <i>Item added at the meeting of September 27, 2010.</i></p> <ul style="list-style-type: none"> <li>• The Committee directed staff from City and TUSD to explore the possibility of incorporating the four high school sites into the city library system, including what the cost would be and what would be required of each entity to integrate the two operations.</li> <li>• TPL and TUSD reps will need to meet to further define goals of the project (e.g. retrospective conversion of existing school libraries vs. new library collections/hardware/software at school libraries, delivery of materials) and identify existing and future resources (materials and budget). Meeting will be convened as soon as appropriate district staff is identified.</li> <li>• TPL staff met with the West High School Librarian for details on TUSD's online system.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Joint Publications - TUSD and City to explore joint sharing of adult education class information via City's on-line sources.</b></li> </ul>	<p><b>Adult Education</b></p> <ul style="list-style-type: none"> <li>• City and TUSD to maintain existing publications within each respective organization. <b>COMPLETED</b></li> </ul> <p><b>Joint Publications</b></p> <ul style="list-style-type: none"> <li>• A link to Torrance Adult School was added to the Library's "Favorite Websites" pages (posted links to those sites Torrance Librarians identify as particularly useful for patrons) under the topic of <i>Education</i>. The link is available at <a href="http://www.library.torranceca.gov">www.library.torranceca.gov</a>. Click on <i>Favorite Websites</i> on the left hand side, use slide out menu and click on "Education" then scroll down to "For Parent, Teacher, and Student" to find the link to Torrance Adult School. <b>COMPLETED</b></li> <li>• The Library's Facebook page has made Torrance Adult School's Facebook page a "favorite page" so that users of one are drawn to the other. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Field Turf Management</b></li> </ul>	<p><b>Turf Management System</b></p> <ul style="list-style-type: none"> <li>• John Jones explained the city is currently developing a turf management system to improve the way it maintains public green space. The committee discussed the possibility of the District utilizing that information to manage the health of District fields, as well. Mr. Lee suggested the City and District could centralized the system, coordinating allocations to ensure District fields that are off-grid do not overlap with fallow city green space in the same area.. Mr. Jones advised the plan would not be ready for implementation before November or December of this year. Ms. Girodano confirmed with the committee that the Committee would like to explore having the District work with the city to develop a sustainability plan with each of the new District fields as they come online.</li> <li>• The following action items were assigned to staff by the general</li> </ul>

	<p>consensus of the Committee members:</p> <ul style="list-style-type: none"> <li>○ Both City and TUSD to identify current field use at both the City and TUSD facilities</li> <li>○ Request TUSD staff to provide the school modernization schedules identifying the potential impacts that may be caused on TUSD fields due to these projects</li> <li>○ City to identify the potential neighborhood park fields that may be available for use to provide temporary relief and play space along with the potential maintenance impact</li> <li>○ Explore options of establishing a coordinated field allocation program and policy between City and TUSD</li> <li>○ Once the City's Turf Management Plan is completed, discuss and identify city and TUSD sport field downtimes that will be needed in order to allow for sustainable turf and address the impact of the District's modernization schedule.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Tree Trimming</b> - TUSD currently has a \$10,000 contract for emergency tree trimming. Explore expanding current City contract to determine if City can achieve more service for same amount.</li> </ul>	<ul style="list-style-type: none"> <li>● TUSD staff reviewed City prices and determined that even though they were competitive, there were no real savings for TUSD. Staff determined that no further exploration is needed at this time. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Facility Maintenance</b> - Joint painting, roofing, slurry seals, sidewalk grinding.</li> </ul>	<ul style="list-style-type: none"> <li>● According to TUSD staff; after much consideration and since any facility money TUSD currently has is Local Bond Funding, all this work is tied up in modernization packages. There is no way to pull specific projects out to bid with City projects. TUSD would not save on bid administration nor probably improve on costs. <b>COMPLETED</b></li> <li>● Now in years past, when the District received adequate "Deferred Maintenance" funding this could possibly work. TUSD can revisit this in the future if and when this funding is restored. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Green Waste Program</b> - TUSD has need for green waste pick up.</li> </ul>	<ul style="list-style-type: none"> <li>● PW (Sanitation) reviewed TUSD's current contract and verified that District's pricing structure is very favorable. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Hazardous Waste</b> - Joint disposal of hazardous waste.</li> </ul>	<p><b>Electronic Recycling</b></p> <ul style="list-style-type: none"> <li>● The City currently takes its electronic waste to Walsers and does not get paid for it. In addition, Walsers is available to all residents to drop off their electronic waste at no cost to them. City staff has indicated that there is not a good market for such waste so staff is pleased with Walsers taking items for free. TUSD staff shared pricing for its vendor and City staff is in the process of reviewing the materials to determine feasibility of considering an alternate arrangement. <b>COMPLETED</b></li> </ul>

