

AGENDA DESCRIPTION:

Consideration and possible action to appoint seven members to the Civic Center Committee

RECOMMENDED COUNCIL ACTION:

- (1) Appoint seven members to the Civic Center Committee (Committee), consisting of four committee members for four-year terms and three members for two-year terms.

FISCAL IMPACT: None

Amount Budgeted:	N/A
Additional Appropriation:	N/A
Account Number(s):	N/A

ORIGINATED BY: Lorna Cloke, Administrative Analyst II *LC*

REVIEWED BY: Emily Colborn, City Clerk *EC*
Gabriella Yap, Deputy City Manager *GY*

APPROVED BY: Doug Willmore, City Manager *DW*

ATTACHED SUPPORTING DOCUMENTS:

- A. List of applicants for the Civic Center Committee (page A-1)
- B. Resolution No. 2017-35 (page B-1)
- C. City Council Policy No. 6 (page C-1)

BACKGROUND AND DISCUSSION:

In March 2017, the City Council approved the establishment of a Civic Center Committee (Committee). The Committee was formed on June 20, 2017, by adoption of City Council Resolution No. 2017-35 (Attachment B). The City Clerk's Office began the recruitment for the new Advisory Board on March 13, 2017. The 30-day recruitment was advertised, published in newspapers, and posted in accordance with City Council Policy No. 6 (Attachment C). The Committee recruitment closed April 14, 2017. The City received applications from twenty-three residents and the City Council conducted interviews on four evenings prior to the regular City Council meetings: May 2, 2017, May 16, 2017, June 20, 2017, and August 1, 2017.

The City Council will have the opportunity to vote for seven candidates using ballots distributed at the meeting. A list of applicants is attached to this report as reference

(Attachment A). A tally of votes will be taken, the City Clerk will read each Council Member's ballot into the record, and the seven candidates with the highest votes will be appointed to the Committee. The City Council will then be asked to vote a second time for four members who will serve a 4-year term ending in 2021 and for three members who will serve a 2-year term ending 2019. The staggered terms will preserve Committee continuity pursuant to City Council Policy No. 6.

Also per City Council Policy No. 6, those appointees indicating an interest in being considered for Committee Chair will be interviewed separately by the City Council at a later meeting specifically for the purpose of selecting a Committee Chair. A Vice Chair may be then selected by the Committee members at a scheduled Committee meeting in the future.

Civic Center Advisory Committee Applicants
(listed in alphabetical order)

1. Collins, Susan Ness
2. Dibble, Ryan Erik
3. Donell, David
4. Gerstner, Bill
5. Haddad, Larry
6. Jankovich, Lisa
7. Koch, David M.
8. ~~League, Dan~~ (withdrew)
9. Lee, H. David
10. McKean, Wesley
11. Offenber, Kimberly
12. Olson, Thomas H.
13. Park, Noel
14. Petru, Carolynn
15. Rayner, Patrick
16. Reeves, James Townsend (Jim)
17. Sher, Kausar
18. Shultz, Susan
19. Steman, James
20. Sunshine
21. ~~Swenson, Keith~~ (withdrew)
22. Weaver, Bryan
23. ~~Wilson, Christopher F.~~ (withdrew)

RESOLUTION NO. 2017-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES ESTABLISHING THE CIVIC CENTER COMMITTEE.

WHEREAS, on March 7, 2017 the City Council received a presentation from the City Manager's Office regarding the possible formation and mission of a citizens advisory committee that would focus on development of a Civic Center Master Plan and directed staff to submit a Resolution to form such a committee.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. Civic Center Committee, Creation of. A Civic Center Committee is hereby established.

The Civic Center Committee shall serve as a citizen's advisory board to the City Council advising on the development of the Civic Center Master Plan. Committee members will play a vital role in the public outreach process, financial analysis, layout/boundary concerns, conceptual design, and other related issues.

Section 2. Membership. The Committee shall be appointed by the City Council and shall consist of seven (7) members who should generally be representative of the various geographical areas of the City. The Chairperson shall be directly appointed by the City Council. The Committee may appoint a Vice-Chairperson from among its members.

The Deputy City Manager shall act as advisor to this Committee. The Deputy City Manager or their designee shall attend the meetings of the Committee.

Section 3. Terms of Office. The first membership shall have 4 members who serve a 4-year term and 3 members who serve a 2-year term in order to preserve committee continuity. Thereafter, the membership shall serve terms of four (4) years in length. Each appointee's term will expire on the date established by the City Council, or as soon thereafter as the vacancy is filled. The City Council may remove a member or members at any time for any reason.

Section 4. Meeting Time and Location. Regular meetings of the Committee shall be held at a regular time and location to be specified in the rules and regulations of the Committee. In general, meetings shall be held on a monthly basis. Special or adjourned meetings, if necessary, may be conducted in any manner provided by law.

Section 5. Duties. The Committee shall perform the following duties:

1. Make such procedural rules and regulations as necessary to conform to

law and to properly conduct business.

2. Develop a Committee Work Plan for City Council consideration and approval.
3. Consider matters regarding Civic Center Master Plan which are brought to its attention by the City Council or Staff.
4. Consider citizens' suggestions, opinions, survey results and issues of concern regarding the Civic Center Master Plan and make recommendations to the City Council as appropriate.
5. Support committee public outreach activities which may include attending forums, community meetings and special events.
6. Consult with other City Advisory committees and make recommendations to the City Council regarding the nature, size and scope of facilities; infrastructure needs of the development; site constraints and lay out; access, streets and traffic safety; environmental objectives and concerns; costs, capital and financing issues; and any other issues related to the development of the Civic Center Master Plan.
7. Recommend to the City Council subjects that should be studied by the Committee.

