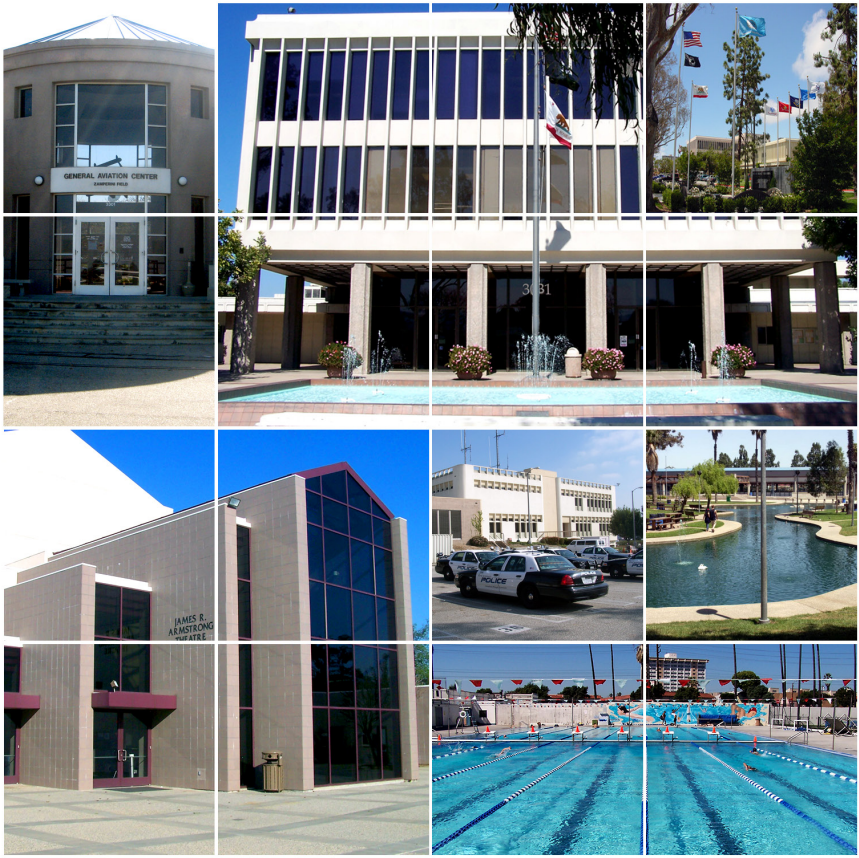
City of Torrance



COMMISSIONER GUIDE

2014

Introduction

I join my colleagues on the Torrance City Council in thanking you for your interest in becoming a City Commissioner. Your willingness and commitment to serve your community is greatly appreciated and we thank you.

The expertise and guidance that City Commissions provide the City Council as the final decision-making body is very important and relied upon heavily by Council when issues are discussed.

Historically, commissions and councils were created for the purpose of overseeing distinct issues and subjects affecting a city. Although commissions are unique to themselves, there are procedures, protocols and policies that are common to all of them.

In order to assist commissioners in becoming familiar with standard procedures and protocol, this Commission Manual has been developed. It provides a general orientation of a "commissioner's" role and responsibilities. I urge you to take time to familiarize yourself with the manual and to use it as a reference guide as the need arises.

Your dedication to the well being of the City of Torrance and its citizens is highly valued. Once again, on behalf of the City Council, thank you for your participation in this process.

Frank Scotto

Mayor

Torrance Vision

Our vision for Torrance is of a premier City thriving in a global community while building on the past, taking action in the present, and pursuing a dynamic future.

Realizing our vision depends upon:

- Encouraging and providing for the pursuit of knowledge and culture;
- Acknowledging and pursuing the value of diversity;
- Improving the quality of life in the City of Torrance;
- Enhancing community safety and security;
- Striving to attain a balance among residential, commercial, and industrial interests;
- Strengthening the character and appearance that defines Torrance as a model community; and
- Pursuing opportunities to innovatively address economic, social, environmental and political issues.

Our steadfast commitment is to a future where we realize pride of shared purpose and a sense of community with personal responsibility and respect for all. It will be a place where people enjoy an enriched quality of life, sharing a sense of belonging.

Citizen Preamble

As members of the Torrance community, we believe it is our responsibility to communicate our hopes and expectations to the City through active participation in our civic, educational, economic and cultural activities.

We respect the dignity, rights and positive contributions of the individual.

We take pride in and responsibility for the appearance and character of our community.

Mission Statement

The mission of the City of Torrance is to encourage and respond to community participation as we provide for an attractive, clean, safe, secure and enriching environment that assures a high quality of life.

We evaluate and act on the needs of the community within a complex, changing environment. We provide quality service with integrity, professionalism and accountability in an efficient, cost-effective manner.