	<ul style="list-style-type: none"> <li>Based on prior years data, the City averages about 3 tons of materials a year, but only 20 <u>pieces</u> of that are of real value (TV and monitors) – the rest is junk or scrap and not worth much. To get any revenue, we would need to sort very carefully to pick out the other few things that might have value (some toner cartridges, scrap metals, etc) but the time and effort would be worth more than the revenue received.</li> <li>If we wanted a revenue stream, we would need to run events and only take things of value from the public. Then we would be in competition with Walsers, the school district and other community organizations that are doing these events as fundraisers.</li> <li>The emphasis is on volume, so staff would prefer not to limit the types of materials our employees can recycle this way. Staff is trying to get a company to collect the materials at no cost to the City, so they would handle the sorting and the revenue they get could cover the cost of collection. City staff was unable to find a company able to recycle the mix of materials generated by the City without charging. Staff recommends that City continue to use Walsers for the electronics recycling program.</li> </ul> <p><b>Hazardous Waste</b></p> <ul style="list-style-type: none"> <li>City compared vendor prices and identified potential savings for TUSD. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Graffiti Removal -</b> Expansion of current City contract.</li> </ul>	<ul style="list-style-type: none"> <li>The City's SMART Team approved funding to install a storm drain cover at South High School to eliminate graffiti inside the storm drain. The cover was installed on October 20, 2010 and the fencing around the existing opening was removed. The channel walls were painted on October 25, 2010. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Fleet Services -</b> Develop an early notification strategy to address City's routine vehicle replacement schedule with TUSD needs.</li> </ul>	<ul style="list-style-type: none"> <li>Measures are already in place wherein City provides TUSD timely notification of vehicles that are about to be retired by the City. TUSD gets first priority on purchasing the vehicle(s) from City at half of Blue Book wholesale value. Whatever TUSD does not want, we send to Ken Porter Auctions. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Compressed Natural Gas Filling Station / B20 Testing -</b> City developing a compressed natural gas filling station at the City Yard. TUSD may be able to use the station for fast fueling. City may pursue bio-fuel in the future.</li> </ul>	<ul style="list-style-type: none"> <li>There was a job walk on February 25, 2010 with the CNG reps. TUSD was notified of the deal City has with CNG purchases. As of Jan, 2011, the CNG group (Clean Energy) has been through plan check and everything is signed off, they have not come in to pick up their permit(s). TUSD will be notified once the filling station is available.</li> <li>According to Clean Energy staff, the company is awaiting for approval for grant funding from the California Energy Commission (CEC). Clean Energy applied for a grant to help cover some of the unforeseen costs that arose and are waiting for a contract. They are not allowed to incur construction costs or else the grant is de-obligated. Clean Energy's grant</li> </ul>

	<p>department has been meeting with the CEC in Sacramento as recently as the past couple months and anticipation of the contract and direction from the CEC them this month. Once CEC approves the contract, Clean Energy can pull the permits and start work which is anticipated to be 60-90 days before the stations would be operational.</p>
<ul style="list-style-type: none"> <li>• <b>Fuel Purchase</b> - Joint purchase of fuel.</li> </ul>	<p><b>Fuel</b></p> <ul style="list-style-type: none"> <li>• TUSD will be purchasing regular gas from City's contract effective February 2010. Annual savings of \$16,983.33. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Joint Purchasing</b> - Tires, fuel, batteries, supplies. Office supplies, printer cartridges, custodial materials</li> </ul>	<p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>• City added the following phrase to all future City bids: <i>Bid submittals shall constitute agreement by the Vendor that all pricing terms and conditions offered to the City of Torrance will be offered to the Torrance Unified School District (TUSD). The City of Torrance does not warrant any additional use of the contract by TUSD. Should TUSD choose to utilize the contract, orders will be placed and payment made directly to the vendor by TUSD.</i> <b>COMPLETED</b></li> </ul> <p><b>Update since meeting of September 27, 2010</b></p> <p><b>Purchasing Paper</b></p> <ul style="list-style-type: none"> <li>• The TUSD specifications are not the same as the City of Torrance. The two major issues are that TUSD can take larger loads of paper at one time as they have storage and one location (we have several drop locations, Central Services, Police Department, Human Resources and Fire Department). We also have a recycled content requirement that the School District does not have. It is not "apples to apples". Our 20lb 40% recycled content (post consumer waste) bid price is \$6.95/M (\$3.475/ream) and TUSD bid price is \$2.61 ream for non-recycled content. We pay an additional \$.865 a ream because of the product we specify (recycled content) and our delivery requirements. The difference between the paper cost (recycled and non) is \$.20 a ream, the remaining \$.665 per ream is the difference between a container load (large quantity delivered at one time) and our "desk top" delivery of 20 case at a time to several locations.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Cable TV Coverage of TUSD Board Meetings/Use of Council Chamber</b></li> </ul>	<ul style="list-style-type: none"> <li>• City estimates cost of approximately \$10,000 to provide Live TUSD Board of Education Meeting coverage from the City Council Chamber.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Elections</b> – explore consolidation with TUSD, potential for mail ballot elections, and change of election date.</li> </ul>	<ul style="list-style-type: none"> <li>• Measure A was not approved by the voters on the June 8<sup>th</sup> ballot.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>American Recovery &amp; Reinvestment</b></li> </ul>	<p><b>ARRA/Grant Funding</b></p>

