Council Meeting of
September 26, 2006

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

Members of the Council:

SUBJECT: City Manager – Adopt Resolution enabling a Blue Ribbon Committee to study and develop ethics policies and procedures and set October 10, 2006 for Committee Appointment

RECOMMENDATION

The City Manager recommends that City Council adopt a **RESOLUTION** creating a Blue Ribbon Committee to study ethics and integrity in city government for a fixed term and providing for the appointment of its members and its power and duties; and it is further recommended that the City Council set October 10, 2006 as the date that the Committee members will be appointed.

FUNDING

None required for this action.

BACKGROUND/ANALYSIS

On September 19, 2006, Your Honorable Body gave direction to staff to generate a Council Item and enabling Resolution to create a Blue Ribbon Committee to study ethics and integrity in City government. The resolution being recommended tonight reflects the direction received from the City Council.

The staff recommendation included several items for review and input. The areas that were modified at the meeting of September 19, 2006 include:

- Changing the Committee meeting from the 4th Wednesday to the 1st Wednesday of the Month
- Having each Councilmember appoint one member to the Committee and the Mayor selecting the balance

The enabling Resolution encompasses the information from last week's meeting as well as the modifications listed above.

Due to City Council absences scheduled for September 26 and October 3 it is recommended that the City Council appoint and have the members of the Committee sworn in at the meeting of October 10, 2006.

Council may wish to establish a method appointing the Committee, the Council may wish to do this based on seniority. If that is the direction, the appointment selection would be as follows:

Councilmember Witkowsky
Councilmember Nowatka
Councilmember McIntyre
Councilmember Sutherland
Councilmember Brewer
Councilmember Drevno

Mayor Frank Scotto

If this is the direction of the City Council, an item will be developed for the meeting of October 10, 2006 for that process.

Finally, staff has secured a meeting location for the Committee:

Cultural Arts Center
Garden Rooms A and B
3330 Civic Center Drive
Meeting Time 7:00PM
1st Wednesday of each month

The first meeting is scheduled for November 1, 2006 and the room has been reserved to cover the meetings scheduled for the balance of 2006 and all of 2007, with the exception of Wednesday, July 4.

Respectfully submitted,

LeROY J. JACKSON

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

JOHN L. FELLOWS, III

By: Ron Pohl
Ron Pohl
Assistant City Attorney

Concur:

John L. Fellows, III
City Attorney

LeRoy J. Jackson
City Manager

ATTACHMENT: RESOLUTION

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, CREATING A BLUE RIBBON COMMITTEE TO STUDY ETHICS AND INTEGRITY IN CITY GOVERNMENT FOR A FIXED TERM AND PROVIDING FOR THE APPOINTMENT OF ITS MEMBERS AND ITS POWER AND DUTIES

WHEREAS, the Torrance City Council deems it necessary to create a Blue Ribbon Committee for the purpose of studying and making recommendations to the City Council regarding Ethics and Integrity in City Government,

WHEREAS, the Committee members shall be registered voters of the City of Torrance.

NOW, THEREFORE, the City Council of the City of Torrance resolves as follows:

SECTION 1. CREATION, MEMBERSHIP, MEETINGS AND DUTIES

(1) A Blue Ribbon Committee is hereby created to study and make recommendations to the City Council regarding ethics and integrity in City Government.

(2) The Committee shall be made up of eleven members appointed at large. Each councilmember shall appoint one Committee member and the Mayor shall appoint all additional members. Six members shall constitute a quorum.

(3) Meetings of the Committee shall be public and subject to the Brown Act;

(4) The Committee shall meet on the first Wednesday of each month at 7:00 p.m. in a City Facility to be determined. The committee may, by majority vote, select other dates and times for its meetings.

(5) The Committee shall issue quarterly status reports to the City Council, and shall transmit a final report and recommendation to the City Council no later than October 31, 2007.

(6) Each member shall be allowed to miss no more than three regular meetings. If a member does not attend three regular meetings, his/her membership thereon shall terminate automatically;

(7) The Committee shall select a chair and vice chair at its first meeting;

(8) The Committee shall expire on October 31, 2007, or upon the presentation to the City Council of the Committee's final report, whichever comes first.

SECTION 2. AREAS OF STUDY AND RECOMMENDATION

The areas of study and recommendation by this Committee may include the following:

(1) Appropriate ethical standards and conduct for Elected City Officials, Commissioners, Employees, Lobbyists and Participants in Campaigns. This may involve review of such issues as gifts and gratuities, campaign finances, conflicts of interest, statements of economic interest, misuse of public funds; revolving door issues (post employment lobbying), meals, and staging photos for elections involving city vehicles and uniformed employees.

(2) Appropriate policies and procedures to regulate and ensure ethical conduct of those parties and matters listed in paragraph 1 of this section.

(3) Other issues which are deemed appropriate and necessary to ensure ethical conduct in City Government by a majority vote of the committee.

SECTION 3. COMMITTEE OBJECTIVE.

(1) To study policies used by other cities to ensure ethical conduct of Elected Officials, Commissioners, Employees, Lobbyist and Participants in Campaigns.

(2) To review existing City of Torrance law and policy regulating ethical conduct and integrity in city government.

(3) To make recommendations to the City Council and promulgate regulations and a code of ethics for recommendation to the City Council which will ensure ethics and integrity in City Government.

INTRODUCED, APPROVED, AND ADOPTED this ____ day of _____, 2006.

_____
Frank Scotto
Mayor of the City of Torrance

ATTEST:

_____
City Clerk of the City of Torrance

APPROVED AS TO FORM:
JOHN L. FELLOWS III
City Attorney

By_____
John L. Fellows III
City Attorney