Section 6. Powers. The Committee is primarily an advisory body, but has certain specific responsibilities as described above under Duties. It shall have no power to direct or cause the expenditure of City funds except as specifically budgeted by the City Council. It shall have no power to take any action encumbering, conveying, or restricting the use of private or public property except as described above under Duties. It shall have no power to direct or review the operation of the any City department, except as specifically described above under Duties, or as authorized by the City Council.

Section 7. Communications. The Committee is established by the City Council as a citizens advisory group, with certain specific duties, to enable the Council to more effectively administer the City and to respond to the citizenry.

The Committee is encouraged to formulate and forward alternative proposals to the City Council along with recommendations approved by the majority of the members of the Committee. Minority opinions of Committee members, in written form, will be considered by the City Council before taking action on any recommendation of the Committee.

It is anticipated that the Committee will make recommendations to the Council through the Deputy City Manager and the City Manager. The Committee shall, at all times, have direct access to the City Council through representation at regular City

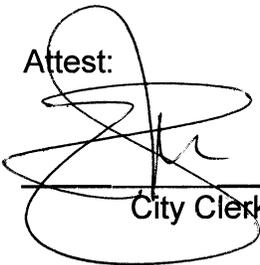
Council meetings, and in other manners as may be prescribed by the Council. The Committee may also request that the City Manager place items of concern on an appropriate City Council agenda.

Section 8. Support. The Deputy City Manager shall serve as advisor to the Committee. They shall cause to be prepared such staff reports as may be necessary for the Committee to conduct its business. They shall provide administrative staff to take and publish Committee Meeting Minutes. They shall provide such other support as may normally be required by the Committee in the conduct of its business.

PASSED, APPROVED, and ADOPTED this 20th day of June 2017.



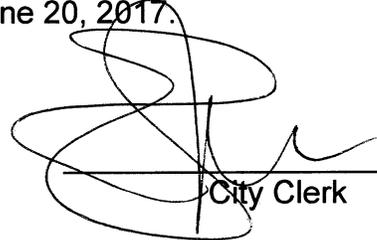
Mayor

Attest:


City Clerk

State of California)
County of Los Angeles)ss
City of Rancho Palos Verdes)

I, Emily Colborn, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2017-35 was duly and regularly passed and adopted by the said City Council at regular meeting thereof held on June 20, 2017.



City Clerk

CITY COUNCIL POLICY

NUMBER: 6

DATE ADOPTED/AMENDED: 02/04/92 (amended 01/31/02 and 09/16/03)

SUBJECT: City Advisory Board Recruitment and Selection

POLICY:

It shall be the policy of the City Council to fill vacancies on City-appointed Boards as follows:

Service Criteria

1. Terms of service on City Boards will be four years for each new appointee. Initially, half (plus one) of the terms will be four years and half (less one) of the terms will be two years.
2. Appointments will be made to Boards in even numbered years on a schedule to be established by the City Council and following as soon as possible the seating of a new Council.
3. Terms will be staggered to maintain continuity.
4. Following the appointment of Board members, those appointees indicating an interest in being considered for chair, will be interviewed separately by the City Council specifically for the purpose of selection of the chair.
5. Terms of service for the Chair will normally be one year. Appointments/re-appointments will be made annually on a schedule to be established by the City Council.
6. In the event a Board meets before a Chair is appointed/reappointed, the Mayor may appoint an interim Chair. If the former Chair is reappointed to the Board, he/she may act as Interim Chair. If the Chair is not reappointed to the Board then the Vice Chair may act as Interim Chair.
7. The Vice Chair of each Board will be elected by the Board members.

Recruitment Process

1. Immediately following the regular election of City Council members the City Clerk shall advertise that applications shall be open for the positions that shall be filled following the seating of a new City Council. Applications shall be

accepted from the date following the election until mid-December of that year, or such other date, as the City Council shall direct. The newly-seated City Council shall determine the interview schedule.

2. The vacancy shall be advertised in the Palos Verdes *Peninsula News*, *Daily Breeze* and *LA Times* newspapers. Advertising may take the form of a press release. Additionally, the vacancy shall be posted at the City's regular posting places and be placed on the Government Access Reader Board. The City Clerk shall include a summary of duties in the recruitment flyer, press release and any other recruitment material. A deadline for receipt of applications will be established by the City Council.
3. Interested applicants, including incumbents seeking reappointment, will be required to fill out applications.
4. Applications will be reviewed by the City Council. Each applicant shall be interviewed by the City Council and appointments made at a public meeting.

Interview Process

1. Interviews of applicants for Boards will be conducted by the City Council in small groups on a schedule to be established by the Council.
2. The City Clerk will notify applicants of their interview times and advise them of their status during the selection process.
3. The City Clerk will advise successful applicants of the opportunity to be interviewed for Chair if they so desire. The City Clerk will notify applicants for Chair of their interview times and advise them of their status in the selection process.
4. The City Clerk will provide new Board members a copy of the Commission and Committee Handbook and Statement of Economic Interest forms if applicable to their Board appointment.
5. The City Attorney will brief new Board members of their responsibilities under the Brown Act and Conflict of Interest Laws and other legal obligations mandated by their appointment.

BACKGROUND:

On December 4, 2001, January 12, 2002, January 31, 2002, and September 16, 2003 the City Council considered the process for recruitment and selection of City Commission and Committee members. After discussing various alternatives, the Council agreed on September 16, 2003 to the procedure contained in this policy in order to encourage residents to apply for and serve on

City Boards, to create a procedure that allows the City Council to become familiar with the applicant's qualifications, and to maintain continuity on the various Boards by staggering the terms of service.