<p><b>Act/Grants (ARRA) &amp; Other Grand Opportunities</b></p>	<ul style="list-style-type: none"> <li>• Per TUSD Board Member Don Lee, if City finds projects that can benefit both agencies, staff should keep TUSD in mind as a partner, i.e. Plaza Del Amo extension. Suggested for City staff to seek funds which may improve traffic circulation.</li> <li>• City staff will work with TUSD on any grant opportunities available impacting the City and TUSD.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Wi-Fi</b> <i>Item added at the meeting of September 27, 2010.</i></li> </ul>	<p><b>Wi-Fi Access at City High Schools</b></p> <ul style="list-style-type: none"> <li>• Mr. Michael Wermers (TUSD) encouraged City and TUSD staff to work together on joint IT projects such as providing wi-fi access to students. Check with CIT on prior study and feasibility. Schedule meeting with TUSD CIT if needed.</li> <li>• On December 15<sup>th</sup>, Rick Shigaki, Ernest Gallo, and Ryan Lee met with Trin Tran, IT Manager for the Torrance Unified School District (TUSD) to share information regarding our communications and networking environments, to explore future possibilities where we may be able to share resources and infrastructure, and to collaborate on potential IT and communications related projects.</li> </ul> <p><b><i>From that meeting we learned:</i></b></p> <ul style="list-style-type: none"> <li>▪ TUSD consists of 30 schools, 2 adult centers, and 1 continuing education facility.</li> <li>▪ TUSD IT Manager indicated an interest in providing laptops and wireless internet access to all TUSD students.</li> <li>▪ TUSD completed installing fiber optic cabling , connecting all of their campuses.</li> <li>▪ Staff discussed the possibility of finding a physical juncture where we could connect the City's network with TUSD's network for redundancy and/or disaster recovery.</li> <li>▪ TUSD IT Manager envisioned being able to provide student information to the City with the intent that the City automatically issue library cards upon school enrollment.</li> <li>▪ TUSD is evaluating online access to textbooks and pondered the possibility of working with the Torrance Library to obtain/share the library's online book service. Trin said they have no funding at this time.</li> <li>▪ TUSD IT Manager inquired about the City's old NEC telephone system. We told him it was shutdown but still onsite. He expressed an interest in acquiring our old NEC telephone system for parts to repair TUSD's telephone system. We told Trin we would explore the possibility with our management.</li> <li>▪ Staff discussed Wi-Fi coverage at 30+ TUSD campuses. With current limitations of Wi-Fi technology being a <u>maximum</u> 250 feet radius per antenna, it would be too costly to implement and maintain full Wi-Fi access across each campus.</li> </ul> <p><b><i>At the conclusion of our meeting:</i></b></p> <ul style="list-style-type: none"> <li>▪ CIT will explore the possibility to donating the City's old NEC telephone system for TUSD to use for parts.</li> <li>▪ Staff exchanged contact information</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Planned site visit to TUSD in the near future.</li> <li>▪ Staff agreed to meet again after the first quarter of 2011.</li> </ul> <p><b><u>City of Torrance Public Library</u></b></p> <ul style="list-style-type: none"> <li>• The Torrance Public Library is currently implementing software to make the Library's website accessible on smart phones. This will enable students with phones to conduct library business from anywhere in a coverage area, or by latching on to an existing wireless network. All Torrance Libraries offer free wireless access during the hours the Library is open.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Torrance High School Fence</b> <i>Item added at the meeting of September 27, 2010.</i></li> </ul>	<p>Under Council Orals at the August 3, 2010 meeting, a resident expressed concern about youth and adults that climb the fence at Torrance High School to skateboard and smoke marijuana. TUSD is working with the Police Department and the City Attorney's Office to add "NO TRESSPASSING" signage.</p>
<ul style="list-style-type: none"> <li>• <b>Fire Safety Guidelines in the TUSD</b> <i>Item added meeting of September 27, 2010.</i></li> </ul>	<ul style="list-style-type: none"> <li>• The Torrance Fire Department is assisting TUSD in developing a draft guideline for classroom safety. The TFD has drafted a joint TFD / TUSD classroom / school fire safety policy at the request of the TUSD. The first draft review meeting is set for 1/4/11 at 1:30pm at their offices.</li> </ul>



November 9, 2009

**MINUTES OF JOINT MEETING OF THE  
TORRANCE CITY COUNCIL AND THE  
TORRANCE UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**1. CALL TO ORDER**

The Torrance City Council convened in a joint meeting with the Torrance Unified School District Board of Education at 7:02 p.m. on Monday, November 9, 2009 in the Toyota Meeting Hall of the Torrance Cultural Arts Center.

**ROLL CALL**

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

Torrance Unified School District Board of Education: Dr. Ernst, Mr. Lee, Mrs. Ragins, Mr. Steffen, and President Muratsuchi.

Absent: None.

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

**2. FLAG SALUTE/INVOCATION**

The flag salute was led by North High School JR ROTC.

Councilmember Rhilinger gave the non-sectarian invocation.

**3. REPORT OF CITY CLERK ON POSTING OF THE AGENDA**

City Clerk Herbers reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard on Thursday, November 5, 2009.

School Board Member Lee reported that the agenda was posted on the Public Notice Board at 2335 Plaza del Amo on Thursday, November 5, 2009.

**4. WELCOME AND INTRODUCTIONS**

Mayor Scotto welcomed everyone to the meeting and expressed the hope that this would be the first of many joint meetings.

School Board President Muratsuchi also welcomed everyone, relating his understanding that this was the first time in 40 years that a joint meeting of the entire City Council and entire School Board has been held.

5. **STAFF PRESENTATION OF JOINT PARTNERSHIP OPPORTUNITIES/  
DISCUSSION BY CITY COUNCIL AND BOARD OF EDUCATION**

**Recommendation**

Recommendation of the City Manager that City Council provide direction to staff based on concurrences achieved regarding partnership opportunities at the joint meeting of the City Council and the Torrance Unified School District Board of Education.

Assistant to the City Manager Chaparyan reported that at the direction of the City Council's Citizen Development and Enrichment Committee, staff from the City and TUSD collaborated to develop an extensive list of partnership opportunities. With the aid of slides, he reviewed current partnerships and the following partnership opportunities:

**COMMUNITY SERVICES:**

- **Library Resources** – Joint purchase of books/database sharing. Provide a library card to every TUSD student.
- **Joint Publications** – Sharing of adult education class information via City's on-line sources.
- **Recreation Services** – Opportunity to reduce duplication of services in recreation classes and adult education. Review assignment of fields for recreation services.

**FACILITY SUPPORT & FIELD MAINTENANCE:**

- **Field Lighting** – Assist with changing lights at campus fields. Further exploration of energy savings.
- **Mowing** – Field mowing at Victor Elementary, Anza Elementary, Hickory Elementary.
- **Tree Trimming** – Explore expanding current City contract to determine if City can achieve more service for the same amount.
- **Facility Maintenance** – Joint painting, roofing, slurry seals, sidewalk grinding.
- **Green Waste Program** – TUSD has need for green waste pickup.
- **Hazardous Waste** – Joint disposal of hazardous waste.
- **Graffiti Removal** – Expansion of current City contract.

