

Honorable Chair and Members of the
City Council Citizen Development and Enrichment Committee
and the Torrance Unified School District Board of Education
City Hall
Torrance, California

Members of the Committee and Board:

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

RECOMMENDATION

Recommendation of the City Manager and the TUSD Superintendant that the Torrance City Council Citizen Development and Enrichment Committee and Board Members of the Board of Education of the Torrance Unified School District provide direction to staff based on the Joint Project Status Report and provide direction regarding new items.

BACKGROUND/ANALYSIS

The Torrance City Council held a joint meeting with the TUSD Board on November, 9, 2009 to identify joint collaboration opportunities and efficiencies in an effort to share resources and seek ways to maximize savings for both entities. During the meeting, the following partnership opportunities and discussion topics were approved by the City Council and the TUSD Board of Education for further follow up and discussion. Representatives from the City and TUSD have been working together since the meeting of November 2009. The following table provides an update on progress to date.

City of Torrance and TUSD – Joint Projects Status Report November, 2012 (Updates in **BOLD BLUE since meeting of July 9, 2012)**

Project	Status
<ul style="list-style-type: none">Library Resources - Joint purchase of books and database sharing. Provide a library card to every TUSD student.	<p><i>Online Library Card Registration</i></p> <ul style="list-style-type: none">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! COMPLETEDStaff 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. COMPLETED

Joint Purchasing

- Baker & Taylor (Library's major book vendor) indicated that if TUSD would do all ordering and receiving through TPL, Baker and Taylor (B & 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 & T account and may still receive favorable pricing. **COMPLETED**
- Torrance Library obtained school recommended or required summer reading lists from *each campus* 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. **COMPLETED**
- 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. **COMPLETED**
- TPL met with the Librarian at West High School to discuss joint projects, and barriers high school students currently face in using Torrance Libraries.
- Barriers include lost library cards and fines and fees, and staff discussed the potential of an "amnesty" program upon entry to high school.

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 details on TUSD's online system. (written report appended)
- 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.
- 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.

<p>City to explore joint sharing of adult education class information via City’s on-line sources.</p>	<ul style="list-style-type: none"> City and TUSD to maintain existing publications within each respective organization. COMPLETED <p>Joint Publications</p> <ul style="list-style-type: none"> A link to Torrance Adult School was added to the Library’s “Favorite Websites” pages (posted links to those sites Torrance Librarians identify as particularly useful for patrons) under the topic of <i>Education</i>. The link is available at www.library.torranceca.gov. 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. COMPLETED 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. COMPLETED
<ul style="list-style-type: none"> Field Turf Management 	<p>Turf Management System</p> <ul style="list-style-type: none"> John Jones explained the city is currently developing a turf management system to improve the way it maintains public green space. The committee discussed the possibility of the District utilizing that information to manage the health of District fields, as well. Mr. Lee suggested the City and District could centralized the system, coordinating allocations to ensure District fields that are off-grid do not overlap with fallow city green space in the same area. Mr. Jones advised the plan would not be ready for implementation before November or December of this year. Ms. Girodano confirmed with the committee that the Committee would like to explore having the District work with the city to develop a sustainability plan with each of the new District fields as they come online. 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. ROUGH DRAFT COMPLETED.
<ul style="list-style-type: none"> Tree Trimming - 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. 	<ul style="list-style-type: none"> 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. COMPLETED
<ul style="list-style-type: none"> Facility Maintenance - Joint painting, roofing, slurry seals, sidewalk grinding. 	<ul style="list-style-type: none"> 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

