

Honorable Chair and Members of the  
City Council Citizen Development and Enrichment Committee  
and the Torrance Unified School District Board of Education  
West Annex Commission Meeting Room  
Torrance, California

Members of the Committee and Board:

**SUBJECT: City Manager– Joint Meeting of the Torrance City Council Citizen  
Development and Enrichment Committee and Members of the  
Torrance Unified School District Board of Education**

### **RECOMMENDATION**

Recommendation of the City Manager and the TUSD Superintendent that the Torrance City Council Citizen Development and Enrichment Committee and Members of the Torrance Unified School District Board of Education review and provide direction on the Joint Use Agreement Report and provide input regarding new items.

### **Funding**

None is required.

### **BACKGROUND**

The City of Torrance (City) and the Torrance Unified School District (TUSD) have a long standing partnership for shared services and use of facilities. Both agencies have worked closely since 2009 to further create joint collaboration opportunities and efficiencies in an effort to share resources and seek ways to maximize savings for both entities. The former joint use agreement dates back to the late 1980s and required a review to ensure all services and facilities were included with the intent to minimize cost for usage for core purposes. Staff from the City and TUSD worked closely to develop a new Joint Use Agreement that was ratified by both bodies in May of 2013 (Attachment A) and Amended in 2015 (Attachment B). The Agreement outlines the TUSD usage of City facilities and the City usage of TUSD facilities.

### **ANALYSIS**

The City and TUSD formalized the new Joint Use Agreement in 2013 after careful review of the needs of both agencies for use of facilities, as well as the need for providing police services for football, basketball, dances and graduation. Since the implementation of the 2013 agreement, both TUSD and the City have been within the hours allotted by each large category. In a few instances, overages were covered with excess hours in the broader category.

The only area that went significantly over in 2016 in the allotted hour/budget was the Torrance High School TNT Softball Tournament. The cost increased by \$3,053 due to city staffing costs for field maintenance and staff oversight as the tournament has grown with its success. See (Attachment E) for a detailed discussion regarding the tournament. Also, the Joint Committee may wish to revisit the hours set aside for tennis at South High School. There are 320 hours set aside and none are being used.

Finally, as the Aquatic Center and Auditoriums near construction completion, this Committee may wish to discuss the possibility to reduce the hours required by TUSD of the Plunge and the Armstrong Theatre. Further, as the gymnasiums near project completion, the City would like to discuss expanding use into these facilities. It is understood the auditoriums and gymnasiums are probably two years out for total completion; however, this may be the right time for discussions to begin to modify the Joint Agreement if this Committee, the City Council, and Torrance Unified School Board of Education concur.

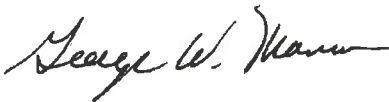
Respectfully submitted,

LeRoy J. Jackson  
City Manager

By Brian K. Sunshine  
Brian K. Sunshine  
Assistant to the City Manager

CONCUR:

  
LEROY J. JACKSON  
City Manager

  
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Dr. George Mannon  
TUSD Superintendent

Attachments:

- A. Joint Use Agreement, May 2013
- B. Amendment, 2015
- C. City of Torrance and Torrance Unified School District 2016-17 Joint Use Agreement Report
- D. City of Torrance and TUSD - Joint Projects Status Report updated October 2017
- E. Torrance High School TNT Softball Tournament Memo and cost breakdown
- F. Discussion Memo on reassessing the current Joint Use Agreement based on new facilities becoming available

**CITY OF TORRANCE AND TORRANCE UNIFIED SCHOOL DISTRICT  
JOINT USE AGREEMENT**

This Agreement ("Agreement") is made and entered, in duplicate, this 8<sup>th</sup> day of May, 2013, for reference purposes only, pursuant to a minute order of the City Council of the City of Torrance adopted at its meeting held on May 7, 2013, and authorization of the Board of Education of the Torrance Unified School District of Los Angeles County adopted at its meeting held on May 6, 2013 by and between the CITY OF TORRANCE, a municipal corporation ("City"), and the TORRANCE UNIFIED SCHOOL DISTRICT OF LOS ANGELES COUNTY ("District"), a public school system created and authorized by the California Constitution and the City Charter. District and City are sometimes referred to singularly as "Party" and collectively as "Parties."

WHEREAS, the Parties are mutually interested in a quality program of education, community recreation and other civic activities for all citizens of the City and District; and

WHEREAS, the Parties desire to enter into an agreement for reciprocal use of certain facilities and services for education, community recreation and other civic activities to assure maximum and coordinated public use of these facilities; and

WHEREAS, the city is authorized under Section 400 of its Charter and the District is authorized under section 10905 of the California Education Code to contract with each other for the purposes of contributing to the attainment of general education programs, community recreation services and civic activities for children and adults of the State; and

WHEREAS, full cooperation between the City and the District is essential in order to guarantee the best programs and services at reasonable expenditure of public funds; and

WHEREAS, the District and the City have agreed to act jointly to develop a plan to jointly use certain real property, facilities and services (individually the "District Facilities and Services" and "City Facilities and Services" and collectively, the "Facilities and Services").

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, the Parties agree as follows:

**ORIGINAL**

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### **1. RECIPROCAL USE OF FACILITIES.**

A. City will allow the District to use City Facilities suitable for District educational and community recreational programs when said facilities are not being used for scheduled City activities, and where applications for such use are filed by the District through its Superintendent's Office or designee, and user applications are approved by the City Manager or designee, or another City Department Director.

B. The District will allow the City to use District Facilities suitable for City recreational programs and civic activities when said facilities are not being used for scheduled District activities, and when applications for such use are filed by the City through its City Manager's Office, or a Director of another City department or designee, and such applications are approved by the Superintendent of Schools or designee.

C. Whenever possible, District and City agree to utilize their respective Facilities prior to utilizing each other's Facilities.

**2. CITY FACILITIES.** City Facilities ("City Facilities") subject to this Agreement will mean those facilities under the jurisdiction of the City Council, or other city board or commission which are specifically suited for educational or athletic use provided, however, that the use of Las Canchas Tennis Center, Torrance Batting Cages and all leased youth sports fields will be subject to the City's agreement with the operator of those facilities, and will not be included in this Agreement. (ie Riviera Little League, Torrance American Baseball League, Torrance Little League, South Bay Youth Baseball, and West Torrance Little League) City will also consult with District and consider the terms of this Agreement when proposing to enter into an agreement relating to city buildings and miscellaneous facilities that may be impacted by this Agreement. Auxiliary facilities and fixed equipment, such as restrooms or parking lots, shower and dressing rooms, bleacher seats, and other fixtures designed for use in connection with such auxiliary facilities are included in this Agreement.

**3. DISTRICT FACILITIES.** District Facilities ("District Facilities") subject to this Agreement means those facilities specifically suited for community recreational programs and other civic activities including but not limited to buildings, classrooms, multi-purpose rooms, auditoriums, kitchens, cafeterias, meeting rooms, gymnasiums, athletic fields, restrooms, tennis courts, playgrounds, and parking lots. Auxiliary facilities and fixed equipment, such as bleacher seats, and

other fixtures designed for use in connection with such auxiliary facilities are included in this Agreement.

**4. FEES.** The Parties believe that the use of each other's facilities will be relatively equal, and will strive for equality of use, and such use will serve as consideration of each party for execution of this Agreement. The City will not owe any fees or charges to District for core City uses of District Facilities hereunder and the District will not owe any fees or charges to City for core District uses of City Facilities hereunder. Parties have identified core uses listed on the attached Exhibit 'A' and Exhibit "B" attached hereto. Any proposed usage not listed on Exhibit 'A' and Exhibit "B" must be presented to the joint committee of the City of Torrance Citizen Development and Enrichment Committee and TUSD for preliminary review and approval prior to City Council and TUSD Board of Education final approval.

**5. PRIORITY OF USE.**

A. The priority for use of City Facilities will be:

- (1) City core recreation programs and other city activities;
- (2) District core programs and other District activities;
- (3) Other community groups and organizations.

