



City of Carson

Report to Mayor and City Council

June 6, 2012
New Business Consent

SUBJECT: CONSIDERATION OF STANDARD MANAGEMENT PROCEDURE 13.1 -
COMMISSION, COMMITTEE AND BOARD APPOINTMENTS

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

On May 15, 2012 the City Council voted to eliminate appointments of *ex-officio* members to the city's commissions, committees and boards. Standard Management Procedure (SMP) 13.1 is attached for the Council's review (Exhibit No. 1).

II. RECOMMENDATION

APPROVE SMP 13.1.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

On May 15, 2012 the City Council requested a change to the Carson Municipal Code eliminating appointments of *ex-officio* members to the city's commissions, committees and boards. In lieu of a change to the municipal code, staff has prepared an amended version to SMP 13.1 which includes new language in section "II. General D."

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. Amended SMP 13.1. (pgs. 3-4)

Document 1

Prepared by: Lisa A. Berglund, Principal Administrative Analyst

TO: Rev03-08-12

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council

Date _____ Action _____



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 13:1

SUBJECT
COMMISSIONS, COMMITTEES
AND BOARD APPOINTMENTS

ORIGINAL ISSUE:

EFFECTIVE:

8/10/77

8/10/77

CURRENT ISSUE:

EFFECTIVE:

9/11/79

9/11/79

CATEGORY

XIII. CITY CLERK

SUPERSEDES

8/10/77 ISSUE

ADMINISTRATIVE ORDER

I. PURPOSE AND SCOPE

- A. To establish the procedure and assign responsibilities for appointment of members of Commissions, Committees and Boards for which the presiding officer is appointing authority, in compliance with Government Code A.B. 1013, "Maddy Local Appointive List Act of 1976."
- B. To assure that the general public is provided access to information concerning vacancies in Commissions, Committees, and Boards so that interested groups and citizens may submit nominations or applications for such vacancies.

II. GENERAL

- A. The City Clerk is assigned the responsibility to maintain an up to date list of all Commissions, Committees, and Boards established by City Council, including the basic purpose and functions of each.
- B. Letters of application and nomination should include the name, address, zip code, phone number and email of the applicant, nominee, or the individual submitting the nomination. Such letters should be submitted to the Office of the City Clerk where they will be recorded and forwarded to the City Council for consideration.
- C. The City Council may, if an emergency exists, fill the vacancy immediately on an "acting" basis. Final appointment is made in accordance with this procedure.
- D. Municipal Code section 2108 provides that the "City Manager shall be an *ex officio* member of all Boards and Commissions appointed by the Mayor or City Council pursuant to law." It has also been the custom and practice to allow the Mayor to make *ex officio* appointments to boards and commissions "with a right to participate . . . but without [a] vote." It shall be the policy of the city of Carson that *ex officio* members of boards and commissions shall be limited to those positions specified in the Carson Municipal Code and no other *ex officio* appointments shall be allowed or recognized.

EXHIBIT NO. 01

3

5/15/12

13.1

III. PROCEDURE

A. City Clerk

1. Maintain an up to date listing of all appointed Commission, Committee and Board members to include:
 - a. Name, address phone and email of the incumbent appointee.
 - b. The date of appointment.
 - c. The date the term expires.
 - d. Qualifications for the position.
2. Assure that notice of position vacancies are posted in the Office of the City Clerk, and at other conspicuous locations in accordance with the Carson Municipal Code, within (20) days of the occurrence of a position vacancy.
3. Assure that final action to fill a vacancy is not made before at least ten (10) working days after the posting of the notice in the City Clerk's office.
4. Provide written notification to the appointee of the date and place for swearing-in.

IV. EXCEPTIONS.

There shall be no exceptions to this policy, except through direct instructions of the City Council.

V. AUTHORITY

City Council Agenda Item No. 23, dated May 15, 2012.

David C. Biggs
City Manager

Date

