

SUPPLEMENTAL #1

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

Members of the Council:**SUBJECT: City Manager - Supplemental Information to Item 13C**

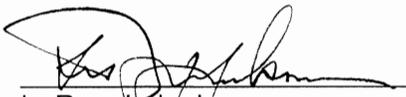
This supplemental includes additional questions received from City Council members since the preparation of Item 13C and answers by impacted Departments. Also, since the preparation of the budget item, Curt Dittman, President of the Torrance Engineers Association submitted a letter regarding the proposed transfer of the Public Works Inspector from the Community Development Department to the Public Works Department and a letter was received on behalf of several Youth Service Librarians and a Youth Services Supervisor regarding Library Division's recommended reductions.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy J. Jackson
City Manager

Attachment A: Questions and Responses regarding Item 13C
Attachment B: Letter from Curt Dittman, Engineers Association
Attachment C: Letter from Youth Service Librarians and Youth Services Supervisor

Questions and Answers related to Item 13C – Finance Department

QUESTION: LIBRARY *(Council Member Numark)*

- My question was related to the Principal Librarian positions. My understanding, according to the table of organization, is that one principal librarian supervises 5 senior librarians. What are the responsibilities of the other principal librarian (i.e., the current vacant position)? How many people does that individual supervise?

ANSWER *(John Jones, Community Services Director)*

- As of January, 2011 the Library has two Principal Librarian positions – Public Services and Operations.
- The Public Services position supervises five Senior Librarians – the four branch managers (Henderson, North Torrance, Southeast and Walteria) and the Youth Services supervisor. This position is also charged with coordinating public programming, including related grants and requests for funds from the Friends of the Torrance Library; public relations; outreach to the community; and the Library's volunteer program.
- The Operations position, newly created December 21, 2010 (Item 12C) also has five direct reports – one Senior Librarian (Reference Services Supervisor), two Supervising Librarians (Audiovisual and Cataloger) and two Library Assistants II (Acquisitions Supervisor and Circulation Supervisor). This person has charge of all automation and "back of house" functions (circulation, registration, acquisitions, cataloging, and technical processing). This person also has oversight of collection development, safety and disaster preparedness, and facilities issues.

QUESTION: RECREATION SUBSIDY LEVELS *(Council Member Numark)*

- The memo states that "any Department Overhead costs, or subsequent City Overhead Costs, be excluded." What is the reasoning for this statement? What is the difference between the Department Administrative Costs and Department Overhead costs?

ANSWER *(John Jones, Community Services Director)*

- There are four layers of costs in determining the fully burdened cost. They are the Direct Costs, the Divisional Indirect Costs, the Department Administrative Costs, and the City Overhead Costs. Both the Direct Costs and Divisional Indirect Costs are included in the Parks and Recreation Enterprise Fund, while the Department Administrative Costs and City Overhead Costs are budgeted within the General Fund. The Department defines its Administrative Costs as the Department Overhead Costs.
- The reasoning for this statement is that if a Recreation or Cultural program were to be eliminated the Direct and Divisional Indirect Costs would be reduced, while the Department Administrative and City Overhead Costs would remain the same.

QUESTION: PARK SERVICES *(Council Member Numark)*

- What is the plan to minimize the impact of eliminating two maintenance workers? Is this the second paragraph on page 17, as well as the proposed change in work schedule? With respect to the supervision ratios, do the other cities identified have leads who provide on-site supervision, as Torrance does?

ANSWER *(John Jones, Community Services Director)*

- The plan to minimize the impact to services as the result of the elimination of two maintenance worker positions from the Park Services Division is going to certainly pose a significant challenge. Staff feels confident that through a formal Park Tree Management Program, a Turf Management Plan, implementation of a pre-emergent weed control program, and the continuation of upgrading irrigation systems with new technologies, we can be successful.
- The proposed change in work schedules has to do with the reduction in overtime hours. This necessitates the need to change schedules in order to provide park maintenance seven days a week.
- With respect to supervision ratios, the other cities that were surveyed have Lead Maintenance Workers or Senior Gardeners who lead an assigned crew with similar responsibilities as Torrance Lead Maintenance Workers. For clarification, the Parks Services Supervisor has full supervisory responsibility for the performance of multiple crews, whereas the Lead Maintenance Worker is responsible for the leadership of an assigned crew and job site safety.