Values

- Demonstrate respect for ourselves and others
- Practice honesty and integrity
- Encourage creativity and innovation
- Work to build and maintain public trust
- Be dedicated, responsive, and transparent in our dealings
- Be responsible and accountable for our actions
- Recognize the benefits of diversity in all aspects of the community
- Foster community pride and excellence
- Care for and conserve our environment

City of Torrance

Serving the Public Trust

Public employees have a responsibility to uphold the public trust. This responsibility demands the highest standards of conduct and dedication to our individual work assignments. The City will endeavor to create a workplace free from conflicts of interest, or the use of inappropriate influence inside or outside the immediate work environment. ❀ As an expression of the concern and respect of the City for its citizens, we are expected to be courteous and helpful in our contact with the public and to present ourselves in a professional manner. Complaints and inquiries should be handled in a prompt, business-like way. ❀ We report for work at the appropriate time, neatly dressed and properly equipped. For the protection of employees and the public we serve, we observe safety regulations and wear appropriate safety gear. We are responsible for maintaining a clean, neat and safe work environment. ❀ We have an obligation to remain objective and to render impartial service. The acceptance of any gift or gratuity from any business or individual that could reflect poorly on the integrity of the City is to be avoided. ❀ Equipment and supplies are provided to serve the citizens. Misuse or abuse of equipment diminishes the quality of service that can be provided. Personal use of supplies and equipment is a misuse of public funds. ❀ Appropriate social interaction in the workplace is beneficial. However, we should avoid lengthy conversations or visits. Socializing which diminishes productivity deprives the public of the service it deserves. ❀ We in public service have a special and important role. We are expected to observe and respond to community needs. In the event of a major disaster, we are disaster service workers. In time of need, we are subject to additional duties as required. We are visible and expected to assist the public whenever possible.

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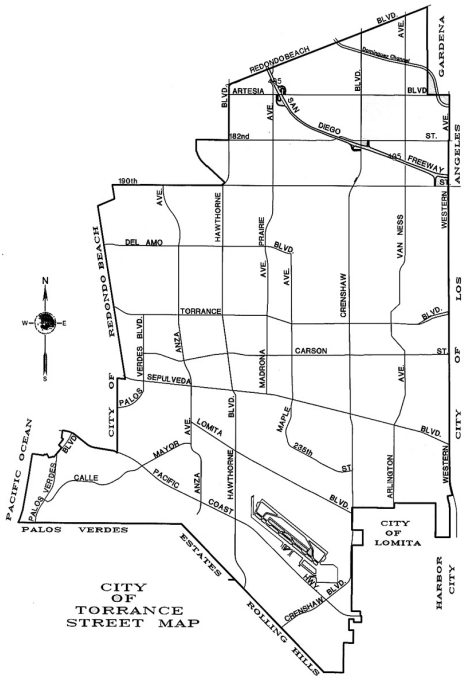
A Brief History of the City



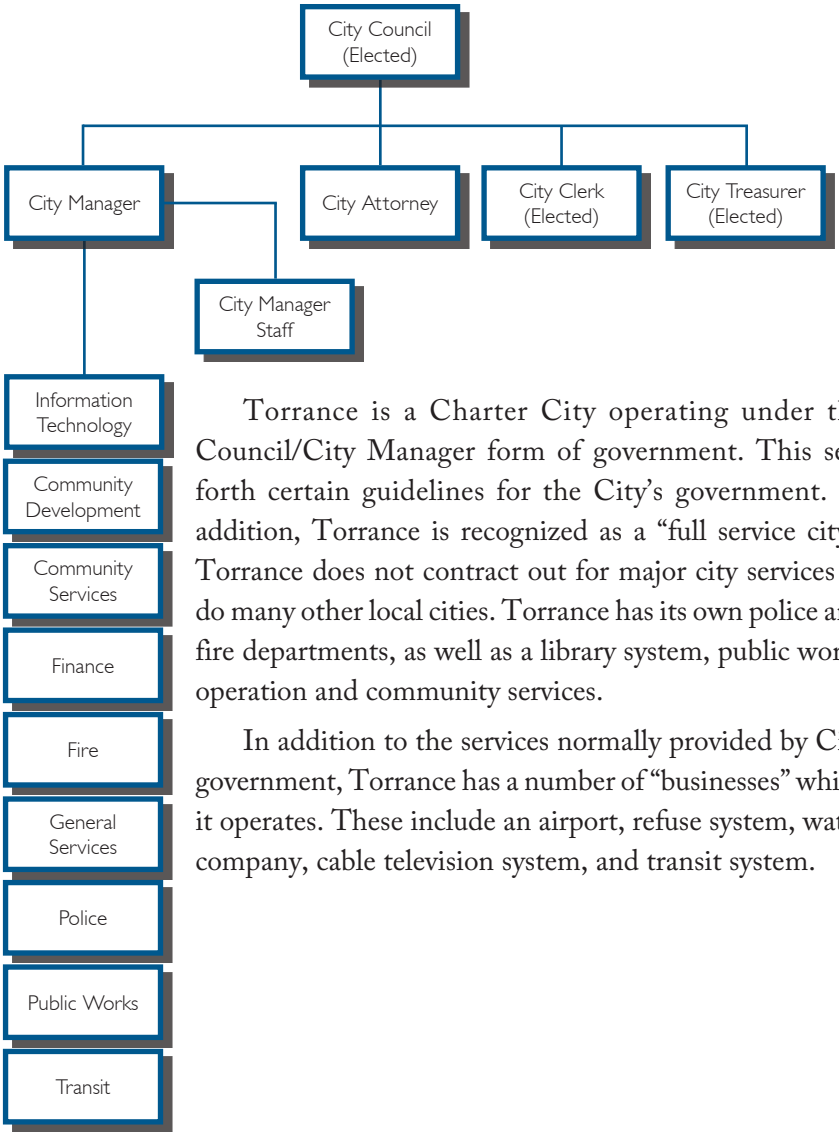
Jared Sidney Torrance founded the City of Torrance in 1912 when his land development company purchased 2,791 acres from the Dominguez Estate Company. The purchased land was originally a small part of the Spanish land grant known as Rancho San Pedro and given to Juan Jose Dominguez in 1784. The newly-developed industrial town provided housing for 500 people. By 1921, when the City was incorporated, it had a population of approximately 1,800 residents. The original Torrance City Charter was voted on and ratified by a vote of the people on August 20, 1946. The Charter was subsequently filed with the Secretary of State on January 7, 1947.