**INFORMATION TECHNOLOGY/ AUTOMATION**

- **Information Technology/GIS Sharing** – Purchase of software and maintenance agreements. Access to City's GIS system.
- **Agenda Automation** – Possible sharing of Granicus to generate School Board agendas/minutes.
- **Reverse 911** – Utilization of the City's reverse 911 system to notify parents during emergencies/ natural disasters.
- **Mass Email** – Possible collaboration opportunities with regard to the email subscription service being developed by the City. Use of CitiCable to promote school events.

**PURCHASING**

- **Fleet Services** – Develop early notification strategy to coordinate the City's routine vehicle replacement schedule with TUSD needs.

- **Compressed Natural Gas Filling Station/ B20 Testing** – TUSD may be able to use the compressed natural gas filling station being developed at the City Yard. City may pursue bio-fuel in the future.
- **Fuel Purchase** – Joint purchase of fuel.
- **Joint Purchasing** – Tires, fuel, batteries, auto supplies, office supplies, printer, cartridges, custodial materials.

#### **YOUTH SERVICES**

- **Transit Ambassador Program** – Explore ways to introduce students to public transportation by utilizing existing bus routes to assist with local field trip transportation. Encourage high school students to utilize the Torrance Transit System.
- **Youth Employment/ Training** – Potential opportunity for TUSD and the City to obtain grant funding from local workforce development agencies to assist with youth employment and training.

Mayor Scotto invited comments from the Council and the School Board.

Councilmember Sutherland asked about the possibility of assisting TUSD with the building of a gymnasium at Hull Middle School, relating his understanding that additional funds may be needed.

Dr. George Mannon, TUSD Superintendent, reported that the proposed gymnasium will be built along with the new school only if funding is available within the amount budgeted for the project.

Councilmember Brewer suggested the possibility of intra-library sharing of materials, whereby a Torrance student could request a book at a Torrance Library, which would then be delivered to the student's school library. He also suggested that staff explore the use of high school tennis courts for City recreation programs.

Dr. Donald Stabler, TUSD Deputy Superintendent, agreed to look into this, noting that City and TUSD staff were already exploring a joint use agreement for athletic fields.

Councilmember Brewer noted that the Calendar of Events on the City's website is available for schools to promote upcoming events.

Councilmember Furey recommended that consideration be given to consolidating City and School Board elections in order to cut costs and improve voter turnout.

Councilmember Brewer suggested that the use of mail-in ballots also be explored.

Councilmember Numark requested that staff look into the possibility of expanding school use of Cultural Arts Center facilities, including the Armstrong Theatre.

School Board Member Lee voiced his opinion that this was a unique opportunity to improve efficiency and save money without sacrificing the quality of service residents of Torrance have come to expect or veering from core competencies.

School Board Member Steffen expressed appreciation for the assistance the City already provides to TUSD. He stressed the need to thoroughly investigate any proposed collaborations to ensure that they benefit both sides and everyone involved, noting that the goal is not to save money at employees' expense.

School Board President Muratsuchi related his belief that this public sharing of ideas was invaluable; noted that the goal is to better serve the community and students; and recommended that the City and School Board look to models in other communities, such as Irvine, where there have been successful collaborations. He emphasized that the School Board was not seeking to eliminate jobs but rather looking for win/win solutions.

Mayor Scotto noted that tonight's discussion was only the beginning of a long process. He requested that staff to look into whether the City could aerate fields at elementary schools without added expense and investigate the possibility of installing athlete field lighting at a school in southeast Torrance.

## **6. PUBLIC INPUT**

Mayor Scotto invited comments from the public.

Joseph Martinez, SEIU (Service Employees International Union) representative for TUSD, stated that his organization supports cost-saving efforts as long as it does not affect employees and welcomes the opportunity to partner with the City and the School District to accomplish this goal.

Michael Wermers, Torrance, explained that he and Todd Hays first brought up the idea of collaboration between the City and TUSD during discussions of the City's Strategic Plan and it was subsequently adopted as a goal. He commended City staff and everyone involved for moving forward with this idea.

Todd Hays, Torrance, reported that survey data gathered for the Strategic Plan update indicates that the quality of schools is paramount to Torrance residents, therefore he and Mr. Wermers lobbied to have a greater emphasis placed on schools in the current Strategic Plan. He noted that he previously submitted written material to be distributed to the Council and the School Board, which includes a list of on-line resources for this type of collaboration.

Melissa Wright, Torrance Education Foundation, stated that in the past, there appeared to be friction between the Council and the School Board and she was pleased that this was no longer the case. She discussed efforts to raise funds for Torrance schools and stated that the Foundation looks forward to working with the City and the School District to implement improvements, noting that upgrading technology and before/after-school care are areas of focus.

Rosie Weider, Torrance, reported that massive budget cuts have eliminated almost every kind of enrichment from Torrance schools and suggested that the City could help by providing part-time recreation staff to organize structured play during the lunch hour or assist with PE instruction in elementary schools. She voiced support for Councilmember Brewer's suggestion regarding the sharing of books between City and

school libraries. She encouraged the City and the School District to include the PTA and the Torrance Education Foundation when considering collaboration opportunities.

Dee Hardison, Torrance, noted that the list of potential collaborations is extensive and suggested that the Council focus on a few of the most practical ideas and move forward. She reported that the possibility of consolidating School Board and City Council elections was explored when she was mayor and it was complicated by the fact that their terms do not coincide, however, she believes there are savings to be realized if the details can be worked out.