B. The priority for use of District Facilities will be:

- (1) District core programs and other District activities;
- (2) City core recreation programs and other city activities;
- (3) Other community groups and organizations.

C. In order to claim this priority in the scheduling of the District Facilities, City must submit its requests for use no later than September 1 each year for the period from October 1 through September 30 of the following year. If City makes a request after that date, the request will be processed in the same order of priority provided, however, that if the District has already issued a permit for the facility and date requested by the city, then City's request will be denied.

D. In order to claim this priority in the scheduling of City Facilities, the District will submit its request for such use no later than September 1 each year for the period from October 1 through September 30 of the following year. If the District makes a request after that date, the request will be

processed in the same order of priority provided, however, that if the City has already issued a permit for the facility and date requested, the District's request will be denied. Any changes to the schedule after the September deadline must be made by mutual agreement of Parties.

**6. CANCELLATION.** No cancellation will be allowed unless such cancellation is necessitated by a calamitous event, unforeseen CIF functions, or other circumstances beyond the control of the Party.

**7. PROGRAM COORDINATION.** City and the District will coordinate and cooperate in their respective programs so that they relate to and supplement each other and avoid duplication or conflict and so that the public may be efficiently and effectively served. The Joint City Council Citizen Development and Enrichment Committee and TUSD designated Board Members will be the official body for discussion between the City and the District of all issues having to do with use of these facilities.

**8. SUPERVISION AND SECURITY.** Each party will provide necessary supervision to assure proper control over activities and invitees and licensees while that party is using the other party's facilities.

**9. PERSONNEL, EQUIPMENT AND SUPPLIES.** Each party will provide such personnel, equipment and supplies as may be necessary for that party's programs and activities at a facility. "By way of illustration and not of limitation, when District is using Benstead Plunge, City will not provide lifeguard service. District will provide one or more aquatic instructors possessing the American Red Cross Emergency Water Safety Course Certificate or its equivalent in attendance continuously. In addition the aquatic instructor must also be certified in cardiopulmonary resuscitation (CPR) and first aid."

**10. RULES AND REGULATIONS.** City and District will conduct programs and activities at a facility in accordance with each Party's rules and regulations, if any, relating to that facility, as well as any federal or state laws.

**11. DAMAGE TO FACILITIES.** A. City will repair, at its sole cost, damage to District Facilities attributable to City's use. If the cause of damage cannot be determined or if there is a dispute regarding the cause of the damage, then the Parties will share the cost.

B. District will repair, at its sole cost, damage to City Facilities attributable to District's use. If the cause of the damage cannot be determined or if there is a dispute regarding the cause of the damage, then the Parties will share the cost.

C. If the user Party does not commence such maintenance or repairs, the owner Party may undertake such maintenance or repairs and invoice the user Party for the cost of the maintenance or repairs. The user Party will pay the invoice within thirty (30) days of receipt.

**12. INDEMNIFICATION.** In accordance with California Government Code section 895.2, the Parties hereby each assume the liability imposed on it, its officials, officers, employees and agents for injury or damage caused by a negligent or wrongful act or omission occurring in connection with or arising from this Agreement to the same extent that such liability would be imposed in the absence of section 895.2. Except to the extent a defense is provided by an insurer under Section 14 herein, each party will defend, indemnify and hold harmless the other party for any claim, demand, cause of action, loss, liability, damage, cost or expense that may be imposed on such party solely by virtue of section 895.2.

**13. NONDISCRIMINATION.** Subject to applicable laws, rules and regulations, neither party will discriminate in its performance of this Agreement on the basis of race, religion, national origin, color, sex, sexual orientation, AIDS, AIDS related condition, age, disability, handicap, or Vietnam Era veteran status.

**14. INSURANCE.** Each party is self insured and maintains commercial insurance. Each party will name the other party as an additional insured.

**15. EVALUATION.** Both Parties agree to review and evaluate the effectiveness of this Agreement no less than once each year. Both Parties will suggest to the Joint City Council Citizen Development and Enrichment Committee and TUSD designated Board Members for implementation any amendments to this Agreement upon which the Parties mutually agree.

**16. QUARTERLY REPORTS.** The City and TUSD will produce a quarterly report summarizing the joint use of each other's facilities and services.

**17. TERM.** This Agreement will begin on July 1, 2013 and will end on June 30, 2023. Either party may terminate this Agreement by giving one hundred eighty (180) days' prior notice to the other party. The term of this Agreement may be extended beyond June 3, 2023 by mutual agreement between all Parties.

**18. NOTICE.** Any notice hereunder will be in writing and personally delivered or deposited in the U.S. Postal Service, first class, postage prepaid to City at 3031 Torrance Boulevard, Torrance, CA 90503 Attn: City Manager, and to District at 2335 Plaza del Amo Torrance, California 90501 Attn: Superintendent. Notice of change of address must be given in the same manner as other notices. Notice will be deemed given on the date personal service is obtained or on the date deposited in the mail, whichever first occurs.

**19. INTEGRATION.** This Agreement constitutes the entire understanding between the Parties and supersedes all other agreements, oral or written, pertaining to the subject matter herein.

**20. AMENDMENT.** This Agreement may not be amended, nor any provision or breach hereof waived, except in writing signed by the Parties which expressly refers to this Agreement.

**21. GOVERNING LAW.** This Agreement will be governed by and construed pursuant to the laws of the State of California.

**22. ASSIGNMENT.** Neither party may assign this Agreement nor in any manner transfer any rights hereunder;

**23. RELATIONSHIP.** Nothing in this Agreement will be construed as creating a partnership, joint venture, principal-agent relationship, association, or employer-employee relationship between the Parties.

**24. LEGAL COSTS.** If there is any legal proceeding between the Parties to enforce or interpret this Agreement or to protect or establish any rights or remedies hereunder, the prevailing Party will be entitled to recover its costs, including reasonable attorney's fees. This Agreement is created as a joint effect of both Parties and will not be interpreted against either party as the drafter of the Agreement.

**25. MAINTENANCE.**

A. Each party will be responsible for the maintenance of its own facilities hereunder.

B. To maintain condition of playing fields, downtime maintenance is required. Activities cannot be scheduled at Facilities during this maintenance period. Each Party is responsible for providing the other Party with reasonable notice of the estimated downtime maintenance schedule, which notice will be provided no less than sixty (60) days prior to the commencement of downtime maintenance.

C. The Parties agree to schedule any planned renovation and/or repairs in a manner to minimize impact upon each other. However, each Party may schedule renovation and/or repairs at times of its own choosing, in its sole discretion.

D. The Parties agree to inform the other Party of any unsafe conditions on either the District Property or the City property by the close of business on the next day following the observation.

**26. CONCESSIONS.** A. City will not sell, distribute or give food or beverages at District Facilities during City's use without the approval of the Los Angeles County Health Department if applicable and TUSD for such use. Merchandise may be sold with prior approval by the District and in conjunction with all applicable rules and regulations.

B. District will not sell, distribute or give food, or beverages at City Facilities during District's use thereof without the approval of the Los Angeles County Health Department if applicable and the City of Torrance for such use. Merchandise may be sold with prior approval by the City and in conjunction with all applicable rules and regulations.

**27. NEW AGREEMENT.** This Agreement supersedes and replaces all prior agreements between the City and the District with respect to use of other Party's facilities and services.

IN WITNESS WHEREOF, the Parties hereto have caused these presents to be duly executed as of the date first set forth opposite their signatures.

**TORRANCE UNIFIED SCHOOL DISTRICT  
OF LOS ANGELES COUNTY**, a public school  
system created and authorized by the California  
Constitution

May 6, 2013

By: 

Dr. Geroge Mannon  
Superintendent

**CITY OF TORRANCE, a municipal  
corporation**

MAY 16, 2013


By: 


LeRoy J. Jackson  
City Manager

The foregoing Agreement is hereby approved as to form this 7<sup>th</sup> day of MAY, 2013.