Early development in the City was marked by the discovery of oil, a planned industrial expansion, and various land annexations. These events paved the way for Torrance to become one of the largest cities in Los Angeles County today with a population of approximately 146,200.

Torrance strives to maintain its founding fathers' concept of a well-balanced community in which business, industry, finance, government and residents work together to create a spirit of community.

The City currently comprises a land area of 20.54 square miles (or 13,146 acres). Not only is the City a leading industrial center in the Los Angeles area, but it is the commercial hub for the greater South Bay communities, serving a combined 24-hour population of approximately 500,000 people.

Basic City Organization



Torrance is a Charter City operating under the Council/City Manager form of government. This sets forth certain guidelines for the City's government. In addition, Torrance is recognized as a "full service city." Torrance does not contract out for major city services as do many other local cities. Torrance has its own police and fire departments, as well as a library system, public works operation and community services.

In addition to the services normally provided by City government, Torrance has a number of "businesses" which it operates. These include an airport, refuse system, water company, cable television system, and transit system.

City Council of the City of Torrance

Mayor
Frank Scotto

Councilwoman
Heidi Ann Ashcraft

Councilman
Gene Barnett

Councilman
Tom Brewer

Councilman
Pat Furey

Councilman
Bill Sutherland

Councilman
Kurt Weideman

The City of Torrance has a seven-member City Council. All Councilmembers are elected "at large." An "at large" election system ensures that the City Council will serve the entire community and not demonstrate favoritism for any one particular district. The people also elect the Mayor of Torrance. The Mayor and Councilmembers serve a four-year term with elections being held every two years. They may only serve a maximum of two consecutive terms.

The function of the City Council is to develop policies that the City implements. The Council passes laws referred to as ordinances, adopts the budget, authorizes expenditures, approves fees, secures revenues, plans for the long-range development of the community and makes zoning and land use decisions, acts as the Redevelopment Agency and as an appellate body for decisions made by Commissions.

Other Elected Officials

Sue Herbers
City Clerk
618-2870

The **City Clerk** is an elected official of the City. The City Clerk attends all Council meetings as Clerk of the Council, is responsible for the safekeeping of official City records, is guardian of the City Seal and conducts municipal elections.

Dana Cortez
City Treasurer
618-5801

The **City Treasurer** is an elected official of the City. The City Treasurer is responsible for the receipt and deposit of all City monies and for the investment of funds as prescribed by the City's Investment Policy. In addition the City Treasurer is the Plan Administrator for the City of Torrance Deferred Compensation Plans.

Appointed Officials

LeRoy J. Jackson
City Manager
618-5880

The City Council appoints a **City Manager** who is responsible for administering policies, managing the efforts of City departments and enforcing budget controls. All department heads report to the City Manager except for the City Clerk, City Treasurer, and the City Attorney. The City Manager's Office also acts as a department overseeing the Cable Television Division and economic development activities as well as departmental and operational support for Human Resource responsibilities. The City Manager's Office provides primary staff to the Cable Television Advisory Board.

John Fellows
City Attorney
618-5810

The City Council appoints a **City Attorney** who acts as legal advisor to the Mayor, City Council, City Manager and Commissions. The City Attorney's Office is divided into three divisions: Civil Litigation, General Advice, and Criminal Prosecution. The Office represents the City in civil cases and in lawsuits where the City is a party to the lawsuit. In addition, the City Attorney prosecutes state law misdemeanors and municipal code violations within the City of Torrance.