QUESTION A: CABLE FRANCHISE FEE *(Council Member Numark)*

- Wasn't the initial justification for the franchise fee related to the use of the city's property? This is a quote from a website run by "Cable TV Attorneys for Local Government" http://www.millervaneaton.com/pastfeature/feature_franchise_fees.html: "Franchise fees represent part of the compensation a community receives in exchange for a cable operator's use and occupation of public property - the public rights-of-way. Thus, a franchise fee is in the nature of a rental charge, and is not a tax. A community's right to charge a franchise fee stems from its basic rights over its own property. These rights do not arise from federal law, but predate the Cable Act.
- While franchise fees are often used as a source of funding for a community's cable-related activities or administration of a cable franchise, there is nothing that requires franchise fees to be used for these purposes. (In fact, a provision of the Cable Act, 47 U.S.C. § 542(h)(2)(i), makes clear that no federal agency can regulate how a community chooses to use these funds.) Thus, franchise fees can be contributed to a local government's general revenues, dedicated to PEG support or cable oversight, or used for any other function, depending on the needs of the community - just as with any other income from the community's assets."

ANSWER *(Michael Smith, Cable and Community Relations Manager)*

- This statement and citation is correct. The city can determine how to use franchise fees.

QUESTION B: CABLE FRANCHISE FEE *(Council Member Numark)*

- The City receives \$86,500 for its public access fee, according to page 36 of Item 13C. Why does the PEG fee on the chart on page 37 state a PEG Fee of \$277,452? What is the revenue source for Public Access on that chart? Does \$417,617 represent the total cost of the public access program, including staff administration? How many staff members support public access programming? If possible, please enumerate how much, in cable funds, are spent to support the transportation department, community services department, city manager's department, city clerk department, and CIT (chart on page 35)?

ANSWER (Michael Smith, Cable and Community Relations Manager)

- \$424,312 revenue (page 37) is the 2010-11 total revenue budget – Breakdown as follows: Transfers from Cable Fund of \$421,400 and \$2,912 of miscellaneous revenues such as TCTV workshops, video fees etc. As of June 15, 2011, the actual transfers from Cable Fund amount to \$386,215 and miscellaneous revenues of \$2,137 or total actual revenues of \$388,352.
- Yes, the \$417,617 represents the total cost of the public access program, including staff administration.
- Table below illustrates the number of staff members supporting public access programming

FTE	TITLE	PERSONS
1.00	TCTV Coordinator (Operations Assistant)	1
1.00	Clerk Typist	1
1.00	Production Assistants	5
0.33	Senior Operations Assistant	1
0.17	Cable & Community Relations Manager	1

- Individual Department funding support levels

	OPERATIONS	CAPITAL
CIT	\$ 40,241.00	\$ 394,400.00
City Clerk	-	\$ 3,100.00
City Manager's	\$ (121,000.00)	
Community Services	\$ 3,500.00	\$ 69,000.00
Transportation	\$ 104,000.00	\$ 496,600.00

QUESTION C: CABLE FRANCHISE FEE (Council Member Numark)

- What is the relationship to the Workforce Investment Network, on page 38 in the Conclusion section, and franchise fees charged cable operators?

ANSWER (Michael Smith, Cable and Community Relations Manager)

- WIN is only a reference to the reliance on externally funded programs and what could happen if the funding is no longer available.

QUESTION D: CABLE FRANCHISE FEE (Council Member Numark)

- Are the reserves noted on page 38 part of the city's overall reserves, as noted on page 70 in the budget? Or are these reserves for the cable fund alone?

ANSWER (Michael Smith, Cable and Community Relations Manager)

- The reserve on page 38 is not part of the city's overall reserves as shown on page 70. These are estimated reserves based on assumptions that the cable television industry will continue to grow at the current rate. Due to unprecedented competition I am less confident these assumptions will materialize.

QUESTION A: CELL PHONE USAGE *(Council Member Numark)*

- Why is the City using two vendors, when typically using one vendor would provide greater buying power to yield to lower costs?

ANSWER *(Rick Shigaki, Communications and Information Technology Director)*

- In 2010 a second carrier was introduced so employees could obtain a larger variety of phone products (i.e. iPhone). Splitting the inventory amongst two carriers, both offering the lowest state/gov't contract pricing (i.e. Western States Contracting Alliance), did not diminish our buying power (i.e. buying smallest price plan and increasing "per phone" pooled voice minutes). Having two carriers allows us to put certain users (i.e. PD modems) on the best price plan of the two carriers, even if it's only a few dollars cheaper, taking advantage of the differences in services offered, and area of coverage (i.e. some areas only have good coverage with carrier A vs. carrier B) at the lowest price.

QUESTION B: CELL PHONE USAGE *(Council Member Numark)*

- What assessment has been made or will be made to determine if employees will move from smart phones to cell phones or from cell phones to no cell phones? For example, are total minutes per month assessed to determine if a staff member actually needs a cell phone?