John Fellows, City Attorney

ATTEST:

  
By Patrick Q. Sullivan  
Assistant City Attorney

  
Sue Herbers, CMC  
City Clerk

- Exhibit A – TUSD Facilities and Services
- Exhibit B – City Facilities and Services
- Exhibit C – Community Use
- Exhibit D - AYSO National Tournament: June 29, 2014 - July 6, 2014
- Exhibit E - April 1, 2011 License Agreement between City of Torrance and TUSD

**EXHIBIT A**

**TUSD SUMMARY OF FACILITIES AND SERVICES – FEE SERVICES**

<b>HIGH SCHOOLS</b>		
<b>Facility/Service Use</b>	<b>Description/Location</b>	<b>Hours or Qty</b>
Basketball:	Saturdays: North, West, South and Torrance High Schools:	Youth – 483 hours Adult – 14 hours
Track Program:	West High;	Youth - 90 hours
Wrestling;	West High	Youth - 40 hours
Tennis	South High – Summer only	Youth - 320 hours

**TUSD SUMMARY OF FACILITIES AND SERVICES – NO FEE USE**

<b>PERMITS FOR ELEMENTARY AND MIDDLE SCHOOLS</b>		
<b>Facility/Service Use</b>	<b>Description/Location</b>	<b>Hours or Qty</b>
<b>Flag Football</b>	<ul style="list-style-type: none"> <li>• Adams</li> <li>• Arnold</li> <li>• Anza</li> <li>• Arlington</li> <li>• Carr</li> <li>• Casmir</li> <li>• Edison</li> <li>• Hull</li> <li>• Jefferson</li> <li>• Lincoln</li> <li>• Madrona</li> <li>• Magruder</li> <li>• Yukon</li> <li>• Walteria</li> <li>• Torrance Elementary</li> <li>• Richardson</li> <li>• Fern</li> <li>• Hickory</li> <li>• Riviera</li> <li>• Seaside</li> <li>• Wood</li> <li>• Calle Mayor</li> <li>• Bert Lynn</li> <li>• Towers</li> <li>• Victor</li> </ul>	<b>Youth – 280 hours</b>
<b>Basketball</b>	<ul style="list-style-type: none"> <li>• Adams</li> <li>• Arnold</li> <li>• Carr</li> <li>• Casmir</li> <li>• Edison</li> <li>• Fern</li> <li>• Jefferson</li> </ul>	<b>Youth – 2100 hours</b>

	<ul style="list-style-type: none"> <li>• Lynn</li> <li>• Magruder</li> <li>• Richardson</li> <li>• Riviera</li> <li>• Seaside</li> <li>• Torrance Elementary</li> <li>• Towers</li> <li>• Victor</li> <li>• WALTERIA</li> <li>• Wood</li> <li>• Yukon</li> <li>• Anza</li> <li>• Arlington</li> <li>• Hull</li> <li>• Lincoln</li> <li>• Madrona</li> <li>• Hickory</li> <li>• Calle Mayor</li> </ul>	
<b>Volleyball</b>	<ul style="list-style-type: none"> <li>• Adams</li> <li>• Arnold</li> <li>• Carr</li> <li>• Casimir</li> <li>• Edison</li> <li>• Fern</li> <li>• Jefferson</li> <li>• Lincoln</li> <li>• Lynn</li> <li>• Madrona</li> <li>• Magruder</li> <li>• Richardson</li> <li>• Riviera</li> <li>• Seaside</li> <li>• Torrance Elementary</li> <li>• Towers</li> <li>• Victor</li> <li>• WALTERIA</li> <li>• Wood</li> <li>• Yukon</li> <li>• Anza</li> <li>• Arlington</li> <li>• Hull</li> <li>• Hickory</li> <li>• Calle Mayor</li> </ul>	<b>Youth – 160 hours</b>
<b>After School Recreation</b>	<ul style="list-style-type: none"> <li>• Arnold</li> <li>• Carr</li> <li>• Casimir</li> <li>• Edison</li> <li>• Hull</li> <li>• Lynn</li> <li>• Madrona</li> </ul>	<b>Youth - 8,900</b>

	<ul style="list-style-type: none"><li>• Magruder</li><li>• Richardson</li><li>• Torrance Elementary</li><li>• Victor</li><li>• Walteria</li><li>• Yukon</li></ul>	
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**EXHIBIT B**

**CITY SUMMARY OF FACILITIES AND SERVICES – FEE SERVICES**

<b>GENERAL SERVICES DEPARTMENT</b>		
<b>Facility/Service Use</b>	<b>Description/Location</b>	<b>Hours or Qty</b>
<b>Armstrong Theatre</b> (includes Lobby rental)	<ul style="list-style-type: none"> <li>• 6 high school events, totaling 14 days of rental.</li> <li>• 6 middle school events, totaling 6 days of rental.</li> </ul>	<b>116 hours</b>
<b>Toyota Meeting Hall</b>	<ul style="list-style-type: none"> <li>• 4 high school sports banquets,</li> <li>• 2 middle school leadership conferences,</li> <li>• 1 middle school graduation dance,</li> <li>• 1 high school fashion show,</li> <li>• 1 middle school band adjudication.</li> </ul>	<b>61 hours</b>
<b>Ken Miller Recreation Center Auditorium and Assembly Rooms</b>	<ul style="list-style-type: none"> <li>• 21 Adventures in Art rentals, comprised of 5 middle school events, 10 elementary school events, and 6 various board meetings and brunches.</li> <li>• 1 high school sports banquet, and one PTA Council meeting.</li> </ul>	<b>77 hours</b>
<b>Torino / Entry Plazas</b>	<ul style="list-style-type: none"> <li>• 2 middle school leadership events,</li> <li>• 2 Adventures in Art meetings,</li> <li>• 1 middle school graduation dance,</li> <li>• 1 band adjudication.</li> </ul> <p><i>These events were in conjunction with corresponding Meeting Hall and Recreation Center rentals.</i></p>	<b>38 hours</b>
<b>George Nakano Theatre</b>	<ul style="list-style-type: none"> <li>• 1 high school band performance</li> <li>• 1 PTA Council meeting</li> </ul>	<b>14 hours</b>
<b>Garden Room</b>	<ul style="list-style-type: none"> <li>• 1 high school rehearsal</li> <li>• 1 middle school rehearsal</li> </ul>	<b>13.5 hours</b>
<b>POLICE DEPARTMENT</b>		
<b>Facility/Service Use</b>	<b>Description/Location</b>	<b>Hours or Qty</b>
<b>Waiving of False Alarm Fees</b>	<ul style="list-style-type: none"> <li>• \$104 per alarm</li> </ul>	<b>194 calls</b>
<b>Football –</b> 4 hours per game  TPD may provide coverage by a private security as necessary. At least one Police Officer will be present.	West High School - 2 Officers/ 5 Games South High School - 2 Officers/ 5 Games North High School - 2 Officers/ 5 Games Torrance High School - 2 Officers/ 7 Games	<b>176 hours</b>
<b>POLICE DEPARTMENT</b>		
<b>Facility/Service Use</b>	<b>Description/Location</b>	<b>Hours or Qty</b>
<b>Basketball –</b> 3 hours per game  TPD may provide coverage by a private security as necessary. At least one Police Officer will be present.	West High School - 1 Officer / 10 Games South High School - 1 Officer/ 7 Games North High School - 1 Officer/ 8 Games Torrance High School - 1 Officer/ 11 Games	<b>108 hours</b>
<b>Dances –</b> 4 hours per dance	West High School - 1 Officer/ 2 Dances South High School - 2 Officers/ 1 Dance North High School - 1 Officer/ 2 Dances	<b>40 hours</b>

TPD may provide coverage by a private security as necessary. At least one Police Officer will be present.	Torrance High School - 2 Officers/ 2 Dances	
<b>Graduation –</b> 4 hours per graduation  TPD may provide coverage by a private security as necessary. At least one Police Officer will be present.	West High School - 3 Officers & 1 Sgt. South High School - 4 Officers North High School - 4 Officers Torrance High School - 4 Officers	<b>60 hours/ Police Officer</b>  <b>4 hours Police/ Sergeant</b>