City Departments

In addition to the elected and appointed offices, there are ten City departments responsible for providing a variety of services to the community.

Rick Shigaki
Communications and Information Technology Director
618-2880

The **Communications and Information Technology (CIT) Department's** Information Technology Division is responsible for planning, implementing, maintaining, and supporting the City's 800+ personal computer (PC) and network environment, providing access to and supporting the City's business applications, office automation software, Internet/Intranet connectivity, email system, and end-user computer training. The Communications Division within CIT maintains over 1,000+ communication network connections, 3,800+ telephone handsets and devices, all backroom telephone switches, and the telephone voicemail system for 25 locations throughout the City. They also support and maintain nearly 2,000 two-way broadcast and mobile radio devices used by police, fire, transit, and local government departments.

Jeff Gibson
Community Development Director
618-5990

The **Community Development Department** is divided into three divisions: Planning and Environmental; Permits and Records, Comprehensive Planning and Redevelopment; and Building and Safety. These divisions work in combination to guide, regulate and plan development in the City.

The Planning and Environmental Division provides information to the public on zoning and development issues, reviews land use entitlement and sign requests, administers the California Environmental Quality Act (CEQA), handles complaints from the public on a variety of land use code enforcement issues and serves as liaison to the Planning and Environmental Quality and Energy Conservation Commissions (PEQECC). Closely related is the Permits and Records, Comprehensive Planning and Redevelopment Division. Staff in this division are focused on the maintenance of the General Plan for the City and the four redevelopment project areas. Long range studies, issues related to the public right-of-way are addressed by this division. Any traffic calming requests or other traffic-

related issues are administered by this division, and staff serves as the liaison to the Traffic Commission. The Deputy Community Development Director assists in the administration of these divisions, and the City's 690 Section 8 Voucher Choice Program.

The Building and Safety Division reviews building permit applications and conducts inspections of construction projects. The division issues permits for construction in the public right-of-way and inspects those projects as well as certain City initiated capital projects.

John Jones
Community Services
Director – 618-2930

The **Community Services Department** provides a wide range of informational, recreational, cultural, and educational programs and services for persons of all ages and abilities with an emphasis on serving the City's youth. In addition, the department is responsible for providing proper management, maintenance, and stewardship of the City's libraries, recreational facilities, parks, landscaped areas, and natural resources.

The Community Services Department also provides primary staff to the Commission on Aging, Community Services Commission, Cultural Arts Commission, Library Commission, Parks and Recreation Commission, Youth Council, Torrance Rose Float Association, Torrance Sister City Association, Library Foundation, Cultural Arts Foundation, Friends of the Torrance Library, and Friends of the Madrona Marsh.

Eric Tsao
Finance Director
618-5850

The role of the **Finance Department** is best described by the Department's mission statement, "To protect the City's assets while providing and supporting the Torrance community with sound financial advice in a timely, cost-effective and professional manner." The Department provides a variety of services, which include but are not limited to, accounting, financial reporting, accounts payable and receivable, auditing, billing, budgeting, business licensing, financial analysis, forecasting, payroll, purchasing, and revenue collection. The Finance Department also has the responsibility of the City's Risk Management Services.

William Racowschi
Fire Chief
781-7000

The **Fire Department** provides Life Safety, Environmental Protection, and Property Conservation to the community. The Department accomplishes these services through Education, Hazard Reduction, and Emergency Response. The Fire Department is organized around ten programs which are: Fire Suppression Services, Emergency Medical Services, Hazardous Material Emergency Services, Technical Rescue Systems, Special Community Response Services, Communications, Fire Prevention, Hazardous Material Administration, Public Education, and Direction and Control.

There are six fire stations located throughout the City, with the Fire Prevention Division / Hazardous Material Division located in the City Hall complex. The Fire Department staffs seven fire engines, two fire trucks, four paramedic rescues, and an air and lighting unit. The Department has a Hazardous Material Response vehicle, Urban Search and Rescue vehicle and other miscellaneous vehicles. Department members are involved with numerous commissions, organizations, and outreaches in the community.

Sheryl Ballew
General Services
Director – 781-7140

The **General Services Department** is organized into three divisions which provide a wide array of services to the City and the public.

The Facility Operations Division handles the administration and maintenance of Airport hangars, the Cultural Arts Center, and various aspects of the City Yard. This division also provides reprographic support, graphic design, and mail distribution for all City departments. The Fleet Services Division maintains all City vehicles, excluding buses, and is also responsible for the Warehouse, which carries many stock items used by City departments. The Facility Services Division oversees construction projects for City facilities, manages the graffiti removal program, and provides ongoing maintenance to over 100 City buildings and structures.

In total the General Services Department is a culmination of many different fields and professionals working in unison with the goal of serving the community and the City in a cost-effective, efficient, and courteous manner.