ANSWER *(Rick Shigaki, Communications and Information Technology Director)*

- Each department selects a phone type based on their prescribed needs for each employee. Departments will be provided monthly usage data to assess whether usage justifies the cost. CIT staff only offers suggestions and advice when invited by departments or when certain cost saving opportunities present themselves (i.e. price plan change). If an employee is issued a Smart phone but does not access email nor download data each month, the monthly usage data provided allows departments to assess whether this employee needs a Smart phone. The same holds true for standard city-issued cell phones. If an employee makes few work-related calls during a month, then a cell phone may not be necessary. CIT will provide the monthly statistical data for each department to monitor their cell phone usage.

QUESTION C: CELL PHONE USAGE *(Council Member Numark)*

- How many employees have both pagers and cell phones? What is the justification for having both?

ANSWER *(Rick Shigaki, Communications and Information Technology Director)*

- Of 138 pagers, only 12 are issued to employees who are also issued portable phones. See table below. Each department sets their own criteria for pager assignments. In response to this question, CIT staff will be surveying each department to confirm pager assignments (i.e. retirements, program changes).

Department	Quantity	Comment
City Manager's Office	2	Special "out-of-state" pagers
CIT	3	See note below.
Fire	1	
Finance	1	Special "out-of-state" pager
General Services	3	Select field supervisors
HR	1	
Transit	1	Maintenance supervisor

Notes

- Not listed in the table above are 12 pagers issued to Police staff (i.e. SWAT, crisis negotiations) on a rotational basis that could also be issued a City-issued portable phone.
- CIT Pager Justifications – one pager is issued to the supervisor in charge of pager services and is used for testing, etc; one pager will be turned-in now that portable phone coverage in City basement areas has improved; one pager is issued to CIT staff on a rotational basis when providing support for Tuesday night Council Meetings.

QUESTION: PARKS AND RECREATION ENTERPRISE FUND *(Council Member Barnett)*

- With regard to the material in the budget item provided on pages 19-22, would you please provide me with the total general fund subsidy to the Parks and Recreation Enterprise Fund on a year to year basis over the past 5 years? As I recall, the City Council in 1994 adopted a policy of 50% recovery for all fee-offset programs that are now included in this fund (based on city-wide fee study by DMG). *(Council Member Barnett)*

ANSWER *(Eric Tsao, Finance Director)***Parks & Recreation Fund Subsidy History**

	Annual	Sources (Revenues/Transfers)			Subsidy as a % of	
	<u>Budget</u>	<u>Revenue</u>	<u>Subsidy</u>	<u>Total</u>	<u>Revenue</u>	<u>Uses</u>
2001-02 Adopted	6,273,336	3,192,253	2,703,830	5,896,083	84.7%	43.1%
2002-03 Adopted	6,415,869	3,177,642	3,073,830	6,251,472	96.7%	47.9%
2003-04 Adopted	6,567,509	3,582,291	2,919,830	6,502,121	81.5%	44.5%
2004-05 Adopted	7,374,123	4,107,863	2,919,830	7,027,693	71.1%	39.6%
2005-06 Adopted	7,251,857	4,031,565	2,893,847	6,925,412	71.8%	39.9%
2006-07 Adopted	7,476,952	4,210,580	3,043,847	7,254,427	72.3%	40.7%
2007-08 Adopted	7,691,373	4,210,190	3,410,597	7,620,787	81.0%	44.3%
2008-09 Adopted	8,270,863	4,402,040	3,745,750	8,147,790	85.1%	45.3%
2009-10 Adopted	8,177,922	4,466,040	3,745,750	8,211,790	83.9%	45.8%
2010-11 Adopted (Oct. Revise)	8,154,592	4,656,195	3,283,695	7,939,890	70.5%	40.3%
2011-12 Proposed	8,496,068	4,815,609	3,283,695	8,099,304	68.2%	38.6%

Note: The fund's administration overhead for the department of approx \$320k and the City of \$1M have not been included. Dept. Admin costs are approximately 28% (Recreation), 11% (Cultural) and the Indirect Cost Rate charged to Enterprise funds is approx 19%. If included the subsidy as a % of Revenue would be 96.2% and the % of Uses would be 54.5% for the 2011-12 FY

TORRANCE ENGINEERS' ASSOCIATION

"Maintaining the City's Technical and Financial Trust"
3031 Torrance Blvd., Torrance CA 90503

Curt Dittman, President
Richard Kazandjian, 1st VP.
Cynthia Rosell, 2nd VP
Robert Golden, Secretary
Jill Weldin, Treas.

June 16, 2011

Leroy J. Jackson
City Manager
City of Torrance

Subject: Proposed Transfer of Public Works Inspector

Mr. Jackson,

The proposed budget makes a recommendation to reduce the number of public works inspectors assigned to the Community Development Department from three to two. This is after one inspection position was deleted as part of last year's budget.

