

Council Meeting of  
June 16, 2009

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

**Members of the Council:**

**SUBJECT: City Manager – Adopt RESOLUTION creating the 2010 Census Complete Count Ad Hoc Committee and set July 28, 2009 for Committee appointments.**

**RECOMMENDATION**

Recommendation of the City Manager that City Council:

1. Adopt a RESOLUTION creating the 2010 Census Complete Count Ad Hoc Committee to raise awareness of Torrance residents to participate in the 2010 Census to ensure a complete and accurate count of the City's population for a fixed term and provide for the appointment of its members, power and duties; and
2. Set the date of July 28, 2009 that Committee members are appointed.

Funding

None required for this action.

**BACKGROUND/ANALYSIS**

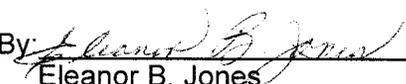
On June 9, 2009, Your Honorable Body approved the application and selection process for the 2010 Census Complete Count Ad Hoc Committee. The application is available on-line @ [www.torrnet.com](http://www.torrnet.com) or at the City Clerk's Office. At the June 9<sup>th</sup> meeting, direction was given to staff to generate an enabling Resolution to create a 2010 Census Complete Count Ad Hoc Committee. The City will use the established criteria and process for Ad Hoc Committees in that Ad Hoc members are appointed by the Mayor and convene for a short period of time. The Committee is formed to ensure a complete and accurate count of the City's population. The first meeting is scheduled for Thursday, August 20, 2009.

The enabling RESOLUTION attached provides information on the creation, membership, meetings, duties, committee mission and goals.

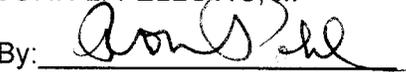
Concur:

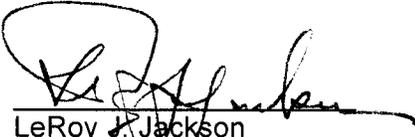
Respectfully submitted,

LeROY J. JACKSON

By:   
Eleanor B. Jones  
Management Associate

JOHN L. FELLOWS, III

By:   
Ron Pohl  
Assistant City Attorney

  
LeRoy J. Jackson  
City Manager

**Attachment:** A) Resolution

**12B**



**RESOLUTION NO. 2009-\_\_\_****A RESOLUTION BY THE TORRANCE CITY COUNCIL CREATING A 2010 CENSUS COMPLETE COUNT COMMITTEE TO RAISE AWARENESS OF AND PARTICIPATION IN THE 2010 DECENNIAL CENSUS AND PROVIDING FOR THE APPOINTMENT OF ITS MEMBERS AND ITS POWER AND DUTIES**

**WHEREAS**, the Torrance City Council deems it necessary to create a 2010 Census Complete Count Committee for the purpose of raising Torrance residents' awareness of and participation in the 2010 Decennial Census and to ensure a complete and accurate count of the City's population, and

**WHEREAS**, the Committee members shall be Torrance residents,

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

**SECTION 1. CREATION, MEMBERSHIP, MEETINGS AND DUTIES**

1. The Torrance 2010 Census Complete Count Committee is hereby created to raise Torrance residents' awareness of and participation in the 2010 Decennial Census.
2. The Committee shall be made up of twelve members selected by City Council. Torrance residency will not be required for this Committee. The City will use some of the same criteria and process for appointing Ad Hoc Committee members. Ad Hoc members are appointed by the Mayor and convene for a short period of time.
3. Eight members will constitute a quorum.
4. The Committee shall select a chair and vice chair at its first meeting.
5. Meetings will be public and subject to the Brown Act.
6. The Committee's first meeting will be held in the City Manager's Assembly Room at 5 p.m. on Thursday, August 20, 2009. The time and place of subsequent meetings will be determined by the Committee.
7. The Committee will lead in overall planning and outreach activities for the 2010 Census.
8. Each Committee member will be allowed to miss no more than three (3) meetings. If a member fails to attend three regular meetings, their membership on the Committee shall terminate automatically.
9. The Committee shall issue quarterly status reports and recommendations to the City Council and shall transmit a final report to the City Council no later than March 2011.
10. The Committee shall expire on March 31, 2011, or upon the presentation to the City Council of the Committee's final report, whichever comes first.

**SECTION 2. COMMITTEE MISSION**

The 2010 Census Complete Count Committee’s mission is to influence every member of the jurisdiction to complete the 2010 Census questionnaire in a timely and accurate manner.

**SECTION 3. COMMITTEE GOALS**

The 2010 Census Complete Count Committee shall work to achieve the following goals:

1. Increase the response rate for residents mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program
2. Utilize the local knowledge, expertise, and influence of each Committee member to design and implement a Census awareness campaign targeted to the community
3. Bring together a cross section of community members and leaders whose focus is 2010 Census Awareness
4. Speak the language(s) of the community and make sure each resident is aware of the importance of an accurate census count.

INTRODUCED, APPROVED, AND ADOPTED this \_\_\_\_ day of June, 2009.

\_\_\_\_\_  
Mayor Frank Scotto

APPROVED AS TO FORM:  
JOHN FELLOWS III, City Attorney

ATTEST:

by \_\_\_\_\_  
Ronald T. Pohl, Assistant City Attorney

\_\_\_\_\_  
Sue Herbers, City Clerk