## CITY SUMMARY OF FACILITIES AND SERVICES – NO FEE USE/SUPPORT

COMMUNITY SERVICES DEPARTMENT		
Facility/Service Use	Description/Location	Hours or Qty
<b>Youth Library Services</b>		<b>8,528 total hours</b>
<ul style="list-style-type: none"> <li>• Dedicated support to students in K-12</li> </ul>	• Librarian – 6 libraries	1,456 hours
	• Senior Librarian – Main library	1,456 hours
	• Library Assistant I	1,040 hours
	• Library Assistant II	1,456 hours
	• Library Assistant II – 5 Branches	3,120 hours
<b>Library books purchases</b>		<b>8,850 total books</b>
	• Juvenile and Teen Fiction Hardcover	3,800 books
	• Juvenile and Teen Fiction Paperback	1,500 books
	• Juvenile and Teen Non-Fiction	2,300 books
	• Easy Readers – grades 1-2	700 books
	• Multiple copies for required reading	550 books
<b>Adult Exercise Classes</b>	• El Retiro Park	<b>473 hours</b>
<b>School Picnics</b>	<ul style="list-style-type: none"> <li>• Columbia Park</li> <li>• Delthorne Park</li> <li>• El Nido Park</li> <li>• El Retiro Park</li> <li>• Entradero Park</li> <li>• Greenwood Park</li> <li>• Guenser Park</li> <li>• La Romeria Park</li> <li>• Lago Seco Park</li> <li>• McMaster Park</li> <li>• Paradise Park</li> <li>• Sur La Brea Park</li> <li>• Torrance Park</li> <li>• Victor Park</li> <li>• Walteria Park</li> <li>• Wilson Park</li> </ul>	<b>310 hours</b>
<b>Baseball</b>	• Torrance Park	<b>1,633 hours</b>
<b>Softball</b>	• Wilson Park	<b>1,953 hours</b>
<b>Cross Country</b>	<ul style="list-style-type: none"> <li>• Columbia Park</li> <li>• Wilson Park</li> </ul>	<b>21 hours</b>

Swimming/Water Polo	<ul style="list-style-type: none"> <li>Victor E. Benstead Plunge</li> </ul>	<u>Rental</u> <b>955 hours</b>  <u>Labor</u> <b>551 hours</b>
Soccer	<ul style="list-style-type: none"> <li>Wilson Park Roller Hockey Rink</li> </ul>	<b>33 hours</b>

POLICE DEPARTMENT		
Facility/Service Use	Description/Location	Hours or Qty
School Resource Officers	<ul style="list-style-type: none"> <li>6 Police Officers for 9 months</li> </ul>	
Juvenile Diversion Support	<ul style="list-style-type: none"> <li>Nearly 1400 students served in 2012 and majority TUSD)</li> </ul>	
Crossing Guards	<ul style="list-style-type: none"> <li>26 part-time positions covering 29 intersections</li> </ul>	
Threat Assessment by School Resource Officers and Detectives Division	<ul style="list-style-type: none"> <li>All schools are assessed and reviewed annually or as site changes warrant.</li> </ul>	

**COMMUNITY USE – INFORMATION ONLY**

**TUSD: Non Profit Youth Program Usage**

**AYSO/Youth Soccer**

No cost unless activity takes place on the weekend (Cost of the custodian @\$54 per hour because the Group requests that the restrooms are available) or stadium is used (Facility Supervisor @\$66 per hour and Custodial cost @\$54 per hour).

- Arlington
- Yukon
- Car
- Carr
- Casmir
- Edison
- Lincoln
- Magruder
- Towers
- Jefferson
- Ana
- Anza
- Victor
- Lyn
- Lynn
- Hull
- Madrona
- Torrance Elementary
- Levy
- Adams
- WALTERIA
- Riviera
- Seaside
- Arnold
- Richardson
- High Schools

**Junior All-American Football:** They use our stadiums for regular games. No cost for facility use (Facility Supervisor @\$66 per hour and Custodial cost @ \$54 per hour).

**Girls' Softball:** Weekday/weekend practice: no cost unless restrooms are needed.

- Hamilton
- Lincoln
- Casmir
- Yukon
- Edison
- Levy

**Little League:** Weekday/weekend practice; practice; no cost unless restrooms are needed.

- Carr
- Lincoln
- Arlington
- Casimir
- Yukon
- Edison
- Hamilton
- Towers
- Jefferson
- Victor
- Anza
- Calle Major
- Richardson
- Hickory
- Madrona
- Hull
- Adams
- Torrance Elementary
- WALTERIA
- Riviera
- Arnold
- High High Schools

**Club Soccer/Lacrosse:** Group 2 cost plus cost of Facility Supervisor/Custodian for stadiums.  
stadiums.

- Anza
- Arlington
- Casimir
- Riviera
- Yukon
- High Schools

### **City of Torrance: Non-Profit and Private Rental Groups**

**AYSO/ Youth Soccer:** No cost for Torrance non-profits except if lights are needed (\$15/ hour). Includes use of restrooms. Staff controls lights at Wilson.

- Columbia Park
- McMaster Park
- Wilson Park

**Softball:** No cost for Torrance non-profits except if lights are needed (\$15/ hour). Includes use of restrooms. Staff controls lights at Wilson.

- DePortola Park
- El Nido Park
- Guenser Park
- La Romeria Park
- McMaster Park
- WALTERIA Park
- Wilson Park

**Little League:** No cost for Torrance non-profits except if lights are needed in parks (\$15/ hour). Includes use of restrooms.

- Central Torrance Little League (Plaza Del Amo/Western)
- DePortola Park
- La Romeria Park
- Lago Seco Park
- McMaster Field
- TABB (Doris Way Sump)
- Torrance Park
- Walteria Park
- West Torrance Little League/ West Torrance Babe Ruth (Entradero fields)

**Football:** No cost for Torrance non-profits except if lights are needed (\$15/ hour). Includes use of restrooms.

- Columbia Park
- Guenser Park
- McMaster Park
- Torrance Park
- Walteria Park

**Box Lacrosse:** Currently charged discounted rate of \$40 per hour plus scorekeepers when needed (\$15 per hour). Includes use of restrooms. Staff remains onsite.

- Wilson Park Roller Hockey Rink

**Swimming:** Non-profit rate of \$55 per hour plus guards @\$13 per hour each.  
Victor E. Benstead Plunge

**Adult Sport Programs:** \$15 per hour for fields, \$15 per hour for lights. \$50 per hour for gym and rink. Includes use of restrooms. Staff controls lights at Wilson.

- Columbia Park
- Dee Hardison Sports Center
- El Nido Park
- McMaster Park
- Torrance Park
- Walteria Park
- Wilson Park
- Wilson Park Roller Hockey Rink

AYSO National Tournament: June 29, 2014 - July 6, 2014

Background

In celebration of the American Youth Soccer Organization (AYSO) 50<sup>th</sup> Anniversary, Torrance was chosen to host the 2014 AYSO National Tournament. The City of Torrance in partnership with the regional AYSO will host the 2014 National Tournament.

The preliminary needs are outlined below.

- AYSO is exploring the use of three (3) High School Stadiums/field areas and adjacent elementary/middle school field space.
- **West Region:** West High School/Victor Elementary School
- **Central Region:** Torrance High School/Hull Middle School/ and Torrance Elementary School, and perhaps the use of the turf area adjacent to Sherry High School.
- **South Region:** South High School/Jefferson Middle School/ and Arnold Elementary School.
- **North Region:** Magruder Middle School as North High School is under modernization

Preliminary Cost Estimates

- Cost for the stadiums: Facility Supervisor @\$66 per hour and Custodial @\$54 per hour.
- Cost for fields @elementary/middle schools: Custodian @\$54 per hour if restroom availability is requested.

Joint Use Agreement Framework

- The City and TUSD will work jointly with AYSO to provide sufficient field space in conjunction with the terms as outlined in the Joint Use Agreement.
- The City and TUSD will utilize the joint meeting of the City Council Citizen Development and Enrichment Committee and TUSD to develop the terms for the AYSO National Tournament.

Additional Support

- TUSD expresses an opportunity to bid on transportation.

