

Council Meeting of
June 7, 2011

SUPPLEMENTAL #2

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

Members of the Council:

SUBJECT: City Manager - Supplemental Information to Item 13A

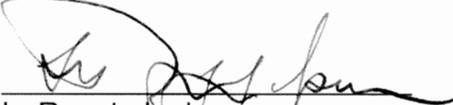
This supplemental includes public comments regarding the ATTIC, an employee suggestion and department response regarding the Library, and an update by the Community Services Director regarding proposed reductions in the Park Services Division.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy J. Jackson
City Manager

Attachment A: Public Comments regarding the ATTIC
Attachment B: Employee Suggestions regarding the Library and Department Response
Attachment C: Update to Community Services Budget Proposal (Park Services Weekend Shifts)

June 6, 2011

Dear Mayor and Council,

I am writing this letter to ask you to please consider keeping The Attic open. This is very important to me for so many reasons. I am at The Attic at least four times a week, if The Attic was not there I would be a latch key kid. Both of my parents work in Torrance, in fact my father is actually a business owner in Torrance and The Attic is a safe place for me to be until my parents pick me up from work. Both of my parents were latch key kids growing up and they have both expressed their concern about me having to do this as well as times have changed so much from when they grew up.

In addition to my safety, The Attic provides a place for me to do my homework and work on projects. Over the school year, there have been several times when I have been able to meet up with my peers to work on a project and have been able to complete it successfully and do it well. It also gives me the opportunity to discuss with my peers any other homework or assignments that I may need help with or be of help to someone else.

Being a teen in this day and age is tough, you are constantly judged for your appearance, speech, grades, etc. and The Attic is a place where none of this matters. It is a warm and inviting environment where people of all race, size and color come together and support each other. The entire staff at The Attic is absolutely outstanding, understanding and approachable. They have built this wonderful place for us. I understand that times are tough and cuts need to be made however I respectfully ask you to keep The Attic open. This is such a huge part of my life and the lives of so many others.

Sincerely,

Briana Becerra and all of the teens at The Attic Teen Center

June 7, 2011

To the Torrance City Council:

My name is Colby DeVon Stewart. I am a current member Junior Leadership Torrance and a junior at Torrance High School. Ever since I have moved to California (since 2004), I have always loved Torrance, its activities, and its establishments. My favorite of these is the Torrance Teen Center: the Attic. I have been attending the Attic since my freshman year in 2008. My older brother also came to the Attic for all four of his high school years as well (2007-2011). I myself, as well as countless other Junior Leadership Torrance members, have all come to the Attic and fallen in love with it.

I use the Attic on a daily basis. I stay from 3 o'clock to 9 o'clock. I utilize all of its amenities, especially the computer and fitness room. The Attic to me is much more than just a hangout spot after school; it is a place of serenity and almost like a second home. The Attic staff treats me with great respect and go out of their way to make sure that I, as well as all of the other attendees remain satisfied with their services. I love the Attic dearly and it would be heartbreaking to see it go, especially seeing as how next year is my last and final year in high school and at the Attic. I know from a first-hand and up-close-and-personal view of how the welcoming presence of the Attic keeps plenty of my peers and me from making the wrong decisions. Just the Attic itself being open to us after school gives us a place to relax and not worry about the stresses of a hard school day without going out and running the streets. The Attic to us is a safe haven. Please let it continue to be that to countless others as the years progress. Thank you.

A concerned Torrance teen,

Colby DeVon Stewart

Chaparyan, Aram

From: Jackson, LeRoy
Sent: Monday, June 06, 2011 5:33 PM
To: Chaparyan, Aram; Tsao, Eric; Jones, John
Subject: FW: Library Budget reducing

-----Original Message-----

From: Jackson, LeRoy
Sent: Monday, June 06, 2011 5:32 PM
To: 'Community Services'
Subject: RE: Library Budget reducing

thank you I appreciate the input -- this will be added to our supplemental information for the City Council --
ljj