John Neu
Police Chief
618-5705

The **Police Department** is responsible for enforcing state and local laws, investigating crimes, providing education on safety issues, crime prevention and maintaining a general order in the City. The Department responds to community policing through traffic, patrol, investigations, special services and strategic planning functions. The Police Department also provides primary staff to the Disaster Council.

Rob Beste
Public Works Director
781-6900

The **Public Works Department** manages the City's infrastructure including street maintenance, traffic and lighting, storm drains, water operations, sanitation, and landscaping and is responsible for design and construction of capital projects within the public right-of-way. The Department is divided into five divisions consisting of Street Operations, Sanitation, Streetscape, Water, and Engineering.

The Street Operations Division manages traffic and lighting, pavement, sidewalks, as well as airport field area. Sanitation oversees residential refuse and recycling collection, wastewater maintenance, street sweeping, and storm drain maintenance and cleaning. The Streetscape Division is responsible for the planting, cultivating and maintenance of trees, shrubs, lawns, and landscape plants in the public right-of-way. The Water Division operates and maintains the City's municipally-owned water system. The Engineering Division designs and manages capital improvement projects for all of the City's infrastructure systems. The Public Works Department also advises the Water Commission and Airport Commission.

Kim Turner
Transit Director
618-6245

The **Transit Department's** mission is to provide reliable, safe, inexpensive and courteous transportation to our customers—the people who live, work and do business in the City of Torrance. The Transit Department offers a variety of transportation services to its residents: the Torrance Transit System, and the Torrance Community Transit Program, which includes the Torrance Dial-A-Taxi, the Torrance Senior Taxi Service, and the Municipal Area Express (MAX) Service.

The Torrance Transit System operates a fleet of 53 buses across eight local and regional fixed routes. More than 14,000 patrons board Torrance Transit buses every weekday and over five million passengers board annually. The Department's eight routes serve the City of Torrance and portions of the following cities and jurisdictions: Los Angeles, Long Beach, Gardena, Lomita, Harbor City, El Segundo, Carson, Redondo Beach, Wilmington and the Los Angeles International Airport.

Additionally, the Transit Department operates Torrance Dial-A-Taxi Service and Torrance Senior Taxi Service. Dial-A-Taxi provides demand response, door-to-door transportation to the physically challenged residents of Torrance, while Senior Taxi provides low cost, door-to-door service for Torrance seniors age 65 and older.

The Municipal Area Express (MAX) is a peak-hour commuter service for residents of the South Bay region. MAX provides service to the South Bay with three routes from San Pedro to El Segundo via the City of Torrance. The Transit Department and the City of Torrance administers the Municipal Area Express for the MAX cooperative – a coalition of seven South Bay jurisdictions – to provide this service.