## LICENSE AGREEMENT

This License Agreement ("License") is made and entered into as of April 1, 2011, by and between the CITY OF TORRANCE, a Municipal Corporation ("CITY") and Torrance Unified School District, ("LICENSEE").

RECITALS:

- A. CITY is the owner of fee title to an area identified as Wilson Park, 2200 Crenshaw Boulevard, Torrance, California.
- B. LICENSEE is the Torrance Unified School District that uses the softball diamonds at Wilson Park pursuant to the original Recreation Agreement dated June 10, 1986.
- C. LICENSEE wants to gain access from Torrance Unified School District Property or Southern California Regional Occupational Center ("SCROC") through the fences on the south side of Wilson Park to the softball diamonds.

AGREEMENT:

Therefore, in order to carry out their intent as expressed above, CITY and LICENSEE agree as follows:

1. PREMISES  
CITY grants LICENSEE a license to access and use, subject to all terms and conditions stated, the gates through the fences located on the south side of Wilson Park, 2200 Crenshaw Boulevard, Torrance, California. An aerial map showing the approximate location of the gates is attached as Exhibit A; the final location to be determined at the sole discretion of the CITY.
2. PURPOSE  
The property may be utilized by LICENSEE for the purpose of transporting softball equipment and fences from a Torrance Unified School District-owned storage container located on the SCROC property, located at 2300 Crenshaw Blvd., to the softball diamonds at Wilson Park and for no other purpose whatsoever, subject to the terms, conditions, and restrictions set forth in this License. This License is personal to LICENSEE and does not grant the LICENSEE any ownership, leasehold, easement, or other real property interest or estate in the property.
3. TERM  
This LICENSE will be effective from April 1, 2011 through June 30, 2014. CITY may terminate this agreement upon 30 days notice to LICENSEE. Termination shall be effective at the time notice is received or as specified therein.
4. COMPENSATION  
LICENSEE agrees to pay CITY in advance, the sum of \$3.00.

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ORIGINAL COPY

5. NOTICE

Addresses for purpose of giving notice are as follows:

LICENSEE: Dr. Donald Stabler  
Torrance Unified School District  
2335 Plaza Del Amo  
Torrance, CA 90509  
Fax: (310) 972-6065

CITY: City Clerk  
City of Torrance  
3031 Torrance Boulevard  
Torrance, CA 90509-2970  
Fax: (310) 618-2931

6. INDEMNIFICATION

LICENSEE will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence, arising from the negligent acts or omissions, or willful misconduct of LICENSEE, its officers, employees, agents, subcontractors or vendors. It is further agreed, LICENSEE's obligations to indemnify, defend and hold harmless will be proportionate in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. In the event of any dispute between LICENSEE and CITY, as to whether liability arises from the negligence of the CITY or its officers, employees, agents, subcontractors or vendors, LICENSEE will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY's negligence. LICENSEE will be entitled in the event of such a determination to reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation, in proportion to the CITY's liability.

7. INSURANCE

A. LICENSEE must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:

1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
  - a. Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and
  - b. Primary Property Damage of at least \$250,000 per occurrence; or

- c. Combined single limits of \$1,000,000 per occurrence.
  2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
  3. Professional liability insurance with limits of at least \$1,000,000 per occurrence.
  4. Workers' Compensation with limits as required by the State of California and Employers Liability with limits of at least \$1,000,000.
- B. The insurance provided by LICENSEE will be primary and non-contributory
  - C. CITY, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.
  - D. LICENSEE must provide certificates of insurance and/or endorsements to the City Clerk of the City of Torrance before the commencement of work.
  - E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.

Insurance or bonds required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the LICENSEE agrees that the minimum limits of any insurance policies or performance bonds required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that LICENSEE will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

8. USE, MAINTENANCE AND SECURITY

- a. LICENSEE agrees to comply with all applicable Federal, State, County and City statutes, ordinances, rules, laws or regulations that are applicable to the premises or the operations of LICENSEE on the premises, and any deviation from these or any conditions stated in this LICENSE will be cause of immediate cancellation.

b. LICENSEE will not make any improvements or alterations of any kind to the property, including the placement or construction on, over, or under any part of the property of any permanent structure, fixture, or installation of any kind, size, or character whatsoever, without the prior written approval of the CITY, which approval will be given or withheld in the sole discretion of the CITY.

c. Security and maintenance of the site will be the responsibility of the LICENSEE. LICENSEE will keep the gates closed and locked at all times, except when necessary to move the softball equipment and fences through the CITY's property. Failure to keep the gates locked will result in termination of this License Agreement. LICENSEE agrees to maintain the site in a neat and sanitary condition. Failure by LICENSEE to maintain the area will result in the CITY implementing the cleanup. Any expenses incurred will be billed to LICENSEE.

d. LICENSEE will not damage, destroy, or displace any part of the property or any personal property for which the CITY is responsible in the exercise of the privilege granted by this LICENSE without the prior written consent of the CITY and the express agreement of the LICENSEE to promptly replace, return, repair, and restore the property or any such personal property to a condition satisfactory to the CITY.

9. LIMITS OF LICENSE

It is understood that the permission granted in this LICENSE is in no way to be construed by LICENSEE as permission to otherwise enter upon CITY'S other property for any purpose.

10. INTEGRATION; AMENDMENT

This License represents the entire understanding of CITY and LICENSEE as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this License. The License may not be modified or altered except in writing signed by both parties.

11. INTERPRETATION

The terms of this License should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this License or any other rule of construction that might otherwise apply.

12. SEVERABILITY

If any part of this License is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the License will remain in full force and effect.

13. GOVERNING LAW; JURISDICTION  
This License will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the License will be in Los Angeles County, California.
14. WAIVER OF BREACH  
No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this License.
15. ATTORNEY'S FEES  
Except as provided for in Paragraph 6, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this License (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this License, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.
16. LICENSEE'S AUTHORITY TO EXECUTE  
The person(s) executing this License on behalf of the LICENSEE warrant that (i) the LICENSEE is duly organized and existing; (ii) they are duly authorized to execute this License on behalf of the LICENSEE; (iii) by so executing this License, the LICENSEE is formally bound to the provisions of this License; and (iv) the entering into this License does not violate any provision of any other License to which the LICENSEE is bound.

IN WITNESS WHEREOF, the parties have duly executed this LICENSE on the date first written above.

CITY OF TORRANCE,  
a Municipal Corporation



LeRoy J. Jackson  
City Manager

Torrance Unified School District



Dr. George Mannon  
Superintendent

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

By: 

Attachment: Exhibit A Aerial Map

City of Torrance &  
Torrance Unified School District

JOINT USE AGREEMENT - NEW FUNDING REQUESTS

June 2, 2015

Fiscal Year 2015-16

Requests by TUSD

- Cultural Arts Center(add extra 29 hours at the Armstrong Theatre) ----- \$5,800
- PD Coverage of Graduations (add extra 22 hours) ----- \$1,700
- TNT Softball Tournament (new) ----- \$2,600
- Total ----- \$10,100**

Requests by City

- Community Services use of Middle School Gyms for Youth Basketball ----- \$10,100
  - Add 151 hours per year
- Total ----- \$10,100**

Community Services Youth Basketball Gym Budget Offset ----- \$3,000

**Total New Funding from City ----- \$7,100**

**CITY OF TORRANCE AND TORRANCE UNIFIED SCHOOL DISTRICT  
2016-17 JOINT USE AGREEMENT REPORT**

**TUSD SUMMARY OF FACILITIES AND SERVICES - FEE SERVICES**

HIGH SCHOOLS								
Facility/ Service Use	Description/ Location	Hours or Qty		Jul to Sept	Oct to Dec	Jan to Mar	Apr to Jun	Balance
Basketball	Saturdays: North, West, South and Torrance High Schools Weeknights: Middle School Gyms	Youth	634	0	0	552	0	82
		Adult	14	3	3	0	0	8
Track Program	West High School	Youth	90	11.5	0	0	13.75	65
Wrestling	West High School	Youth	40	0	0	0	0	40
Tennis	South High School - Summer Only	Youth	320	0	0	0	0	320
Torrance High Softball Tournament	Torrance High School	Youth		\$0	\$0	\$5,833.00*	\$0	
							<b>Category Balance</b>	<b>515</b>

An asterisk on the Torrance High Softball Tournament field usage costs has been placed, as they increased \$800 from last year. This field usage increase is probably due to the fact that they have now hit their maximum amount of teams that this tournament can accomplish, and last year they only had the use of 3 softball fields since we had some backstop damage caused by the major wind storm in 2016. Additionally, this year staff included the actual city staffing costs for field maintenance and staff oversight of this tournament that totaled \$3,053. The total tournament cost was \$5,833.00.