-----Original Message-----

From: Community Services [mailto:servicescommunity@ymail.com]
Sent: Monday, June 06, 2011 5:29 PM
To: Jackson, LeRoy
Subject: Library Budget reducing

Dear Mr. Jackson,

Please consider as you hear the recommendations to reduce the budget from the Library-community services, that this is written by Library administration and not the view of many employees of the Library. The main problem with Library administration is that they are possibly misleading you on how many administrators are needed. The proposed budget reductions seems very time consuming, complicated and will make the Torrance Library look badly to the community and Torrance Library is VERY well respected. All this complicated changes do not have to happen at all if a few (open) administrative positions are unfilled.

This is the list of administration and supervisors in Torrance Library:

Community services manager

City Librarian (Not needed or made part-time for title—City Librarian position was saved because of getting grant money-the State will not be getting grant money any time soon)

Principle Librarian 1 Operations

Principle Librarian 1 Services(not needed-Branch Libraries already have Senior Librarian

And 2 Librarians)

Senior Librarian

Librarian's Full and part-time

Principle Librarians have recently started taking jobs regularly done for years by other employees to help justify the need more administrators. In the past one Principle Librarian was supposed to be phased out (Norm Reeder) and the City Librarian at one time was phased out when (Mr. Buckley) retired. The City Librarian position was only brought back to get grant money.

There are five Torrance Branch Library's all five have 2 Librarians Adult & Youth, and 4 have a Senior Librarian.

Closing Branch Library's, combining staff and pooling employees will greatly effect the public negatively and Torrance has done a good job of not doing this. This entire moving staff here and there is crazy, complicated and could be avoided by not filling these (open) administrative positions.

Torrance Employee

Response by Hillary Theyer, Acting City Librarian

Senior Librarians - the branch managers, the Youth Services Supervisor, and the Reference Services Supervisor - are not classified as management with the City of Torrance. The Senior Librarians work directly in their work units, with significant time spent assigned to public service desks. They are high level supervisors, each charged with significant responsibilities, but are hourly employees and not FMLA exempt as management is. Though there is a Senior Librarian in charge of each branch, the Principal Librarian of Public Services provides back-up and serves as liaison between the Senior Librarian and other Departments such as City Management and Human Resources.

Library Administration has taken on two additional responsibilities in the past two years - Volunteer management and timekeeping. This was in response to direct employee requests and in an effort to ease the burden on other work units at a time library use was significantly increasing. Two new automated systems - Kronos and Volgistics - have been implemented in these areas, and central management combined with high level administration has led to efficiencies in both areas of operations.

CITY OF TORRANCE

INTEROFFICE COMMUNICATION

DATE: June 7, 2011

TO: Aram Chaparyan, Assistant to the City Manager

FROM: Robert Carson, Park Services Manager

SUBJECT: Discussion – Proposed Budget Reduction Scenario

Focus Area: Elimination of two Maintenance Worker positions and the elimination of \$17,000 from the Overtime budget

Estimated Savings/Additional Revenue: **\$147,000**

The Park Services Division is responsible for approximately 300 acres of turf and landscape within the 46 parks and recreation amenities. This continued elimination of staffing resources over the past several years and the continued increase of park acreage to maintain has significantly taxed the division and will greatly impact the quality of services that the Park Services Division can continue to provide to our community.

With this being said, in these very challenging budget times, staff are recommending the elimination of two Maintenance Worker positions and eliminating \$17,000 from the Overtime budget.

Elimination of two Maintenance Worker positions

At the present time, there are two vacant positions within the Park Services Division. One position is a Maintenance Worker which was created by the promotion of the individual in that position to a Lead Maintenance Worker.

The second vacancy is a Lead Maintenance Worker, which just became vacant as the result of a retirement. With this vacancy of a Lead Maintenance Worker, staff would like to fill this position with one of the candidates on the eligibility list. Filling the Lead Maintenance Worker position will create a second vacant Maintenance Worker position. Staff would recommend eliminating the two vacant Maintenance Worker positions in order to fulfill our budget reduction scenario.