Mayor Scotto reported that the Torrance Library currently offers an on-line program to assist Torrance students with their homework and encouraged residents to become involved in it.

Councilmember Sutherland, referring to Ms. Wright's remarks, stated that he did not believe there was friction in the past between the City Council and the School Board and the reason this collaboration has been given new emphasis is because the economic downturn has made it a necessity.

Councilmember Brewer noted that the list contains some items, such as joint purchasing, where savings would seem to be easily realized while other items will require a lot more investigation.

Councilmember Furey expressed support for this collaboration, noting that many residents don't realize that Torrance schools and City government are controlled by two different entities even though they share the same boundaries. He related his understanding that the last School Board election cost \$280,000 and suggested that this money could have been better spent on programs for students. He indicated that he favored considering all of the items on the list in order to maximize savings and encouraged residents to offer suggestions because there is a wealth of knowledge in the community.

Councilmember Rhilinger indicated that she favored moving forward with the most practical items and building on that success. She suggested the following items: joint purchasing; reverse 911 system; mass email subscription service; and youth employment training grants. She noted that some grants are only available when government agencies are involved and suggested the possibility of sharing the City's grant-writing expertise with TUSD. She also expressed support for joint elections and expanding the library's online homework assistance program.

Councilmember Numark recommended that staff from the City and TUSD do an analysis of what it would take to implement each item and forward the information to the joint committee of the City Council and School Board so that they could prioritize the list.

Councilmember Barnett noted his agreement with his colleagues' remarks and commended staff for compiling a comprehensive list of potential partnership opportunities. Referring to Mr. Martinez's comments, he expressed the hope that some of the things that were tried in the past without success, such as the mowing of fields, could now be accomplished.

School Board Member Lee suggested the possibility that practices for Parks and Recreation basketball/football teams, which are typically organized based on the schools the players attend, could be held during lunch hour or PE classes, thereby allowing more time for homework and other after-school activities. He stated that he believed there is great opportunity for joint purchasing since the City and TUSD purchase a lot of the same supplies and equipment and there may also be an opportunity for equipment borrowing in the event equipment breaks down or is only needed for a short duration. He voiced support for holding joint City Council/School Board elections.

School Board Member Steffen indicated that he was inclined to defer to staff and have them recommend a few items that would be the easiest to accomplish and then move on to more ambitious projects.

School Board Member Ragins stressed then need to learn from the past in order to avoid pitfalls that prevented some of these items from being accomplished when they were previously attempted. She recalled that there was friction between the School Board and the City Council when she was first elected six years ago, however, that is no longer the case as evidenced by the success of the joint effort to get school bonds passed. She stated that the fact that the City and the School District share the same boundaries is unusual and provides a rare opportunity for collaboration. She noted that the Torrance Education Foundation is currently focused on upgrading technology and it would be very helpful if the City could assist with joint purchasing, installation and repairs.

School Board Member Ernst noted his concurrence with his colleagues' remarks. Referring to agenda material, he pointed out that that the list of current partnerships is more lengthy than the list of proposed collaborations and the School District and the City already enjoy a collaborative relationship, which is especially strong in the area of Community Services.

School Board President Muratsuchi stated that while both the City and the School District are facing challenges due to the State's fiscal crisis, the School District's situation is more dire because 94% of its funding comes from the State and \$27 million has already been cut from its budget over the past two years. He recommended that City and School Board staff be charged with the task of identifying the most likely to succeed cost-saving measures on the list, noting that every dollar that can be saved is important in order to minimize the effect of budget cuts on the classroom.

Mayor Scotto stated that he was encouraged by the fact that this joint meeting was being held even though the City is facing its own financial challenges. He noted that some of the items on the list are long-term goals which will take years to accomplish and expressed the hope that both the City and the School District will be in better financial shape by that time.

It was the consensus of the Council and the School Board to direct their staffs to work together to identify 6-10 items and develop an action plan to be forwarded to the joint committee of the City Council and the School Board within 90 days.

7. **ADJOURNMENT**

At 8:25 p.m. the meeting was adjourned.

The Torrance City Council adjourned to Tuesday, November 10 at 5:30 p.m. for an executive session with regular business commencing no earlier than 7:00 p.m. in City Council Chambers at 3031 Torrance Blvd.

The Torrance Unified School District Board of Education adjourned to Monday, November 16, 2009 at 7:30 p.m. in the Board Room in the Educational Materials Building at 2336 Plaza Del Amo.

/s/ Frank Scotto  
\_\_\_\_\_  
Mayor of the City of Torrance

Attest:

/s/ Sue Herbers  
\_\_\_\_\_  
Sue Herbers,  
City Clerk of the City of Torrance

Approved on December 15, 2009



# A G E N D A

## CITY COUNCIL CITIZEN DEVELOPMENT AND ENRICHMENT COMMITTEE

DATE: Monday, December 7, 2009

TIME: 4:30 p.m.

PLACE: Torrance City Hall, City Manager's Assembly Room, Third Floor

COMMITTEE

MEMBERS: Councilman Tom Brewer, Chair  
Councilman Pat Furey  
Councilman Gene Barnett

STAFF: Mary Giordano, Assistant City Manager  
Aram Chaparyan, Assistant to the City Manager  
John Fellows, City Attorney  
Sue Herbers, City Clerk

**SUBJECT: ELECTION CONSOLIDATION**

- |      |                                                                       |                   |
|------|-----------------------------------------------------------------------|-------------------|
| I.   | Welcome and Introductions                                             | Chairman Brewer   |
| II.  | Discussion                                                            | Committee Members |
|      | ▶ Election Consolidation with the<br>Torrance Unified School District |                   |
|      | ▶ Potential for Mail Ballot Elections                                 |                   |
|      | ▶ Change of Election Date                                             |                   |
| III. | Public Comment                                                        |                   |
| VII. | Adjournment                                                           |                   |



# AGENDA

**JOINT MEETING OF THE TORRANCE UNIFIED SCHOOL DISTRICT  
AND THE  
TORRANCE CITY COUNCIL  
CITIZEN DEVELOPMENT AND ENRICHMENT COMMITTEE**

DATE: Monday, December 21, 2009

TIME: 5:00 p.m.

