



City of Carson Report to Mayor and City Council

April 2, 2013
New Business Discussion

SUBJECT: RECONSIDERATION OF STANDARD MANAGEMENT PROCEDURE 13.1 - COMMISSION, COMMITTEE AND BOARD APPOINTMENTS - EX-OFFICIO MEMBERS

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

This matter is on the agenda at the request of Mayor Dear.

On May 15, 2012 the City Council voted to eliminate appointments of *ex-officio* members to the city's commissions, committees and boards. On June 6, 2012 Standard Management Procedure (SMP) 13.1 was adopted (Exhibit Nos. 1-3).

II. RECOMMENDATION

DISCUSS and PROVIDE direction.

III. ALTERNATIVES

1. MODIFY SMP 13.1 to reinstate the Mayor's ability to make *ex-officio* appointments.
2. MAINTAIN SMP 13.1 which limits *ex-officio* appointments.
3. 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. On June 6, 2012, the City Council approved SMP 13.1 which included new language in section "II. General D" related to *ex-officio* members in lieu of amending the Municipal Code.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. Minutes, City Council Meeting, May 15, 2012, Item 23. (pg. 3)
2. Staff Report & Minutes, City Council Meeting, June 6, 2012, Item 4. (pgs. 4-6)
3. Current Version of SMP 13.1. (pgs. 7-8)

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Document

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 _____

ITEM NO. (23) CONSIDERATION OF A POLICY TO DISCONTINUE APPOINTING EX-OFFICIO MEMBERS TO COMMISSIONS, COMMITTEE AND BOARDS (CITY MANAGER)

City Manager Biggs summarized the staff report and recommendation.

RECOMMENDATION for the City Council:

1. CONSIDER and PROVIDE direction.

ACTION: It was moved to direct staff to change the City of Carson Municipal Code to prevent appointments of ex-officio members to the City commissions, committees, and boards on motion of Davis-Holmes and seconded by Ruiz-Raber.

Public Comments

The following person offered comments:

Ronald Shimokaji, 1512 E. Carson Street, Sp. 135, Carson, California 90745

Alluded to past abuses and reported that he would research this issue and provide evidence.

Mayor Dear discussed the importance for the Mayor to appoint ex-officio members to commissions, committees, and boards and a discussion ensued.

It was moved to call the previous question and end debate on motion of Davis-Holmes and seconded by Ruiz-Raber.

The motion was carried by the following vote:

Ayes:	Mayor Pro Tem Ruiz-Raber, Council Member Davis-Holmes, and Council Member Gipson
Noes:	Mayor Dear and Council Member Santarina
Abstain:	None
Absent:	None
Noes:	None



EXHIBIT NO. 001



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)

June 6, 2012

Document1

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 _____



**ITEM NO. (4) CONSIDERATION OF STANDARD MANAGEMENT PROCEDURE 13.1 -
COMMISSION, COMMITTEE AND BOARD APPOINTMENTS (CITY
MANAGER)**

RECOMMENDATION for the City Council:

1. APPROVE SMP 13.1.

ACTION: Item No. 4 was approved on the New Business Consent Calendar on motion of Dear,
seconded by Santarina and unanimously carried by the following vote:

Ayes: Mayor/Agency Chairman/Authority Chairman Dear, Mayor Pro Tem/Agency Vice
Chairman/Authority Vice Chairman Ruiz-Raber, Council Member/Agency
Member/Authority Commissioner Davis-Holmes, and Council Member/Agency
Member/Authority Commissioner Santarina

Noes: None

Abstain: None

Absent: Council Member/Agency Member/Authority Commissioner Gipson





CITY OF CARSON

0302
0177

POLICY/PROCEDURE

NUMBER: 13.1

SUBJECT
COMMISSIONS, COMMITTEES
AND BOARD APPOINTMENTS

ORIGINAL ISSUE:

EFFECTIVE:

8/10/77

8/10/77

CURRENT ISSUE:

EFFECTIVE:

6/7/2012

6/7/2012

CATEGORY

XIII. CITY CLERK

SUPERSEDES
9/11/79 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. 03



6/7/12

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. 4, dated June 6, 2012.

David C. Biggs
City Manager

Date

