

City Council Meeting
October 19, 2010

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

Members of the Council:

SUBJECT: Move Date of Annual Commission Appointments to February

RECOMMENDATION: Recommendation of the City Clerk that City Council consider moving the effective date of annual appointments to various commissions, boards and committees.

Background

The City Clerk received concurrence of the City Council on August 24, 2010 to bring forward an item to consider moving the annual appointments later in the calendar year to alleviate scheduling issues related to the December, January and February holidays.

Current terms of appointment are from January 16 to January 15 for four year terms. An appointment item is brought to the City Council at the first opportunity after January 1 each year. Vacancies filled during the year are appointed to complete specific advertised terms.

Commissions, boards and committees hold at least one regular meeting each month on a designated day of the week - i.e. first Monday, 1st and 3rd Wednesdays. A modified copy of a meeting calendar is attached. (Attachment A)

The City Council adopted Certification Training classes as requirement for appointment to any commission, board or committee in 2006. Certification must be updated every two years. The City has provided at a minimum two free classes each year to ensure a pool of qualified candidates.

Analysis

No restrictions as to the actual dates to be used for appointment were found in the research.

Due to holidays in January (New Years and Martin Luther King Jr. Day) and February (Lincoln's Birthday and Presidents' Day) and resulting City Council meeting dark nights on a day after a Monday holiday and 5th Tuesdays (Council Rules of Order – Resolution 2006-65 [Amended by Resolutions 2008-73 and 2010-73]) there are two options that are being offered for consideration at this time.

February 1

- Terms of appointment to be February 1 to January 31.
- Appointments would be made by the City Council at one of the council meetings at the end of January to allow seating on or after the effective date.

February 16

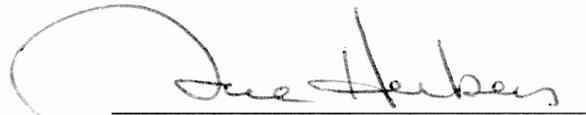
- Terms of appointment to be February 16 to February 15.
- Appointments would be made by the City Council at one of the council meetings in February to allow seating on or after the effective date.
- There would be a greater negative impact on the City Clerk's office in even years as the General Municipal election nomination period opens in mid-February.

If the City Council concurs with the either recommendation current terms would be extended to the ending date of the month prior i.e. – January 31, 2011 or February 15, 2011 and each following year.

The Maddy Local Appointment Act (GC54970-54974) (Attachment B) governs the methods to be used for providing notice of vacancies. Torrance has been very proactive in inviting participation by its citizens. The lists are maintained throughout the year and have had a wealth of active and interested individuals serve the City. A current Local Appointments List is attached. (Attachment C)

It is the recommendation of the City Clerk that City Council approve moving annual commission, board and committee terms to an effective date of February 1 to January 31 for 2011 and following years with current appointees whose terms expire in 2011 serving until February 1, 2011.

Respectfully submitted,



Sue Herbers
City Clerk

NOTED:



LeRoy J. Jackson
City Manager

Attachemtns: A. Example Meeting Calendar
B. Maddy Act – GC5497-54974
C. Torrance Local Appointments List 2011_11

EXAMPLE Meeting Calendar			October 2010		City of Torrance	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY			
1st week <input checked="" type="checkbox"/> Traffic Commission 7:00 p.m. West Annex Commission Room	1st week <input checked="" type="checkbox"/> City Council Council Chambers 5:30 p.m. Executive Session 7:00 p.m. Regular Meeting	1st week <input checked="" type="checkbox"/> Planning Commission 7:00 p.m. Council Chambers <input checked="" type="checkbox"/> Youth Council 7:00 p.m. West Annex Commission Room	1st week <input checked="" type="checkbox"/> Environmental Quality Commission 7:00 p.m. West Annex Commission Room			
2nd week <input checked="" type="checkbox"/> Civil Service Commission 6:00 p.m. Council Chambers <input checked="" type="checkbox"/> Library Commission 7:00 p.m. Katy Geissert Library Meeting Rm.	2nd week <input checked="" type="checkbox"/> Commission on Aging 9:30 a.m. Bartlett Center <input checked="" type="checkbox"/> City Council Council Chambers 5:30 p.m. Executive Session 7:00 p.m. Regular Meeting	2nd week <input checked="" type="checkbox"/> Cable TV Advisory Board 7:00 p.m. CATV Meeting Room <input checked="" type="checkbox"/> Parks & Recreation Commission 7:00 p.m. West Annex Commission Room	2nd week <input checked="" type="checkbox"/> Airport Commission 7:00 p.m. West Annex Commission Room			
3rd week <input checked="" type="checkbox"/> Cultural Arts Commission 7:00 p.m. West Annex Commission Room	3rd week <input checked="" type="checkbox"/> City Council Council Chambers 5:30 p.m. Executive Session 7:00 p.m. Regular Meeting	3rd week <input checked="" type="checkbox"/> Planning Commission 7:00 p.m. Council Chambers <input checked="" type="checkbox"/> Youth Council 7:00 p.m. West Annex Commission Room	3rd week <input checked="" type="checkbox"/> Water Commission 7:00 p.m. West Annex Commission Room			
4th week <input checked="" type="checkbox"/> Civil Service Commission 6:00 p.m. Council Chambers <input checked="" type="checkbox"/> Centennial Committee 7:00 p.m. Torrance Area Chamber of Commerce or Katy Geissert Civic Center Library	4th week <input checked="" type="checkbox"/> City Council Council Chambers 5:30 p.m. Executive Session 7:00 p.m. Regular Meeting	4th week <input checked="" type="checkbox"/> Disaster Council 3:00 p.m. West Annex Commission Room <input checked="" type="checkbox"/> Ethics & Integrity Committee 6:30 p.m. West Annex Commission Room	4th week None Scheduled			
5th week None Scheduled	City Hall closed: Friday, Month 00 Friday, Month 00	Go to the Events Calendar at www.TorranceCA.gov to find additional events & activities in the City of Torrance. 	Torrance City Council Frank Scotto, Mayor Council Gene Barnett Tom Brewer Pat Furey Cliff Numark Susan Rhilinger Bill Sutherland Sue Herbers - City Clerk Dana Cortez - City Treasurer			
Prepared by the Office of the City Clerk, 3031 Torrance Blvd.			618-2870	Meeting dates and times subject to change 10/13/2010		