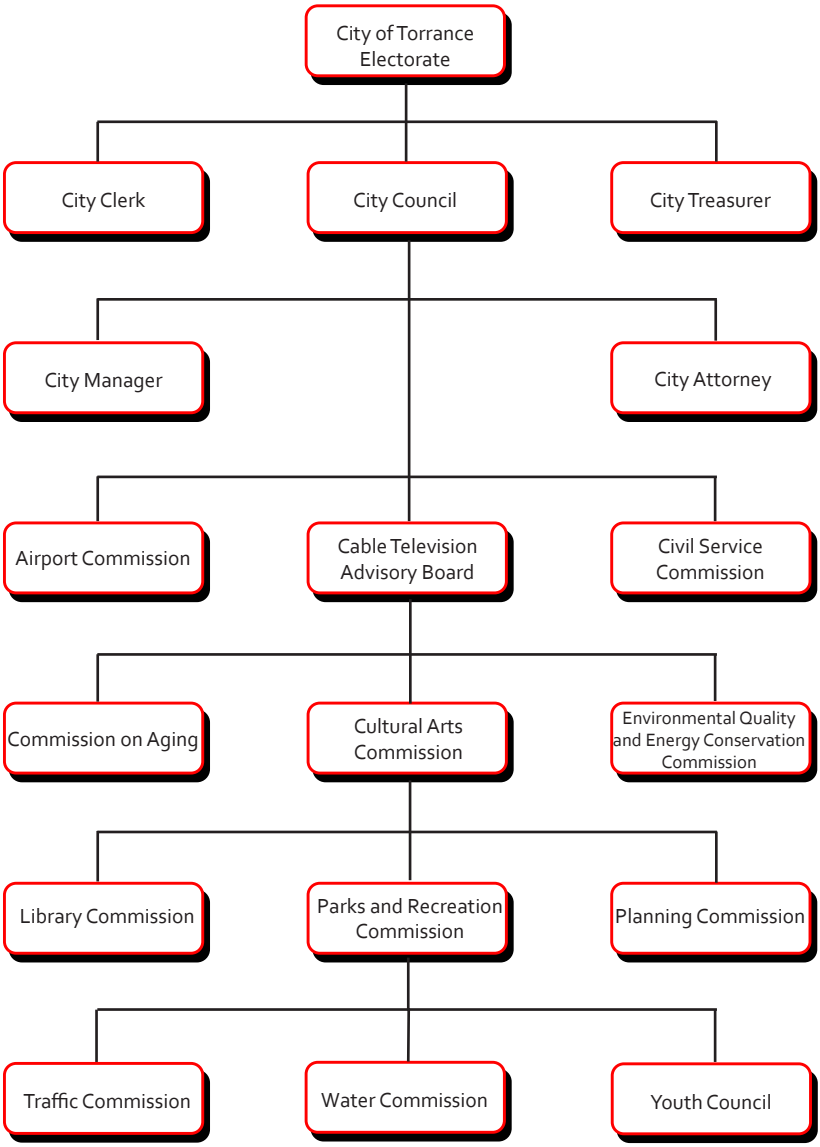
City Hall Hours of Operation

City Hall operates on a 9/80 work schedule, which means City Hall is closed on alternate Fridays. Employees work nine hours per day, Monday through Thursday, and eight hours on the Friday worked, totaling 80 working hours over a two-week period.

Most departments and employees at the Civic Center are on a 9/80 work schedule, maintaining work hours of 7:30am to 5:30pm for the days City Hall is open. The safety departments (Police and Fire) and divisions such as Park Services and the Library work different schedules to provide coverage throughout the week and weekends.

City of Torrance

Elected and Appointed Officials



Commission Structure

A commission is a group of qualified Torrance residents, usually seven in number, appointed by the City Council to assist in specific areas. Currently, there are thirteen commissions in the City of Torrance that are identified and discussed in the Municipal Code. Commissions may also be referred to as a "Board" (i.e., Cable Television Advisory Board) or "Council" (i.e., Disaster Council).

The primary responsibility of each commission is to ensure that City government is responsive to the needs of the people. In addition, commissions perform the duty of reviewing City department activity. Finally, commissions assist the City Council in achieving the overall goals of the community.

The commission chair is elected by the commission members and serves a one-year term. The election process is conducted at the beginning of the new fiscal year and during the first commission meeting of that year. The fiscal year extends from July 1 through June 30.

In general, however, it is the function of each commission to assist the City Council by submitting recommendations for Council review and consideration. Pursuant to the City Charter, actions approved by the commission may be appealed to the City Council.

Outlined below are some areas in which commission members focus their attention:

- ⇨ Providing in-depth analysis of specific problems
- ⇨ Creating a forum to encourage broad citizen participation
- ⇨ Assessing specific departmental matters, while taking into consideration the overall direction of the City
- ⇨ Acting as a review body for department operations
- ⇨ Providing in-depth analysis of issues that will be brought forward to the City Council for action

The following is a brief description of each City Commission, as well as the appropriate section of the Torrance Municipal Code.

Airport Commission – (TMC 13.4.1)
Liaison: General Services

The **Airport Commission** advises the City Council on matters concerning the Torrance Municipal Airport such as commercial and industrial development at the airport, leasing of airport land, special events to be held at the airport, the airport disaster plan, and airport noise. The Airport Commission also provides a public forum for discussion of all airport related issues and concerns.

Cable Television Advisory Board – (TMC 13.17.1)
Liaison: City Manager's Office

The **Cable Television Advisory Board** advises and makes recommendations to the Cable Television Foundation and the City Council on policies and procedures relating to public access interests, the scheduling of public access programming, facilities and equipment for the community, public access channels and the franchising and disbursement of Foundation funds. The Cable Television Advisory Board also sponsors the annual Torrance Community Television Video Programming Awards, which recognizes outstanding community programming and volunteer efforts.

Civil Service Commission – (TMC 13.10.1)
Liaison: Civil Service Staff

The **Civil Service Commission** is primarily concerned with keeping City employment policies and practices within State and Federal guidelines. To this end, the Commission is responsible for overseeing the recruitment and testing of applicants for City employment, hearing appeals arising from the selection process or from disciplinary actions, and reviewing issues regarding the rights, responsibilities and jurisdiction of employee organizations. The Commission also has prescribed responsibilities under the City's affirmative action plan. The Commission makes recommendations to the City Council on rules and regulations and other matters affecting the City's personnel policies.

Commission on Aging – (TMC 13.18.1)
Liaison: Community Services Department

The **Commission on Aging** makes recommendations to the City Council concerning matters that affect the quality of life of the community's older adults. Health, transportation, elder fraud and housing are among

the issues addressed at the monthly meetings. The Commission on Aging also provides support to the "Focal Point", an invaluable information and referral program for older adults and their families and caregivers.

Cultural Arts Commission – (TMC 13.15.1)
Liaison: Community Services/General Services

The **Cultural Arts Commission** advises the City Council on matters relating to the artistic and cultural development of its citizens. The Commission considers and makes recommendations on programs and events that encourage the participation of all people in the development of their creative skills and promote appreciation of the arts through the provision of expanded educational opportunities.