PLACE: West Annex Commission Room

**COMMITTEE**

**MEMBERS:** Councilman Tom Brewer, Chair                      Mr. Don Lee, T.U.S.D. Board of Education  
Councilman Pat Furey                                              Mr. Michael Wermers, T.U.S.D. Board of Education  
Councilman Gene Barnett

**STAFF:** Dr. George Mannon, T.U.S.D. Superintendent  
Dr. Donald Stabler, T.U.S.D. Deputy Superintendent

Mary Giordano, Assistant City Manager  
Aram Chaparyan, Assistant to the City Manager  
Sue Herbers, City Clerk

**SUBJECT: ELECTION CONSOLIDATION**

- |      |                                                                       |                                     |
|------|-----------------------------------------------------------------------|-------------------------------------|
| I.   | Welcome and Introductions                                             | Chairman Brewer<br>Board Member Lee |
| II.  | Discussion                                                            | Committee Members                   |
|      | ▶ Election Consolidation with the<br>Torrance Unified School District |                                     |
|      | ▶ Potential for Mail Ballot Elections                                 |                                     |
|      | ▶ Change of Election Date                                             |                                     |
| III. | Public Comment                                                        |                                     |
| VII. | Adjournment                                                           |                                     |



JOINT MEETING OF THE TORRANCE UNIFIED SCHOOL DISTRICT  
AND THE  
TORRANCE CITY COUNCIL  
CITIZEN DEVELOPMENT AND ENRICHMENT COMMITTEE

**AGENDA**

**DATE:** Monday, September 27, 2010

**TIME:** 4:30 p.m.

**PLACE:** Torrance Unified School District  
Board Room, Second Floor  
2336 Plaza del Amo, Torrance

COMMITTEE MEMBERS:	Councilman Tom Brewer, Chair Councilman Gene Barnett, Member Councilman Patrick Furey, Member	Mr. Michael Wermers, T.U.S.D. Board of Education Mr. Don Lee, T.U.S.D. Board of Education
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STAFF:

Dr. George Mannon, T.U.S.D. Superintendent  
Dr. Donald Stabler, T.U.S.D. Deputy Superintendent  
Dr. Tim Stowe, T.U.S.D. Senior Director – Secondary Schools  
Dr. E Don Kim, T.U.S.D. Senior Director – Elementary Schools  
Dr. Mario Liberati, T.U.S.D. Senior Director – Human Resources  
Phil Fielding, T.U.S.D. Director – Facilities/Operations

Mary K. Giordano, Assistant City Manager  
Sheryl Ballew, General Services Director  
Robert Beste, Public Works Director  
John Jones, Community Services Director  
Eric Tsao, Finance Director  
Aram Chaparyan, Assistant to the City Manager

**I. Welcome and Introductions**

**II. T.U.S.D. Items**  
(None)

**III. City Items**

- A) City of Torrance and TUSD Joint Projects Status
- B) AB 939 Reimbursement
- C) Torrance High School Fence
- D) Joint Facilities Use Agreement
- E) City Police Support of TUSD Special Events (Review Police cost vs. TUSD provided Private Security)
- F) Working with TUSD on summer programs.

**IV. Oral Communications**

**V. Adjournment**

(Agenda Items may be viewed in their entirety at <http://w5.tusd.org:88/sagendas10-11/2010-09-27JointMtg/BackupMaterials.pdf>)



JOINT MEETING OF THE TORRANCE UNIFIED SCHOOL DISTRICT  
AND THE  
TORRANCE CITY COUNCIL  
CITIZEN DEVELOPMENT AND ENRICHMENT COMMITTEE

NOTES

**Monday, September 27, 2010**

**Torrance Unified School District  
Board Room  
2336 Plaza del Amo, Torrance**

COMMITTEE MEMBERS PRESENT	Councilman Tom Brewer, Chair Councilman Gene Barnett, Member Councilman Patrick Furey, Member	Mr. Don Lee, TUSD Board of Education Mr. Michael Wermers, TUSD Board of Education
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STAFF MEMBERS  
PRESENT

Dr. George Mannon, T.U.S.D. Superintendent  
Dr. Donald Stabler, T.U.S.D. Deputy Superintendent  
Dr. Mario Liberati – Senior Director – Human Resources  
Dr. Tim Stowe, Senior Director – Secondary Schools  
Dr. E Don Kim, Senior Director – Elementary Schools

Mary K. Giordano, Assistant City Manager  
Robert Beste, Public Works Director  
John Jones, Community Services Director  
Eric Tsao, Finance Director  
Aram Chaparyan, Assistant to the City Manager

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Mr. Lee called the meeting to order at 4:30 p.m., and thanked everyone for attending. He asked student, Zachary Lee to lead the group in the Pledge of Allegiance.

**T.U.S.D. Items:**

None.

**City Items:**

City of Torrance and T.U.S.D. Joint Projects Status.  
City staff members reviewed the status of joint projects.

The committee directed both staffs to explore the possibility of incorporating the four high school sites into the city library system, including what the cost would be and what would be required of each entity to integrate the two operations.

AB 939 Reimbursement

Mr. Tsao clarified information on this matter.

Torrance High School Fence

Chief Neu updated the committee on what is being done by the police department and District to address concerns from the community regarding noise and illegal use of the Torrance High stadium.