**TUSD SUMMARY OF FACILITIES AND SERVICES - NO FEE USE**

PERMITS FOR ELEMENTARY AND MIDDLE SCHOOLS								
Facility/ Service Use	Description/ Location	Hours or Qty		Jul to Sept	Oct to Dec	Jan to Mar	Apr to Jun	Balance
Flag Football	• Adams • Arnold • Anza • Arlington • Carr • Casmir • Edison • Hull • Jefferson • Lincoln • Madrona • Magruder • Yukon • WALTERIA • Torrance Elementary • Richardson • Fern • Hickory • Riviera • Seaside • Wood • Calle Mayor • Bert Lynn • Towers • Victor	Youth	280	0	185	0	0	95
Basketball	• Adams • Arnold • Carr • Casmir • Edison • Fern • Jefferson • Lynn • Magruder • Richardson • Riviera • Seaside • Torrance Elementary • Towers • Victor • WALTERIA • Wood • Yukon • Anza • Arlington • Hull • Lincoln • Madrona • Hickory • Calle Mayor	Youth	2100	0	0	1,111	0	989
Volleyball	• Adams • Arnold • Carr • Casmir • Edison • Fern • Jefferson • Lincoln • Lynn • Madrona • Magruder • Richardson • Riviera • Seaside • Torrance Elementary • Towers • Victor • WALTERIA • Wood • Yukon • Anza • Arlington • Hull • Hickory • Calle Mayor	Youth	160	0	0	0	52	108

After School Clubs	• Arnold • Carr • Casmir • Edison • Hull • Jefferson Lynn • Madrona • Magruder • Richardson • Torrance Elementary • Victor • Walleria • Yukon	Youth	9585	855.25	2428.5	3,024.80	2673.5	603
							<b>Category Balance</b>	<b>1,795</b>

**CITY SUMMARY OF FACILITIES AND SERVICES - FEE SERVICES**

GENERAL SERVICES DEPARTMENT								
Facility/ Service Use	Description/ Location	Hours or Qty	Jul to Sept	Oct to Dec	Jan to Mar	Apr to Jun	Balance	
Armstrong Theatre (includes Lobby rental)		145	0	23.5	77	54	-9.5	
Toyota Meeting Hall		61	11	4	8.5	38	-0.5	
Ken Miller Recreation Center Auditorium and Assembly Rooms		77	0	0	22	0	55	
Torino/ Entry Plazas		38	0	0	17	0	21	
George Nakano Theatre		14	5	0	8.5	0	0.5	
Garden Room		13.5	0	5	8.5	0	0	
Children's Art Wing		0	0	9	8.5	0	-17.5	
							<b>Category Balance</b>	<b>49</b>

POLICE DEPARTMENT								
Facility/ Service Use	Description/ Location	Hours or Qty	Jul to Sept	Oct to Dec	Jan to Mar	Apr to Jun	Balance	
Football - 4 hours per game TPD may provide coverage by a private security as necessar. At least one Police Officer will be present	West High School - 2 Officers/ 5 games South High School - 2 Officers/ 5 games North High School - 2 Officers/ 5 games torrance High School - 2 Officers/ 7 games	176	83	68	0	0	25	
Basketball - 3 hours per game TPD may provide coverage by a private security as necessar. At least one Police Officer will be present	West High School - 1 Officer/ 10 games South High School - 1 Officer/ 7 games North High School - 1 Officer/ 8 games Torrance High School - 1 Officer/ 11 games	108	0	3	128	0	-23	
Dances - 4 hours per dance TPD may provide coverage by a private security as necessar. At least one Police Officer will be present	West High School - 1 Officer/ 2 dances South High School - 2 Officers/ 1 dance North High School - 1 Officers/ 2 dances torrance High School - 2 Officers/ 2 dances	40	3.5	34.5	11	0	-9	
Graduation - 4 hours per graduation TPD may provide coverage by a private security as necessar. At least one Police Officer will be present	West High School - 3 Officers & 1 Sgt. South High School - 4 Officers North High School - 4 Officers torrance High School - 4 Officers	Police Officer	82	0	0	0	17	65
		Polic Sgt.	4	0	0	0	0	4
							<b>Category Balance</b>	<b>62</b>

**City of Torrance and TUSD – Joint Projects Status Report Updated for October 2017**  
 (Updates in **BOLD BLUE** since meeting of May 14, 2015)

Project	Status
<ul style="list-style-type: none"> <li>• <b>Joint Publications</b> – Joint purchase of books and database sharing. Provide a library card to every TUSD student</li> </ul>	<p><i>Online Library Card Registration</i></p> <ul style="list-style-type: none"> <li>• Library Division activity for this quarter has focused on working with CIT to mount and test a Library Card Application form online. Staff designed a prototype form and tested it – it works! <b>COMPLETED</b></li> <li>• Staff continues to work 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><i>Joint Purchasing</i></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>• In 2013, Summer Reading Program was extended to 7-weeks as a pilot. Staff will evaluate in the Fall 2013.</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> <li>• Barriers include lost library cards and fines and fees, and staff discussed the potential of an "amnesty" program upon entry to high school.</li> </ul>

### *Summer Activities*

- 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. *COMPLETED*
- Library cannot implement Reading Partners/Writing Partners for 2012, but have added one permanent Youth Services Librarian position. California has withdrawn from multi-state cooperative summer reading program due to funding issues, so TPL staff will reevaluate the entire summer reading program structure in Fall 2012.
- Over the summer, 90 sessions of Reading and Writing Partners were conducted using 459 teen volunteers assisting 1,111 youth participants with their reading and writing skills. *COMPLETED*
- Library did not have reading and writing partners for summer 2011 or summer 2012 due to short staffing

### *Library System Integration*

- 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.
- 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.
- TPL staff met with the West High School Librarian for

	<p>details on TUSD’s online system. (written report appended)</p> <ul style="list-style-type: none"> <li>• Staff discussed barriers to the integration of the library systems as is. They include the need for high schools to also maintain textbook inventory, the limitation of high school circulation to the student body of each high school, cost to add items to the TPL catalog, current TPL request fees, policies, and limits on library use, differing laws related to confidentiality of library card records, and the cost of inter-library delivery adding the four high school sites.</li> <li>• Library staff is investigating options for the integrated library system for 3-5 years in the future, when a new bid will be required. Options now include entirely cloud based ILS systems, and remote materials vending machines. If TUSD wishes to be included at that time, Library recommends the preparation (see previous point) should be placed on a 3 year timeline with staff assigned to the project from TUSD and TPL.</li> <li>• Library is well on the way to an ILS RFP. If TUSD is interested, we need to decide this right away, as adding the four sites and working out the logistics would significantly change the structure and requirements of the RFP. Library is proceeding as if TUSD is not interested at this time.</li> <li>• Library continues to proceed in development of a RFP for a new ILS as if TUSD is no longer interested in pursuing this project.</li> <li>• <b>The Library implemented a new Integrated Library System (ILS) system within the City’s own library system COMPLETED</b></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</li> </ul>

	<p>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></p> <ul style="list-style-type: none"> <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. Giordano 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>Staff, continues to work on the general use portion of the Turf Management Plan for the Category I and II parks, and are approximately 75% complete. Staff hopes to have this remaining portion completed within the next few months. <b>ROUGH DRAFT COMPLETED.</b></li> <li>Staff completed the rough draft and implemented the Category I (Park Sports Field Turf) on a pilot basis at Columbia Park. Staff are now using this new data to refine the plan with a completion date in December 2015.</li> <li><b>The Turf Management Plan is Completed and funded in 2016-2017 for implementation at Charles H. Wilson Park Fields #1 &amp; #2. The renovation took place on these fields in May 2017 and completed in August 2017, staff are monitoring this project. Staff anticipate to implement the Turf Management Plan for Charles H. Wilson Park Fields #3 &amp; #4 in May 2018 and complete in August 2018. In the meantime, staff have been maintaining the Turf</b></li> </ul>