Environmental Quality and Energy Conservation Commission (TMC 13.16.1)
Liaison: Community Development Department

The **Environmental Quality & Energy Conservation Commission** may make recommendations to the City Council on any matter concerning environmental quality or energy conservation in the City. The Commission has jurisdiction over the sign review process, the removal of abandoned or wrecked vehicles and oversees the Animal Control program. The Commission presents awards for outstanding development, design and maintenance, as well as for exemplary programs in energy conservation.

Library Commission – (TMC 13.3.1)
Liaison: Community Services Department

The **Library Commission** advises the City Council on all matters concerning Torrance's public library system, including the acquisition of land and facilities. The Commission is also responsible for promoting use of and interest in the libraries.

Parks and Recreation Commission – (TMC 13.2.1)
Liaison: Community Services Department

The **Parks and Recreation Commission** advises and makes recommendations to the City Council on matters pertaining to the provision of recreational, cultural and educational opportunities that are designed to enrich the individual and improve the quality of life in the community. This

Commission also considers issues related to the preservation, maintenance and management of the City's public open space, including parks, landscaped areas and natural resources; offers advice regarding capital improvement projects; and establishes guidelines governing the proper use of the City's public parks and recreational facilities.

The Commission also advises and makes recommendations to the City Council on matters relating to the myriad of community and social service needs confronting residents in the City of Torrance. Special projects of the commission include the development and dissemination of information useful to people living with physical or mental disabilities; and the distribution of grants to local nonprofit social services agencies.

Planning Commission – (TMC 13.1.1)
Liaison: Community Development Department

The **Planning Commission** is primarily concerned with the orderly growth of the community and problems that deal with the nature and character of land use. To this end, the Commission works with the Planning Department in preparation of master plans and zoning studies that affect the future growth and development of Torrance. It holds hearings and submits recommendations to the City Council on such matters as variances, zone changes, General Plan amendments and subdivisions. In addition, the Commission has the authority to approve conditional use permits, waivers and precise plans, all of which are subject to appeal to the City Council.

Traff ic Commission – (TMC 13.9.1)
Liaison: Community Development Department

The **Traffic Commission** makes recommendations to the City Council regarding street and traffic improvements. This includes the establishment of speed limits, transit and truck routes, the placement of crossing guards and changes to the street system.

Water Commission – (TMC 13.5.1)
Liaison: Public Works Department

The **Water Commission** is an advisory board to the City Council on water policy matters. It makes recommendations regarding plans for expansion of the City's water service facilities, as well as the Capital Improvement Program and the Metropolitan Water District. In addition,

the Commission advises Council regarding water rate restructuring, procurement of an adequate water supply and other matters concerning water service.

Youth Council – (TMC 13.8.1)
Liaison: Community Services Department

The **Youth Council**'s primary function is to advise and make recommendations to the City Council on issues that are of interest and concern to the youth in the community. The Youth Council is comprised of two members representing each of the Torrance high schools, El Camino College, California Academy of Math and Science, and two members-at-large.

Commission Policies and Procedures

Appointments

Commissioners are appointed by the City Council. Subsequent to appointment, each commissioner is sworn in by the City Clerk and required to sign the Constitutional Oath of Office. Most commissions consist of seven members and the term of office is usually four years with the following expiration schedule: For three consecutive years, the term of two commissioners expires each year while the term of one commissioner expires the fourth year.

Commissioners may serve two full four-year terms on the same commission. Partial appointment to any term is not applied to the four-year term limit. Commissioners may be appointed to a different commission at the conclusion of their term in office, but must wait two years before being eligible for reappointment to the previous commission.

Ethics Training

Assembly Bill No. 1234 requires that all local agencies that provide compensation, salary, or stipend to, or reimburses the expenses of members of a legislative body must provide ethics training to local agency officials every two years. The term "legislative body" includes not only the governing body of a local agency, but also a commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory.

The law indicates that a qualifying individual has 12 months from the time of appointment or election to complete the training and if public service in the same capacity is to continue, the training must be repeated every two years.

Recognizing the value of this process, the City of Torrance has worked to provide alternatives for receiving the manditory training and the required certificate of completion as follows:

A. Torrance City Hall in the Council Chamber conducted by the City Attorney

B. Free online training through the Fair Political Practices Commission website at http://localethics.fppc.ca.gov/ab1234

C. Self-Study Test through the Institute for Local Government

D. The League of California Cities training session

Eligible individuals are encouraged to contact the Torrance City Clerk for more information on training schedules.

Removals and Resignations

A member of a commission may be removed from office by a vote of the majority of all members of the City Council. In the event an individual is unable to perform as a commissioner due to health, business or personal reasons, a formal letter of resignation should be submitted to the City Council for action. The City Clerk maintains an active file of qualified commissioner applicants. Individuals may not serve concurrently on more than one commission.

