

Council Meeting of
July 27, 2010

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

SUBJECT: CITY CLERK - COMMISSION APPOINTMENTS

RECOMMENDATION

Recommendation of the City Clerk that City Council review applications and make appointments to fill vacancies on the Cable TV Advisory Board, Civil Service Commission, Commission on Aging, and Parks & Recreation Commission.

The City Clerk will administer the Oath of Office to those members appointed and present at the meeting.

BACKGROUND / ANALYSIS

The City Council last made commission appointments on February 23, 2010. Due to additional resignations and a lack of candidates for positions, the City Council asked for another recruitment. The positions to be filled are:

- one seat on the Cable TV Advisory Board expiring January 15, 2014;
- one seat on the Civil Service Commission, expiring January 15, 2014;
- one seat on the Commission on Aging, expiring January 15, 2012; and
- one seat on the Parks & Recreation Commission, expiring January 15, 2011.

The vacancy on the Ethics and Integrity Committee was not advertised as it was not compatible with the timing of the resignation.

A certification class was held on May 25, 2010. Notice was made on the City's Public Notice boards, and on the City of Torrance website. Notice was mailed to commissioners and all currently certified individuals. Announcements were made at City Council meetings.

In the event that Council chooses to defer any appointment at this meeting the City Clerk recommends that the appointment(s) be held until the next regular appointment date (the first meeting in January 2011). A copy of the most recent Local Appointments List noting positions to be filled is attached for your information. A Commissioner Certification class is scheduled for Wednesday, October 27, 2010 to ensure a sufficient number of qualified individual will be able to apply for seats at the Commission appointments to be considered by the City Council January 2011.

The following have submitted applications for the seats. This office has verified that all have completed the required *Certification Training* and are electors in the City of Torrance:

Robert Baxter
Mark Bente
Gary L. Cho
Roy Daniel
James Ozenne

Archie Phillips
Gerry Rische
Biruta (Bea) Virobik
Melissa Wright

A chart is attached for your convenience in selecting individuals for appointment. Also noted is projected attendance at the meeting as of July 22, 2010.

Respectfully submitted,



Sue Herbers
City Clerk

Noted:



LeRoy J. Jackson
City Manager

Attachment A	Commission / applicants Chart
Attachment B	Local Appointment List 2011_8
Attachment C	Commission applications/Supplemental Letters (Limited distribution)

CABLE TELEVISION ADVISORY BOARD 1 seat Appointment expires 1/15/2014

NAME (alpha)	ELIGIBLE FOR RE-APPOINTMENT	Will attend Meeting	Nominate/ Vote	Appointee
Cho, Gary L.	N/A	Yes		
Ozenne, James	N/A	Yes		

CIVIL SERVICE COMMISSION 1 seat Appointment expires 1/15/2014

NAME (alpha)	ELIGIBLE FOR RE- APPOINTMENT	Will attend Meeting	Nominate/ Vote	Appointee
Daniel, Roy	N/A	Yes		
Rische, Geralene "Gerry"	N/A	Yes		
Wright, Melissa	N/A	Yes		

COMMISSION ON AGING 1 seat Appointment expires 1/15/2012

NAME (alpha)	ELIGIBLE FOR RE-APPOINTMENT	Will attend Meeting	Nominate/ Vote	Appointee
Virobik, Biruta (Bea)	N/A	Yes		

PARKS & RECREATION COMMISSION 1 seat Appointments expire 1/15/2011

NAME (alpha)	ELIGIBLE FOR RE-APPOINTMENT	Will attend Meeting	Nominate/ Vote	Appointee
Baxter, Robert J.	N/A	Yes		
Bente, Mark	N/A	Yes		
Ozenne, James	N/A	Yes		
Phillips, Archie	N/A	Yes		

CITY OF TORRANCE**LOCAL APPOINTMENTS LIST - TERMS EXPIRING JANUARY 15, 2011****CONTINUED 2010 LOCAL APPOINTMENTS LIST**
TERMS EXPIRED JANUARY 15, 2010**Regular vacancies (2010):****1 position** Cable TV Advisory Board (term expires 1/15/2014)**1 position** Civil Service Commission (term expires 1/15/2014)**Unscheduled vacancies:****1 position** Parks & Recreation Commission (term expires 1/15/2011)**1 position** Commission on Aging (term expires 1/15/12)**1 position** Ethics & Integrity Committee (term expires 1/15/

Commission appointments were made on January 19, and February 23, 2010. Due to a lack of candidates for two positions, the City Council asked for another recruitment. Vacancies above except the Ethics & Integrity Committee will be filled at a public meeting on Tuesday, July 27, 2010.