Joint Facilities Use Agreement

John Jones explained the city is currently developing a turf management system to improve the way it maintains public green space. The committee discussed the possibility of the District utilizing that information to manage the health of District fields, as well. Mr. Lee suggested the City and District could centralized the system, coordinating allocations to ensure District fields that are off-grid do not overlap with fallow city green space in the same area.. Mr. Jones advised the plan would not be ready for implementation before November or December of this year. Ms. Girodano confirmed with the committee that they would like to explore having the District work with the city to develop a sustainability plan with each of the new District fields as they come online.

The committee members agreed they would like to meet again in January 2011 to discuss the status of the city's turf management system, and then decide on a date for a Joint Meeting of the entire City Council and Board of Education to further discuss joint projects.

City Police Support of TUSD Special Events (Review Police cost v. TUSD provided Private Security

Chief Neu advised the Committee that the reduced overtime rate the District is currently being charged for police support at special events does not adequately cover the actual cost of the personnel, and creates a budget concern for the City. He proposed the District either replace the officers with an outside security company, or consider reducing the number of officers at these events. He commented that he was comfortable in recommending such a reduction in force because of the way the City has reallocated street patrols in the evening hours; thus he felt adequate backup would be readily available in the event of an incident at a school site. Mr. Wermers and Mr. Lee confirmed with Chief Neu that the District was not interested in replacing TPD with private security at special events. District staff advised more discussion would be necessary between the principals and police department to determine if a reduced number of officers at the events would provide adequate control.

Working with TUSD on Summer Programs

The matter was determined to not be appropriate for this forum.

**Oral Communications:**

Each member of the committee was given an opportunity to speak on general matters of interest.

Motion was made by Councilman Brewer, seconded by Board member, Mr. Wermers, that the meeting be adjourned at 5:50 p.m.

JOINT MEETING OF THE TORRANCE UNIFIED SCHOOL DISTRICT  
AND THE  
TORRANCE CITY COUNCIL  
CITIZEN DEVELOPMENT AND ENRICHMENT COMMITTEE

**AGENDA**

**DATE:** Wednesday, January 19, 2011

**TIME:** 4:30 p.m.

**PLACE:** Torrance Cultural Arts Center, Garden Rooms A & B  
3330 Civic Center Drive

**COMMITTEE MEMBERS:** Councilman Tom Brewer, Chair      Mr. Michael Wermers, T.U.S.D. Board of Education  
Councilman Gene Barnett, Member      Mr. Don Lee, T.U.S.D. Board of Education  
Councilman Patrick Furey, Member

**STAFF:** Dr. George Mannon, T.U.S.D. Superintendent  
Dr. Donald Stabler, T.U.S.D. Deputy Superintendent  
Dr. Tim Stowe, T.U.S.D. Senior Director – Secondary Schools  
Dr. E Don Kim, T.U.S.D. Senior Director – Elementary Schools  
Dr. Mario Liberati, T.U.S.D. Senior Director – Human Resources  
Phil Fielding, T.U.S.D. Director – Facilities/Operations

Mary K. Giordano, Assistant City Manager  
Sheryl Ballew, General Services Director  
Robert Beste, Public Works Director  
John Jones, Community Services Director  
Eric Tsao, Finance Director  
Aram Chaparyan, Assistant to the City Manager

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- I. Welcome and Introductions**
  - II. City of Torrance and TUSD Joint Projects Status**
  - III. New Items**
    - A) Overview of Proposed City's Turf Management Plan
  - IV. Oral Communications**
  - V. Adjournment**



JOINT MEETING OF THE TORRANCE CITY COUNCIL  
CITIZEN DEVELOPMENT AND ENRICHMENT COMMITTEE  
AND THE  
TORRANCE UNIFIED SCHOOL DISTRICT

NOTES

**Wednesday, January 19, 2011  
Torrance Cultural Arts Center  
3330 Civic Center Drive  
Torrance, CA 90503**

COMMITTEE MEMBERS PRESENT	Councilman Tom Brewer, Chair Councilman Patrick Furey, Member	Mr. Don Lee, TUSD Board of Education Mr. Michael Wermers, TUSD Board of Education
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STAFF MEMBERS  
PRESENT

Dr. George Mannon, T.U.S.D. Superintendent  
Dr. Donald Stabler, T.U.S.D. Deputy Superintendent  
Dr. Mario Liberati – Senior Director – Human Resources  
Dr. Tim Stowe, Senior Director – Secondary Schools  
Dr. E Don Kim, Senior Director – Elementary Schools  
Phil Fielding, Director – Facilities/Operations

Mary K. Giordano, Assistant City Manager  
John Jones, Community Services Director  
Eric Tsao, Finance Director  
Aram Chaparyan, Assistant to the City Manager

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Mr. Brewer called the meeting to order at 4:30 p.m. and thanked everyone for attending.

**City of Torrance and T.U.S.D. Joint Projects Status.**

City staff members reviewed the status of joint projects.

Compressed Natural Gas Filling Station

Brian Sunshine, Assistant to the City Manager provided an update regarding the status of the Compressed Natural Gas Filling Station. Mr. Sunshine indicated that the private company (Clean Energy) was working with the California Energy Commission to obtain the grant funding and will proceed with construction as soon as possible. Mr. Phil Fielding, TUSD Director of Facilities/Operations indicated that the district currently uses a slow fueling system to fuel its fleet at night and that the City's new system will be a fast fuel system. Mr. Fielding does not anticipate substantial use by TUSD at this time. Mr. Sunshine indicated that TUSD can utilize the same pricing structure provided by the vendor to the City.