	<p>costs. COMPLETED</p> <ul style="list-style-type: none"> 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. COMPLETED
<ul style="list-style-type: none"> Green Waste Program - TUSD has need for green waste pick up. 	<ul style="list-style-type: none"> PW (Sanitation) reviewed TUSD’s current contract and verified that District’s pricing structure is very favorable. COMPLETED
<ul style="list-style-type: none"> Hazardous Waste - Joint disposal of hazardous waste. 	<p>Electronic Recycling</p> <ul style="list-style-type: none"> The City currently takes its electronic waste to Walsers and does not get paid for it. In addition, Walsers is available to all residents to drop off their electronic waste at no cost to them. City staff has indicated that there is not a good market for such waste so staff is pleased with Walsers taking items for free. TUSD staff shared pricing for its vendor and City staff is in the process of reviewing the materials to determine feasibility of considering an alternate arrangement. COMPLETED Based on prior years data, the City averages about 3 tons of materials a year, but only 20 <u>pieces</u> of that are of real value (TV and monitors) – the rest is junk or scrap and not worth much. To get any revenue, we would need to sort very carefully to pick out the other few things that might have value (some toner cartridges, scrap metals, etc) but the time and effort would be worth more than the revenue received. If we wanted a revenue stream, we would need to run events and only take things of value from the public. Then we would be in competition with Walsers, the school district and other community organizations that are doing these events as fundraisers. The emphasis is on volume, so staff would prefer not to limit the types of materials our employees can recycle this way. Staff is trying to get a company to collect the materials at no cost to the City, so they would handle the sorting and the revenue they get could cover the cost of collection. City staff was unable to find a company able to recycle the mix of materials generated by the City without charging. Staff recommends that City continue to use Walsers for the electronics recycling program. COMPLETED <p>Recycling – distribution of containers, fundraising activities and education programs.</p> <ul style="list-style-type: none"> Using Beverage Container Recycling grant funds, the City has been providing recycling bin and related donations in several

	<p>ways. Over 2500 14 gallon containers were donated for use in the classrooms and school offices. Over 600 foldable cardboard and plastic recycling containers have been donated upon request to the schools and their organizations. Funding was provided to build a composting/gardening education area at Riviera Elementary. Additional donations include permanent recycling containers to North and West High, using student originated artwork. PW Staff will approach the remaining high schools in the next 2 years, as funding allows.</p> <ul style="list-style-type: none"> The City recently held a recycling event on June 9th 2012 as part of the Open House including 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. They also donate a percentage to the event host. Staff requested the Those proceeds (\$204) were be given to TUSD. The PW Department has donated over 400 used 64-gallon recycling containers. They have been used to store earthquake kits for classrooms. <p>Hazardous Waste</p> <ul style="list-style-type: none"> City compared vendor prices and identified potential savings for TUSD. COMPLETED
<ul style="list-style-type: none"> Graffiti Removal - Expansion of current City contract. 	<ul style="list-style-type: none"> 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. COMPLETED
<ul style="list-style-type: none"> Fleet Services - Develop an early notification strategy to address City's routine vehicle replacement schedule with TUSD needs. 	<ul style="list-style-type: none"> 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. COMPLETED
<ul style="list-style-type: none"> Compressed Natural Gas Filling Station / B20 Testing - 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. 	<ul style="list-style-type: none"> 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. According to Clean Energy staff, the company is awaiting for approval for grant funding from the California Energy

	<p>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.</p> <ul style="list-style-type: none"> • Clean Energy finished and opened the public CNG fueling facility in August 2011. • City staff is finalizing the License Agreement for the construction and operation by Clean Energy Natural Gas Fueling facility for both Transit Operations and Fleets Services. The License Agreement should be before the City Council in July 2012.
<ul style="list-style-type: none"> • Fuel Purchase - Joint purchase of fuel. 	<p>Fuel</p> <ul style="list-style-type: none"> • TUSD will be purchasing regular gas from City's contract effective February 2010. Annual savings of \$16,983.33. COMPLETED
<ul style="list-style-type: none"> • Joint Purchasing - Tires, fuel, batteries, supplies. Office supplies, printer cartridges, custodial materials 	<p>Purchasing</p> <ul style="list-style-type: none"> • City added the following phrase to all future City bids: <i>Bid submittals shall constitute agreement by the Vendor that all pricing terms and conditions offered to the City of Torrance will be offered to the Torrance Unified School District (TUSD). The City of Torrance does not warrant any additional use of the contract by TUSD. Should TUSD choose to utilize the contract, orders will be placed and payment made directly to the vendor by TUSD.</i> COMPLETED <p>Purchasing Paper</p> <ul style="list-style-type: none"> • 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