	<p><b>Management Plan at Columbia and McMaster Parks, and scheduling usage per the requirements of the plan for sustainable turf. COMPLETED</b></p>
<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>Electronic Recycling</p> <ul style="list-style-type: none"> <li>• The City currently uses a private company for electronics recycling and is charged for it. TUSD staff shared pricing for its vendor and City staff determined that a joint effort would not be feasible. <b>COMPLETED</b></li> <li>• Based on prior years data, the City averages about 3 tons of materials a year, but only 20 pieces of that are of real value (TV and monitors) – the rest is junk or scrap and not worth much. The emphasis is on volume, so staff would prefer not to limit the types of materials our employees can recycle this way. 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>• The only revenue has come from the past 4 years as the City has run an electronics collection event for Earth Day. Proceeds have gone to the school district. The 2014 event was the largest so far and delivered over \$1,100.00 to the district. <b>COMPLETED</b></li> </ul>

**Recycling – distribution of containers, fundraising activities and education programs.**

- Using Beverage Container Recycling grant funds, the City has been providing recycling bin and related donations in several ways. Over 2500 14 gallon containers were donated for use in the classrooms and school offices. Over 1300 foldable cardboard and plastic recycling containers have been donated upon request to the schools and their organizations. The containers were purchased when the recycle programs were originally rolled out. Additional containers are available upon request.
- Funding was provided to build a composting/gardening education area at Riviera Elementary. Recycling bins and related composting equipment was donated to some of the schools that competed in the Grades of Green and Sanitation District's Waste Free Lunch challenge (Arlington, Arnold, Anza, Magruder, Riviera, Riviera Lutheran Hall, Seaside, Towers, Victor and Walteria). Additional donations include permanent recycling containers to North, Torrance and West High, using student originated artwork. PW Staff continue to support requests from schools for containers, as funding allows. We are currently working with Bert Lynn on permanent recycling containers and will offer options to Carr as they are participating in the Grades of Green Challenge this year.
- The Earth Day recycling event listed above also includes donations to the district from Soles for Life, a non profit that collects shoes and now clothing to reuse or recycle. The proceeds are used to create clean water sources in developing counties. Due to market changes, revenue is no longer derived from these events.
- The PW Department has donated over 400 used 64-gallon recycling containers. They have been used to store earthquake kits for classrooms. Additional containers are available upon request.

**Hazardous Waste**

- City compared vendor prices and identified potential savings for TUSD. **COMPLETED**

<p>current City contract.</p>	<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 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.</li> <li>License Agreement was approved by the City Council November 2012. Clean Energy has surveyed the site area and is developing construction drawings based on the survey information.</li> </ul>
<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:</li> </ul>

*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.*

**COMPLETED**

**Purchasing Paper**

- 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.

**Coverage of TUSD Board Meetings/Use of Council Chamber**

- City estimates cost of approximately \$10,000 to provide Live TUSD Board of Education Meeting coverage from the City Council Chamber.

**TV Training for TUSD Students**

- **Cable TV**

- **Conceptually, it would be like a work study program. Tctv would provide training, equipment, and facilities, the students would eventually create their own programming with the ultimate goal of becoming independent Tctv producers. Please see Attachment A. The project was not developed by the Board, and the Board has since been dissolved earlier this year.**
- **Due to delayed Commissioner appointments to the Cable Television Advisory Board, the project has not been developed. The newly formed Board is considering development of the project structure and will present to the joint committee at a later date.**

	<ul style="list-style-type: none"> <li>• The project was not developed by the Board, and the Board has since been dissolved earlier this year. <b>COMPLETED</b></li> <li>• Attempts at a formal program with SoCalRoc and TUSD did not develop. TUSD uses SoCalRoc's course outline; however after review it was determined that an update was needed. Due to SoCalRoc's priorities, an update was not addressed and therefore revisions were not made. <b>COMPLETED</b></li> <li>• Currently, staff is working informally with High School students to encourage use of facilities. <b>ONGOING</b></li> </ul> <p><b>TV Channel 30</b></p> <ul style="list-style-type: none"> <li>• We are exploring the assumption of responsibility for playback operations of TUSD's cable TV channel 30. This would include the addition of a dedicated video server, satellite dish, and automated switching between our TV Master Control and TUSD Board meetings.</li> <li>• On July 24, 2012, the City Council Authorized Purchase of Television Playback Equipment and Appropriated Funds to Operate TUSD Cable Channel. Expenditure: \$21,000. Project is out to bid and should be completed before December 31, 2012.</li> <li>• CitiCABLE has assumed full responsibility for the playback of TUSD cable channel 30. <b>COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li>• Elections – 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 Act/Grants (ARRA) &amp; Other Grand Opportunities</b></li> </ul>	<p><b>ARRA/Grant Funding</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></li> </ul>	<p><b>Wi-Fi Access at City High Schools</b></p>

- 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.
- 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.

***From that meeting we learned:***

TUSD consists of 30 schools, 2 adult centers, and 1 continuing education facility.

- TUSD IT Manager indicated an interest in providing laptops and wireless internet access to all TUSD students.
- When TUSD laptop and wireless project directions are confirmed, City and TUSD can explore joint technology procurement to take advantage of any combined quantity bid and purchase agreements.
- TUSD completed installing fiber optic cabling, connecting all of their campuses. TUSD and CIT need to meet again to discuss if there are physical juncture possibilities.
- 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.
- 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.
- This was discussed with the high schools, the legal requirement for a parent/guardian approval and presentation of ID at the Library present a hurdle to this. With online library card applications, however, the link can be sent out in school orientation packets to parents.
- Library has resolved handling online applications with class visits, but signature of parent/guardian is still a requirement for a Library card so cards cannot be automatically issued upon enrollment. Library continues the "First Grade Outreach" program, visiting each first

grade classroom to promote getting a card, and the Friends of the Torrance Library fund a free book and library card holder for each first grader who gets or has their own card.

- Library continues the first grade outreach program, with incentives funded by the Friends of the Torrance Library.
- Library is interested in working out an entering high school “amnesty” program that would enable HS students to get new cards (if they have lost cards) and get clean/usable cards if they owe fines. This would be a cost issue.
- Library is interested in developing a student card that can perhaps bypass the absolute need for a parent/guardian signature for limited library use (eg. only two items out at a time, but full access to homework centers, internet, and online resources). This can be developed if all parties are interested.
- Library is still interested in a high school amnesty program and/or student library card option.
- 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. The Library does not currently have an online book program. Library staff continue to investigate costs and possibilities, but are not focusing on e-textbooks.
- Library is close to adding an e-book resource, but would not focus on e-textbooks.
- Library has added ebooks, but is focused on the Library’s Plan of Service needs, and not on e-textbooks.
- 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. On 9/13/11 the City Council approved the donation to the Torrance Unified School District (TUSD) of spare telephone parts to support their NEC NEAX 2400 system. Specifically, the old City Hall telephone system cabinet and all of its contents, and 184 old 16- button and 32-button telephone sets. On January 12, 2012 TUSD staff took possession of the system cabinet and telephone sets. On January 12, 2012 TUSD staff took possession of the system cabinet and telephone sets. The TUSD Board formally acknowledge receipt of the equipment at future regular meeting to close the COT

donation. - **COMPLETED**

- Staff discussed Wi-Fi coverage at 30+ TUSD campuses. With current limitations of Wi-Fi technology being a maximum 250 feet radius per antenna, it would be too costly to implement and maintain full Wi-Fi access across each campus. Too costly to install and maintain Wi-Fi access across each campus. Verizon Wireless and Time Warner Cable have been trenching fiber cable throughout Torrance and are expanding their wi-fi access throughout the city. **COMPLETED**

***At the conclusion of our meeting:***

- CIT will explore the possibility to donating the City's old NEC telephone system for TUSD to use for parts. - Completed.
- Staff exchanged contact information - Completed.
- Planned site visit to TUSD in the near future. - Completed.
- Staff agreed to meet again after the first quarter of 2011. **COMPLETED**

**City of Torrance Public Library**

- 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. Software is being configured. Library's smart phone application is up and available for all smart phones and tablet computers. The Library's current online homework help provider, Tutor.com, also launched a smart phone application.
- Library switched online homework help providers in July, 2012, and this new provider does not have an app for smartphone use.
- Library switched online homework helper providers in July 2013, back to the vendor who does offer service on smartphones. Will assess use of the service via smartphone in the next year. The Friends of the Torrance Library continue to fund online homework help services.
- The Library's basic services and homework help are all available via free smartphone apps, with a Torrance Library card. Online homework help is fully funded by the Friends of the Torrance Library through school year 2016-17.