Applications from currently certified individuals already on file remain valid and any currently certified individual is welcome to apply at this time.

Find additional information on reverse (page 2) or online at www.TorranceCA.gov.

/s/ Sue Herbers, City Clerk 7/06/10

COMMISSION	NAME	FIRST APPOINTED	TERM EXPIRES	ELIGIBLE FOR REAPPOINTMENT
Airport	Peter A. Donnellan	1/16/09	1/15/11	YES
	William Tymczyszyn	8/13/02	1/15/11	NO
Cable TV Advisory Board	Henry Carlson	1/16/03	1/15/11	NO
	Georgia S. Perkins	8/11/01	1/15/11	NO
	TBD	1/16/10	1/15/14	N/A
Civil Service Commission	Carol L. Dean	1/16/07	1/15/11	YES
	Reva Skoll	9/18/07	1/15/11	YES
	TBD	1/16/10 (3/23/10)	1/15/14	N/A
Commission on Aging	(S. Thomas resignation)		1/15/12	VACANCY
Cultural Arts	Katherine Endo-Roberts	1/16/07	1/15/11	YES
Disaster Council	Melvin Glass	1/16/03	1/15/11	NO
Environmental Quality & Energy Conservation	Betty Chim	1/16/04	1/15/11	YES
	Paul A. McCabe	8/13/02	1/15/11	NO
Ethics & Integrity Committee	Linda Gottshall	1/16/09	1/15/11	YES
	Kristin Matsuda	11/10/2009	1/15/11	YES
	(Gallagher Resignation)		1/15/12	VACANCY
Library	Judith Gerber	1/16/07	1/15/11	YES
	Gavin H. Wasserman	1/16/10 (2/23/10)	1/15/11	YES
	(T. Hazell Resignation)		1/15/11	VACANCY
Parks & Recreation	Stephen Robbins	1/16/00	1/15/11	NO
Planning	Richard Browning	11/08/05	1/15/11	YES
	Steven M. Busch	11/08/05	1/15/11	YES
Traffic	Don Clouch	1/16/07	1/15/11	YES
	Thomas Rische	1/16/03	1/15/11	NO
	Robert Rudolph	1/16/10 (2/23/10)	1/15/11	YES
Water	John S. McGee	1/16/09	1/15/11	YES

Additional information on the reverse.

ABOUT COMMISSIONS

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.
- Application forms available online at www.TorranceCA.gov or from the City Clerk, 3031 Torrance Blvd. (310.618.2870)
- Commission applications are accepted at any time throughout the year.
- Applicants must be electors in the City of Torrance and completed a city-sponsored Commissioner Certification Training.

NOTICE: The City Council voted on December 22, 2009 to move the signage related issues from the Environmental Quality and Energy Conservation Commission to the Planning Commission; and to have the Traffic Commission review Traffic Analysis of Development Proposals going before the Planning Commission, that the review of be limited to the traffic components (not including Zoning, Land Use, Development Standards, and Design) and that the Traffic Commission review be limited to one meeting or if more that such be held within 14 days and further, that this be for a one year trial period.

REQUIRED TRAINING

- New applicants are required to take Commissioner Certification Training prior to appointment. Re-certification is required every two years in order to keep current.
- **A Commissioner Certification class is scheduled for Wednesday evening, October 27, 2010 at the Toyota Meeting Hall, Torrance Cultural Arts Center.**
- Reservations are required to ensure each participant has materials.
- Online registration is not currently available.
- Contact the City Clerk's office at 310.618.2870 to add a name to the interest list.

AFTER APPOINTMENT TRAINING AND PUBLIC FILING REQUIREMENTS

- All appointed commissioners will be required to take an additional state mandated two hour AB1234 Ethics Class within one year of appointment and every two years thereafter.
- Those appointed to the Airport, Cable Television, Planning, Civil Service and Environmental Quality commissions are required to file Statements of Economic Interest which are public records.

TERMS

- Commissioners may serve up to two consecutive four-year terms.
- Commissioners appointed to fill unexpired terms may serve two consecutive terms in addition to completion of the unexpired term.

COMPENSATION

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

VACANCIES & NOTICE

- Applications of those not appointed are kept on file for one year.
- Notices of unscheduled vacancies are posted in the City Clerk's office, the City Clerk's Public Notice 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 public announcements as well as written communication to the certified eligible list.

CONTACT CITY CLERK'S OFFICE FOR COMPLETE INFORMATION.