Council Meeting of
August 15, 2006

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

Members of the Council:

SUBJECT: **City Manager's Office – Program Structure for the newly created Commissioner Certification Training**

RECOMMENDATION

City Manager recommends that Council approve the program structure for a newly created Commissioner Certification Training and direct staff to proceed with two training sessions, the first on September 27, 2006 and the second on October 25, 2006.

Funding
N/A

BACKGROUND

The Torrance Municipal Code requires that the City of Torrance establish various advisory boards, commissions and councils. Commissions ensure that City government is responsive to the needs of its residents while achieving the overall goal of the community.

A commission consists of approximately seven qualified Torrance residents who are appointed by the City Council. There are currently fifteen (15) commissions in the City. Commissions are appointed every January for a four-year term. However, as vacancies arise they are filled for the duration of the current term.

The City Clerk's office advertises to the general public the available commission vacancies. Only City of Torrance residents may apply to be appointed to a commission. On or about January 15th of any given year, the City Council will appoint individuals to the various commissions during the Council meeting designated.

Once appointed to a commission, the individual becomes a liaison between the City and its residents. The Commissioner is viewed as a representative of the City and a holder of the public trust. To that end, at the July 11, 2006 Council meeting staff was directed by Council to develop a Commissioner Policy Training Class.

ANALYSIS

In response to Council's request and in an effort to assist and prepare individuals to hold the office of Commissioner, the City will offer a Commissioner Certification Training program. Residents who wish to apply for a vacancy on a commission will be required to have completed the Commissioner Certification Training program prior to appointment to a Commission. Outlined below is the structure of the training program and the topics that will be presented.

PROGRAM STRUCTURE:

The Commissioner Certification Training Program is structured as follows:

I. Opening Comments - Mayor
II. Government 101
   - An overview of the relationship between the Federal, State and County governments with the City.
   - A broad review of City's resources and responsibilities.
III. Commissioner's Role
   - Interrelationship of Council, Commission and Staff.
   - Duties of Commissioners
   - Judicial vs. Advisory functions of the Commission
IV. The Brown Act
   - Laws that govern Commissioner conduct, public meeting protocols, and general legal procedures
V. Conflict of Interest
   - Requirement to file Statement of Economic Interest
   - Review of Conflict of Interest Code Categories
   - Agenda Requirements
VI. Perspectives from Sitting Commissioners
VII. Question and Answer

The first training session is scheduled to be held on:

Wednesday, September 27, 2006
at the Nakano Theatre at 6:00 p.m.

The second training session will be held on:

Wednesday, October 25, 2006
at the Nakano Theatre at 6:00 p.m.

Residents who would like to attend will be requested to RSVP for the training session so that staff can prepare the appropriate amount of teaching materials as well as have the location set-up to better accommodate a teaching atmosphere.

The Commissioner Certification Training sessions will be promoted through numerous sources such as Homeowners Associations, Civic Organizations, City Cable, Council meetings and the Daily Breeze in its "Scanning the Area" section.

At the conclusion of the training session the participants will be given a certificate as proof of training. This certificate must be presented when applying for a commission appointment. The certification will be valid for Commission applications through December 2008. Attached for information only is a current Commission Vacancy Notice from the City Clerk's Office (Attachment A).

After Council has reviewed the above program parameters it is requested that Council approve the Commissioner Certification Training Program structure and direct staff to offer the training sessions as outlined.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By Olivia Lopez
Olivia Lopez
Sr. Management Associate

CONCUR:

Mary Giordano
LeRoy J. Jackson
City Manager

Attachments: A) Vacancy Notice

Attachment A

CITY OF TORRANCE

VACANCY NOTICE

There are currently four unscheduled vacancies that will be filled in January 2007-

- *Environmental and Energy Conservation Commission (term expires 1/15/2008)*
- *Parks & Recreation Commission (term expires 1/15/2008)*
- *Planning Commission (term expires 1/15/2010)*
- *Water Commission (term expires 1/15/2009).*

Please be advised that prospective commissioners will be required to complete Commissioner Certification Training prior to appointment. Classes are tentatively scheduled for September 27 and October 25, 2006. *s/ Sue Herbers, City Clerk 8/10/2006*

LOCAL APPOINTMENTS LIST - TERMS EXPIRING JANUARY 15, 2007

Commissions, boards and councils are advisory to the City Council. Commission appointments are made by the City Council as a whole at a public meeting in January. Applicants must be registered voters in the City of Torrance and serve four-year terms. Commissioners may serve up to two consecutive terms. Commissioners appointed to fill unexpired terms may serve two consecutive terms in addition to completion of the unexpired term. (**Exception -- Commission on Aging per Ordinance 3407)

Compensation is made for expenses at $10 per meeting attended with most agencies meeting once a month. (Refer to specific commission for meeting days.)

Commission applications are accepted at any time throughout the year. Notices of unscheduled vacancies are posted in the City Clerk's office, the City Clerk's Bulletin Board and the Civic Center Library within twenty days of the vacancy. At least ten working days notice will be given before any unscheduled vacancy is filled. Notice is given through advertising in the *Daily Breeze*, announcements at Council meetings, on Torrance CITICABLE and notice to homeowners associations. Applications of those not appointed are kept on file for one year. Application forms available in the City Clerk's Office, 3031 Torrance Blvd. (310/618-2870)

COMMISSION	NAME	FIRST APPOINTED	TERM EXPIRES	ELIGIBLE FOR REAPPOINTMENT
Airport	David Ouwerkerk William Tymczyszyn	1/16/99 8/13/02	1/15/07 1/15/07	NO YES
Cable TV Advisory Board	Georgia Perkins	8/21/01	1/15/07	YES
Civil Service Commission	Marija Marino Allen Mitchell VACANCY	5/17/05 2/9/99 2/25/03	1/15/07 1/15/07 1/15/08	YES NO Brewer resignation
Commission on Aging - *CLUB Sea-Aire Sr. Golf Club *1 yr. term *CLUB Walteria Sr. Club *1 yr. term	VACANCY Art Callen Charles Breaker	N/A 8/06/85 1/15/07 2/09/99 1/15/07	1/15/09 1/15/07 1/15/07	Doty resignation YES** Per Ord 3407 YES** Per Ord 3407
Community Services	Clark Adams Tom Hazell	1/16/99 2/24/04	1/15/07 1/15/07	NO YES
Cultural Arts	Ritas Smith	1/16/99	1/15/07	NO
Disaster Council	Melvin Glass	1/14/03	1/15/07	YES
Environmental Quality & Energy Conservation	Betty Chim Paul McCabe VACANCY	1/16/04 8/13/02 N/A	1/15/07 1/15/07 1/15/08	YES YES Peggy Basile
Library	Kathryn Roberts Wendy Wang	1/16/96 5/10/05	1/15/07 1/15/07	NO YES
Parks & Recreation	Stephen Robbins VACANCY	1/18/00 N/A	1/15/07 1/15/08	YES Dick Perkins
Planning	Richard Browning Steven Busch VACANCY	11/08/05 11/08/05 01/22/02	1/15/07 1/15/07 1/15/10	YES YES Drevno resignation
Traffic	Douglas Lee Thomas Rische	1/14/03 1/14/03	1/15/07 1/15/07	YES YES
Water	Peter Warner Kay White VACANCY	1/14/03 1/14/03 N/A	1/15/07 1/15/07 1/15/09	YES YES Gonzalez resignation