Of the remaining two inspectors one is financed by water funds and performs water related duties. This transfer effectively leaves one inspector to handle the engineering permit inspections and other related duties for the entire city.

With only two inspectors to handle all water and engineering permits a crisis will occur whenever there is an absence, vacation or during the course of a large development. As the city collects fees for these inspection services we should be maintaining adequate staffing to keep up with demands of these construction permits.

After the deletion of one of the three public works inspector as part of last years budget reduction the remaining inspectors have been working under a good deal of stress just to keep services at acceptable levels.

Transferring the public works inspector will result in the following:

1. Increased response times to inspection requests;
2. Reduction in inspector experience on capitol improvement projects;
3. Increased risk to the public due to reduced oversight of traffic control and construction safety measures in the public right of way;

4. Reduction in reports of un-permitted work;
5. Lack of adequate back up for inspector assigned to public works.

Keeping the public works inspectors together would allow:

1. A pool of experienced inspectors that can continue to share work loads;
2. Provide coverage for vacations, absences and large projects;
3. Keep each other updated on current projects and potential field hazards;
4. Create opportunities for training and continued education.

As we have reduced our workforce over the last couple of years many employees have been asked to take on additional duties to create pools of workers that share duties. This was necessary so work did not come to a standstill because of a vacation or absence. The public works inspectors are willing and even energized by the prospect of working on capitol projects in the city. Their main concern is that by splitting them up you are taking away a vital tool for efficiency and customer service; flexibility.

We respectfully request that the Public Works Inspector remain in the Engineering Division of Community Development and the City continue to provide services for fees collected on permits issued for work conducted in the public right of way.

Sincerely,

A handwritten signature in black ink, appearing to read "Curt Dittman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Curt Dittman
President

cc: LeRoy J. Jackson, City Manager
Mayor
City Council

June 21, 2011

**OFFICE OF THE
CITY MANAGER**

The Honorable Frank Scotto, Mayor of Torrance
and Honorable Members of the Torrance City Council,

2011 JUN 20 PM 4:57

We respectfully request that you consider the roles and responsibilities of the Youth Services Librarians in the City of Torrance while deciding what budget reductions to library services to consider. We the undersigned therefore request that you reject the three alternative scenarios of Two Senior Librarians for Five Branch Libraries, Rolling Closures of Branch Libraries, and the El Retiro / Walteria Split and instead choose the reductions listed in the Library Re-Organization item presented on June 7, 2011.

There are six Youth Services Librarians and one Youth Services Supervisor who specialize in serving the youth of Torrance from birth to age 18. We are responsible for encouraging literacy by making library service available and accessible to the children in our community.

We fulfill this responsibility in a variety of ways:

- Make reading recommendations and purchasing all materials for the youth collections
- Conduct storytimes, class visits, orientations, and library tours
- Conduct the Summer Reading Program
- Provide Homework Help and maintain Homework Centers at select locations
- Provide a safe place for students to study after school

Furthermore, the Library was tasked with increasing the ongoing cooperation between the Torrance Public Library and the Torrance Unified School District. This partnership is nurtured and maintained by the Youth Services Librarians.

We provide these services as staff of our local branch libraries, each serving a unique community. We attend our schools' open houses, and special events. We purchase materials focusing on the unique needs of the public we serve every day. And perhaps, most importantly, we are known to our community. We pride ourselves on the individual connections we make with the children we serve.

The core success we achieve in these areas is due to the relationships we build within our own segment of the community. Many of the scenarios for budget reduction eliminate that opportunity for connection, focusing our attention elsewhere and severing that vital link to the youth in the City of Torrance.

The Two Senior Librarians for Five Branch Libraries scenario would give Youth Services Librarians greater responsibility in overseeing the day to day operation of the branch. Very little time will be spent with youth, and more time will be spent supervising, staffing public service desks, and serving the needs of the adult population.

The Rolling Closures of Branch Libraries would interrupt the continuity of service that the Youth Services Librarians provide, and reduce that vital connection with the students we serve.

The El Retiro / Walteria Split scenario would double the amount of student outreach for the one remaining Youth Services Librarian, eliminating opportunities for meaningful connections.

Thank you for your consideration.

Respectfully submitted,

Cynthia Aguado, Youth Services Librarian, Henderson Library
Theresa Babiari, Youth Services Librarian, Southeast Library
Lisa Gutierrez, Youth Services Librarian, Walteria Library
Patricia Higley, Youth Services Librarian, North Torrance Library
Jay Spradlin, Youth Services Librarian, El Retiro Library
Gail Van Vranken, Youth Services Supervisor, Katy Geissert Civic Center Library