Staffing Plan: Over the past several years, three new properties (approximately 7 acres) have been developed. Bio-swales and the main Cityyard maintenance responsibilities have also been added to the Park Services Divisions responsibilities without the addition of any new manpower. With the elimination of the two Maintenance Worker positions, staff will evaluate these impacts as to how they will affect the division's ability to provide the highest level of service and the ability to complete our daily tasks in the city parks.

Elimination of Overtime Budget: The final piece of this scenario includes the reduction of the overtime budget by \$17,000, provided management can meet and confer with ASFSME to re-define the work shifts for our crews. We will need to reassign crews to cover the weekends to provide weekend maintenance. This stipulation is included in the work rules for the Division; however it has not been implemented.

Staffing Plan: Most of the overtime used in Park Services is to provide weekend park maintenance. Providing maintenance seven days a week in our parks assures that the restrooms are cleaned and stocked daily, litter is picked up, trash receptacles are emptied and re-lined and that play areas and equipment are checked for safety. The weekend maintenance staff is also responsible for the maintenance of the pond and watering the greens at Sea Aire golf course. By reducing the overtime budget, it will be necessary to create a weekend park maintenance shift assignment by utilizing our current 24 maintenance positions and 13 Lead Maintenance Worker positions. The Park Services Division will identify weekend staffing shift needs for a year round basis. These shifts focus on a peak season (April – October) needing four employees on the weekends and non-peak season (November – March) needing two employees on the weekends.

In addition, when we begin our summer mow schedule and move the Lead Maintenance Worker from the projects crew to the mow crew, we will then move the two Maintenance Workers from the projects crew to a park crew.

Peak season is the most heavily used time for our parks. During this time, four employees will be needed for weekend maintenance. This shift will be comprised of three Maintenance Workers and one Lead Maintenance Worker.

PEAK SEASON SHIFT

	S	M	T	W	T	F	S
Number of Maintenance workers per day Open Friday	3	22	22	22	22	10	3

	S	M	T	W	T	F	S
Number of Maintenance workers per day Closed Friday	3	22	22	22	22	16	3

	S	M	T	W	T	F	S
Number of Lead Maintenance Workers per day Open Friday	1	14	14	13	13	6	1

	S	M	T	W	T	F	S
Number of Lead Maintenance Workers per day Closed Friday	1	14	14	13	13	7	1

During the non-peak season, and the least used time for our parks, a two person weekend maintenance shift will be needed. This shift will be comprised of one Maintenance Worker and one Lead Maintenance Worker.

The proposed two week work schedule for the division is outlined below:

NON PEAK SEASON SHIFT

	S	M	T	W	T	F	S
Number of Maintenance workers per day Open Friday	1	22	22	22	22	8	1

	S	M	T	W	T	F	S
Number of Maintenance workers per day Closed Friday	1	22	22	22	22	14	1

	S	M	T	W	T	F	S
Number of Lead Maintenance Workers per day Open Friday	1	14	14	13	13	6	1

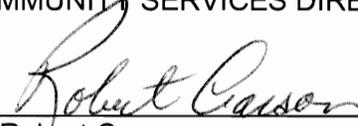
	S	M	T	W	T	F	S
Number of Lead Maintenance Workers per day Closed Friday	1	14	14	14	13	7	1

If all of the proposed reductions are implemented, it will certainly pose a significant challenge to the Park Services Division. Park development seems to be eminent, but staff feels confident that through efficient scheduling, development of a pre-emergent weed control program, instituting a Park Tree Management Plan, a Turf Management Plan and the continuation of converting old hydraulic irrigation to electric and the ongoing pursuit of seeking out new technologies and methods for maintaining a municipal park system, we can be successful in providing quality parks and facilities with a very high level of customer satisfaction.

Park Services

Eliminate 2.0 Maintenance Workers	\$130,000
Reduce Overtime budget	\$ 17,000
SUB TOTAL	\$147,000

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By 
Robert Carson
Park Services Manager

CONCUR:


John Jones
Community Services Director