	<p>a time to several locations.</p>
<ul style="list-style-type: none"> • Cable TV 	<p>Coverage of TUSD Board Meetings/Use of Council Chamber</p> <ul style="list-style-type: none"> • City estimates cost of approximately \$10,000 to provide Live TUSD Board of Education Meeting coverage from the City Council Chamber. <p>TUSD students television programming and production</p> <ul style="list-style-type: none"> • 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. • 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. <p>TV Channel 30</p> <ul style="list-style-type: none"> • 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. • 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.
<ul style="list-style-type: none"> • Elections – explore consolidation with TUSD, potential for mail ballot elections, and change of election date. 	<ul style="list-style-type: none"> • Measure A was not approved by the voters on the June 8th ballot.
<ul style="list-style-type: none"> • American Recovery & Reinvestment Act/Grants (ARRA) & Other Grand Opportunities 	<p>ARRA/Grant Funding</p> <ul style="list-style-type: none"> • 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. • City staff will work with TUSD on any grant opportunities available impacting the City and TUSD.
<ul style="list-style-type: none"> • Wi-Fi 	

Wi-Fi Access at City High Schools

- 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 15th, 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.
 - 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.
- 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. The TUSD Board will formally acknowledge receipt of the equipment at future regular meeting to close the COT donation.
- 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.

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.
- Staff exchanged contact information
- Planned site visit to TUSD in the near future.
- Staff agreed to meet again after the first quarter of 2011.

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.**

<ul style="list-style-type: none"> • Torrance High School Fence 	<ul style="list-style-type: none"> • Under Council Orals at the August 3, 2010 meeting, a resident expressed concern about youth and adults that climb the fence at Torrance High School to skateboard and smoke marijuana. TUSD is working with the Police Department and the City Attorney’s Office to add “NO TRESSPASSING” signage. • 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: (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. or (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. Both of these sections would require signs to be posted on school district property so people would be on notice of the restriction.
<ul style="list-style-type: none"> • Fire Safety Guidelines in the TUSD 	<ul style="list-style-type: none"> • The Torrance Fire Department is assisting TUSD in developing a draft guideline for classroom safety. The TFD has drafted a joint TFD / TUSD classroom / school fire safety policy at the request of the TUSD. The first draft review meeting is set for 1/4/11 at 1:30pm at their offices.

Additional new items added by TUSD for further discussion and direction include:

- A) AYSO National Soccer Tournament
- B) Magruder Drainage Study
- C) 4th of July Fireworks Celebration
- D) Towers Hydrology Study

Additional new items added by the City for further discussion and direction include:

A) Crossing Guards Update

CURRENT PARTNERSHIPS WITH THE CITY OF TORRANCE AND TUSD

COMMUNITY SERVICES

- Crossing Guards – City provides TUSD with crossing guards at all elementary schools
- Homework Assistance - The Library provides Torrance students with an on-line homework assistance service via the internet.
- Joint Use Facilities Agreement (Recreation Agreement)
- School Resource Officer for each High School
- Safe Route to Schools Grant
- Collaborative safety effort for drop-off/pick- up of students
- Park Ranger Program
- Security for and providing portable toilets on weekends
- Youth Library services
- Torrance Fire Department: Basic Aid training for district 5th graders & CPR for 9th 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. 1st graders - recycling. 2nd graders - composting. 4th 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
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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

Based on direction from the Joint Committee, staff from the City and TUSD will continue to work on existing projects and continue to seek additional partnership opportunities. A joint meeting of the entire City Council and the TUSD Board may be scheduled in the future to provide an update of projects and to seek additional direction regarding future partnership opportunities.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER



By _____
Aram Chaparyan
Assistant to the City Manager

CONCUR:



LeRoy J. Jackson
City Manager



Dr. George Mannon

TUSD Superintendent