Government Code Section 54970-54974

54970. (a) The Legislature finds and declares that a vast and largely untapped reservoir of talent exists among the citizenry of the State of California, and that rich and varied segments of this great human resource are, all too frequently, not aware of the many opportunities which exist to participate in and serve on local regulatory and advisory boards, commissions, and committees.

(b) The Legislature further finds and declares that the general public of this state has traditionally been denied access to information regarding vacancies which occur on such boards, commissions, and committees, thereby denying most citizens and interest groups the opportunity to nominate for consideration by the respective appointive powers persons whose particular strengths, backgrounds, experience, perspective, and talents might contribute significantly to efficient and representative policy development and administration in local government.

(c) The Legislature further finds and declares that the respective local appointive powers have been denied access to a talent resource hitherto untapped.

(d) The Legislature further finds and declares that all citizens of the state, regardless of their place of residence should have equal access to specific and current information about the many local regulating and advisory boards, commissions, and committees and equal opportunity to be informed of vacancies which shall occur thereon, so that they may pursue the opportunity to participate in and contribute to the operations of local government by serving on such boards, commissions, and committees.

(e) It is therefore the intent of the Legislature that this chapter shall apply to all cities and all counties throughout California, including charter cities and charter counties.

54971. As used in this chapter:

(a) "Legislative body" means the board of supervisors or its chairman in the case of the county, or the city council or the mayor in the case of a city.

(b) "Local agency" means a county or city, whether chartered or general law.

54972. On or before December 31 of each year, each legislative body shall prepare an appointments list of all regular and ongoing boards, commissions, and committees which are appointed by the legislative body of the local agency. This list shall be known as the Local Appointments List. The list shall contain the following information:

(a) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(b) A list of all boards, commissions, and committees whose members serve at the pleasure of the legislative body, and the necessary qualifications for each position.

54973. The Local Appointments List shall be made available to members of the public for a reasonable fee which shall not exceed actual cost. The legislative body shall designate the public library with the largest service population within its jurisdiction to receive a copy of the list.

54974. (a) Whenever an unscheduled vacancy occurs in any board, commission, or committee for which the legislative body has the appointing power, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the office of the clerk of the local agency, the library designated pursuant to Section 54973, and in other places as directed by the legislative body, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office.

(b) Notwithstanding subdivision (a), the legislative body may, if it finds that an emergency exists, fill the unscheduled vacancy immediately. A person appointed to fill the vacancy shall serve only on an acting basis until the final appointment is made pursuant to this section.

CITY OF TORRANCE**LOCAL APPOINTMENTS LIST - TERMS EXPIRING JANUARY 15, 2011****Unscheduled vacancy:****1 position Ethics & Integrity Committee (term expires 1/15/12)**

Commission appointments were made on January 19, February 23, and July 27, 2010. The vacancy will be filled in January 2011.

Applications from currently certified individuals already on file remain valid and any **currently certified individual** is welcome to apply at this time. The next Commissioner Certification is scheduled for Wednesday evening, October 27, 2010 at the Toyota Meeting Hall, Torrance Cultural Arts Center.

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

/s/ Sue Herbers, City Clerk 10/12/10

COMMISSION	NAME	FIRST APPOINTED	TERM EXPIRES	ELIGIBLE FOR REAPPOINTMENT
Airport	Peter A. Donnellan	1/16/09	1/15/11	YES
	William Tymczynszyn	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
Civil Service Commission	Carol L. Dean	1/16/07	1/15/11	YES
	Reva Skoll	9/18/07	1/15/11	YES
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	11/10/09	1/15/11	YES
	(Gallagher Resignation)		1/15/12	VACANCY
Library	Judith Gerber	1/16/07	1/15/11	VACANCY
	Gavin H. Wasserman	1/16/10	1/15/11	incumbent not reapplying
	(Sheldon resignation) Effective December 2010.		1/15/13	VACANCY
Parks & Recreation	Robert J. Baxter	7/27/10	1/15/11	YES
	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 Clounch	1/16/07	1/15/11	YES
	Thomas Rische	1/16/03	1/15/11	NO
Water	John S. McGee	1/16/09	1/15/11	YES
	Kay White	1/16/03	1/15/11	NO

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.