• **Torrance High School Fence**

- Under Council Orals at the August 3, 2010 meeting, a resident expressed concern about youth and adults that

	<p>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>The existing Penal Code sections and Torrance Municipal Code sections dealing with trespassing do not work for this situation; noise generated from using the bleachers at night. The Assistant City Attorney suggests adding a provision to the Torrance Municipal Code, along the lines of one of the following: <p>(1) No person shall enter or remain on any school property between the hours of 10:00 p.m. and 6:00 a.m., except when engaged in an activity scheduled or expressly permitted by the school.</p> <p>or</p> <p>(2) It is unlawful for a person other than an employee on business and those with permission of administrative personnel or an agent thereof to enter or be present upon school property between the hours of 10:00 p.m. and 6:00 a.m., not in response to a function to which members of the public are invited, and without obtaining permission to be on the property from administrative personnel in charge of the property.</p> <p>Both of these sections would require signs to be posted on school district property so people would be on notice of the restriction.</p> </li> </ul>
<ul style="list-style-type: none"> <li><b>Fire Safety Guidelines in the TUSD</b></li> </ul>	<ul style="list-style-type: none"> <li><b>The Torrance Fire Department is assisting TUSD in developing a draft guideline for classroom safety. ONGOING</b></li> </ul>
<ul style="list-style-type: none"> <li><b>South High Parkway Improvements</b></li> </ul>	<ul style="list-style-type: none"> <li>The Streetscape Division of Public Works has been working with TUSD on a plan to install groundcover and irrigation in the median strip in front of South High School and has agreed to plant 30 new Crape Myrtle trees as part of this project.</li> <li><b>Public Works assisted TUSD with the bidding, the job walks, the encroachment permits and traffic plans for CALTRANS. City crews removed several eucalyptus trees and purchased and planted 35 Crape Myrtle replacement trees in the parkway. COMPLETED</b></li> </ul>
<ul style="list-style-type: none"> <li><b>TFD &amp; TUSD– Shelter in Place</b></li> </ul>	<ul style="list-style-type: none"> <li><b>The Torrance Fire Department in Partnership with Torrance Refining Company will develop a program related to Shelter in Place. TFD and TUSD will work jointly to have an approved plan with the goal set to schedule presentations at all TUSD schools. ONGOING</b></li> </ul>

## **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
- Active Transportation Program – Replaced 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. 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
- Lighting on Washington Street from Griffith Adult School

### **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. This year ExxonMobil will introduce a new summer youth employment program named, "ExxonMobil Youth Development Program." The new program replaces the ExxonMobil Green Team Program. This is a summer career exploration program sponsored by ExxonMobil, the City of Torrance and the Torrance Unified School District. Youth Development Program members will be assigned jobs with the City of Torrance and The Torrance Unified School District. Torrance resident students will participate in classroom activities designed around Science, Technology, Engineering, and Mathematics or STEM related topics as well as job training and career planning. 21 participants are placed at the City and 4 participants are at TUSD.
- Students in Government Day – Eighth 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
- Youth Sports Wall of Honor at the Dee Hardison Sports Center

## CITY OF TORRANCE INTEROFFICE COMMUNICATION

DATE: October 4, 2017

TO: Brian Sunshine, Assistant to the City Manager  
FROM: John Jones, Community Services Director  
SUBJECT: **TORRANCE HIGH SCHOOL TNT SOFTBALL TOURNAMENT**

The Torrance High School TNT Softball Tournament has been held at Charles H. Wilson Park for the past 6 years. This tournament typically takes place the 3<sup>rd</sup> week of March, and is projected take place March 13-17, 2018. Over the course of time, this tournament has grown to 32 team with approximately 480 players.

Due to the growth of this tournament and concerns from one of our Labor Union Groups, new policies and procedures were implemented last year in order to make sure this event runs smoothly and efficiently. The new procedures implemented were:

- Staff oversight to address any requests from the TNT Tournament Director
- Park Services staff to support the tournament staff in field maintenance.

As staff were unsure of the true costs and impacts of these new procedures, these additional costs were absorbed by the Community Services Department and were not charged to the TNT Softball Tournament. Attached, please find the detailed costs for these services, which include the field rental costs for this tournament.

Staff are requesting that costs for staff oversight and field maintenance be added to the COT/TUSD Joint Use Agreement, equating to an approximate \$3,053.54 increase in fee use.

  
John Jones  
Community Services Director

Attachments: TNT Breakdown

## TNT BREAKDOWN

Field Rental:

Thursday	1:00pm-11:00pm	4 fields x 10hrs	\$15	\$600.00
Friday	1:00pm-11:00pm	4 fields x 10hrs	\$15	\$600.00
Saturday	7:00am-9:00pm	4 fields x 14hrs	\$15	\$840.00
<b>Total</b>				<b>\$2,040.00</b>

Lights:

Thursday	1:00pm-11:00pm	4 fields x 4hrs	\$15	\$240.00
Friday	1:00pm-11:00pm	4 fields x 4hrs	\$15	\$240.00
Saturday	7:00am-9:00pm	4 fields x 2hrs	\$15	\$120.00
<b>Total</b>				<b>\$600.00</b>

Parks Services OT:

Thursday	1 OT worker	10hrs	\$43.32	\$433.20
	1 OT worker	10hrs	\$31.49	\$314.90
	1 Staff member	10hrs	\$15.00	\$150.00
Friday	1 OT worker	10hrs	\$43.32	\$433.20
	1 OT worker	10hrs	\$31.49	\$314.90
	1 Staff member	10hrs	\$15.00	\$150.00
Saturday	1 OT worker	14hrs	\$43.32	\$606.48
	1 OT worker	14hrs	\$31.49	\$440.86
	1 Staff member	14hrs	\$15.00	\$210.00
<b>Total</b>				<b>\$3,053.54</b>

Field Prep:

Saturday	1 time cost of	4 fields	\$35.00	\$140.00
<b>Total</b>				<b>\$140.00</b>

TNT Cost	\$2,780.00
Staffing	\$3,053.54
<b>Overall Total</b>	<b>\$5,833.54</b>

## CITY OF TORRANCE INTEROFFICE COMMUNICATION

**DATE:** October 4, 2017

**TO:** Brian Sunshine, Assistant to the City Manager

**FROM:** John Jones, Community Services Director

**SUBJECT:** **DISCUSSION ON REASSESSING THE CURRENT JOINT USE AGREEMENT BASED ON NEW FACILITIES BECOMING AVAILABLE**

In 2013, the City of Torrance and Torrance Unified School District Joint Use Agreement was updated, a listing of city and TUSD programs usage was identified as fee services. Within the city program usage on TUSD properties was Tennis at South High School (summer only). In 2014, the City discontinued the usage of South High for tennis classes. Since that time, the city has not offered tennis classes and not used the 320 hours of use that were identified on this listing. It would be suggested to remove these hours of use at South High School for tennis, and perhaps review options for increasing hour of use for youth basketball within gymnasium locations.

Additionally, with the opening of the new TUSD Aquatic Center, staff have been informed that the usage by TUSD of the Benstead Plunge will also be discontinued. Staff will use this pool time for community use of the pool.

  
John Jones  
Community Services Director