### Torrance High School Fence

Staff indicated that the Torrance City Attorney's Office is working with TUSD to develop a "NO TRESSPASSING" sign for the Zamperini Field at Torrance High School. Councilman Pat Furey inquired about the possibility of the City Attorney developing an ordinance that can be utilized at other schools throughout the City.

### Adult Education

TUSD Board Member Michael Wermers encouraged City and TUSD staff to work together to identify adult education classes and to make sure we do not have any overlap. John Jones, Community Services Director indicated that staff have already reviewed all course offerings and determined that residents base their preference on individual course instructors. Mr. Wermers indicated that TUSD is taking an entrepreneurial approach to adult education with the hopes to maximize revenue.

### ARRA/Grant Funding

City and TUSD staff will actively monitor all available county, state and federal grants to identify possible partnership opportunities that may benefit the City and TUSD.

### Wi-Fi Access at City High School/Information Technology Collaboration

City and TUSD IT staff met to discuss the feasibility of improving wireless coverage at TUSD campuses. According to Rick Shigaki, City's Communications and Information Technology Director, there are technological limitations which would make such a venture costly to implement and maintain. During the meeting, TUSD's IT Manager Tri Tran expressed interest in obtaining the City's old telephone system for part usage. City staff will explore the request and address additional on-going collaboration concepts at a future meeting in early 2011.

### Fire Safety Guidelines in the TUSD

Staff indicated that the Torrance Fire Department is assisting TUSD in developing a draft guideline for classroom safety.

### Library System Integration

City Library Staff met with the TUSD Library staff to discuss joint projects and collaboration. Staff discussed the possibility of a joint catalog and determined that such a venture would require additional resources and staff. Additional discussion will follow in future months to address barriers preventing students from using the Torrance Public Library. Library staff from the City and TUSD will continue to work together on the Torrance Public Library's Reading Partners and Writing Partners programs. TUSD Board Member Wermers encouraged the TUSD staff to provide the City with the District's summer reading list as soon as possible to allow City staff adequate time to purchase the required reading material.

## NEW ITEMS

### City's Draft Turf Management System Plan Review

Mr. John Jones, Community Services Director provided the Committee with an overview of the City's Draft Turf Management Plan as well as the findings of the City's Sports Turf Management Consultants overview assessment of the John H. Hull Middle School Playfield. Mr. Jones explained the difference between Category I and Category II parks in relation to frequency of use and level of athletic activity. According to Mr. Jones, there are six (6) category I parks with substantial sports activity that were the focus of the initial turf management plan study. Mr. Jones indicated that the plan was in draft form and not yet completed, as staff still need to analyze and include all of the general use turf on the Category I parks and all of the Category II parks in order to add to this initial report. With the completion of the Turf Management Plan, staff will need to explore funding options and then share it with the City's Parks and Recreation Commission, for additional review and approval by the City Council.

Chair Tom Brewer inquired on the purpose of having a turf management plan and Mr. Jones responded by clarifying the intent of such a plan. The ultimate purpose of a Turf Management Plan is to provide a road map for producing sustainable turf that is healthy, deep rooted and provides a safe playing surface that meets the needs of various users. Additional discussion followed regarding the cost of field maintenance and the ability of TUSD to maintain its fields given the current financial situation. Assistant City Manager Mary Giordano indicated that the draft turf management plan has associated annual cost requirements which City has no funding mechanism for at this time.

TUSD Superintendant Dr. George Mannon invited the district's landscape architect Mr. Dale Hadfield to respond to the City's sports turf management consultant's written comments regarding the construction and maintenance of the Hull Middle School playfield. Mr. Hadfield provided the Committee with his professional opinion related to the playfield design and the type of available turf. Additional discussion followed regarding the anticipated uses of all City and TUSD school fields as well as the technical demands of turf management for sustained field usage.

Assistant City Manager Mary Giordano further reiterated that the draft turf management plan was a building block designed to provide the City with an opportunity to review needs versus available resources. Staff expressed a need to work together to manage field usage jointly to allow for field rest and repair during seasonal play. A better coordination of available resources, playfields and engagement of various community groups that utilize the fields was identified as a top priority for both the City and TUSD moving forward.

The following action items were assigned to staff by the general consensus of the Committee members:

- Both City and TUSD to identify current field use at both the City and TUSD facilities
- Request TUSD staff to provide the school modernization schedules identifying the potential impacts that may be caused on TUSD fields due to these projects
- City to identify the potential neighborhood park fields that may be available for use to provide temporary relief and play space along with the potential maintenance impact
- Explore options of establishing a coordinated field allocation program and policy between City and TUSD
- Once the City's Turf Management Plan is completed, discuss and identify city and TUSD sport field downtimes that will be needed in order to allow for sustainable turf and address the impact of the District's modernization schedule.

**Oral Communications:**

Each member of the committee was given an opportunity to speak on general matters of interest.

Staff reminded the Committee members that at the initial joint meeting of the City Council and the TUSD Board of Education in November of 2009, the Committee was charged with providing oversight for joint collaboration of services and projects. At the November 2009 meeting, the two bodies expressed the need to hold annual joint meetings of the City Council and the TUSD Board of Education to provide the residents of Torrance with an update on joint collaborations to date.

TUSD Board Member Don Lee expressed the need to incorporate an additional component to focus on the upcoming potential budget challenges facing the TUSD and the City of Torrance. Staff requested from the Committee an opportunity to provide an update to the TUSD Board of Education and the City Council and seek further direction on including the budget discussion as part of the next joint meeting of the TUSD Board of Education and the Torrance City Council. With the concurrence of the TUSD Board of Education and the City Council, staff will return back to the joint committee of the City Council Citizen Development and Enrichment Committee to establish an agenda for the full joint meeting of the TUSD Board of Education and the Torrance City Council.

**Adjournment:**

The meeting was adjourned at 6:30 p.m.