Meetings

A. Regular Meetings

The Torrance Municipal Code requires that commissions meet at least once a month. If a regular meeting falls on a holiday, the body does not meet. However, at a meeting prior to the holiday, the regular commission meeting may be adjourned to another date. If a quorum is not present at a regular meeting, consideration should be given to rescheduling the meeting. The Ralph M. Brown Act (California Code Section 54950 through 54962) requires that the time and place of the scheduled meetings be set forth in rules and regulations of the commission and that an agenda be published 72 hours in advance.

B. Adjourned Meetings

A commission may adjourn any meeting to a time and place specified in the order of adjournment. Such a meeting is considered an "adjourned regular meeting" for purposes of transacting business.

C. Special Meetings

Pursuant to Municipal Code provisions and the Brown Act, the chair or a majority of the members of the commission may call a special meeting at any time. Written notice must be sent, and received by, each member of the Committee and then given to the City Clerk for publication and posting for the general public's information. The notice must state the time and place of the meeting, and all business to be transacted or discussed.

The agenda must be posted at least 24 hours prior to the special meeting in a site freely accessible to the public. Only those matters noticed on the agenda for the special meeting may be discussed.

D. Meeting Locale

All commission meetings must be held in public facilities accessible to persons with disabilities. As a matter of Council policy, meeting rooms within the Civic Center should be utilized, except when otherwise approved by the City Council (Civic Center Map, Appendix IV).

E. Committees

Commissions may form committees of less than a majority of its membership to conduct studies and to develop recommendations to be considered by the commission. Committees are bound by the Ralph M. Brown Act as if it were the commission.

Attendance

A quorum is essential to be able to conduct business. A majority of members of a body forms a quorum. If a quorum is not present, the members who are present may adjourn the meeting. If commission members are not present, staff may adjourn the meeting.

A commissioner who is absent from two consecutive regular meetings, unless excused by the commission, becomes automatically terminated as a commissioner. In addition, if a member misses more than twenty-five percent of all regular and adjourned regular meetings in any four consecutive calendar quarters, unless excused in advance by the City Council, the member shall be automatically terminated as a commissioner. Members will be deemed absent from a meeting if they are not present for two-thirds (2/3) of the entire meeting. The City Clerk sends an annual summary of attendance to the City Council.

Rules and Regulations

At the first meeting of every fiscal year, the members of a commission are to appoint one of their members as chairperson. The chair shall hold office for one year until a successor is appointed. The commission may establish such rules and regulations as it deems necessary for its government and for the faithful performance of its duties. Such rules shall not be in conflict with the City Charter or City ordinances.

The chairperson conducts the meetings in a business format and ensures that reasonable time is allotted to each agenda item. Proponents and opponents and other interested parties must be allowed time to comment on items of concern. Policies or rules prescribed by the City Council should be observed.

Commissions are encouraged to request individuals wishing to address the commission to fill out a "speaker card." This is an information-gathering tool that greatly enhances the accuracy of recordkeeping efforts. The "speaker card", however, is not a legal requirement to being heard.

Commission Agenda

One or more administrative staff members may be assigned to a commission by the liaison department and/or City Manager. This individual prepares the commission agenda. Commission agendas must be made available to the public at least 72 hours prior to conducting a meeting. Therefore, agenda topics should be submitted to staff at least seven working days prior to the scheduled meeting date. No matter may be acted upon unless it is on the agenda.

Minutes

Minutes are to be taken at each meeting in accordance with Council procedures as outlined below. If the City Clerk cannot assign a Recording Secretary to the commission, then a commissioner or staff member should be selected to take minutes.

A. Minutes shall contain a record of the proceedings, motions and actions including date, time, and location of the meeting, those members present, staff present, motions and actions, adjournment time and date, and time and location of the next meeting.

B. Except as provided by Council policy, minutes shall not be a verbatim record.

C. All motions, whether passed or not, shall be recorded with the name of the proposer, the name of the person who seconds the motion and a roll call or voice vote.

D. Reports shall be summarized or mentioned as being presented or voted upon.

E. Minutes of commission meetings shall list all individuals who comment on issues.

F. Minutes are a record of transactions; thereby personal opinion should not be incorporated into the minutes.

G. Minutes must be approved by a majority vote of the members and thereafter shall be considered an official record.

H. Corrections to the minutes may only be made in public meetings with the approval of the body.

Summary of Commission Actions

Promptly following a commission meeting, a summary of the commission's actions will be prepared by City staff and submitted to the City Council and commissioners for review. The summary merely highlights the actions of the commission and is not official minutes. The City Clerk's office will prepare formal minutes for the commission to approve. Staff will route approved minutes to the City Council.

Council Agenda

In order to improve the City Council Agenda process, a draft agenda cover will be prepared one week prior to the Council meeting and will be presented at the Monday morning Agenda meeting.

It is the policy of the City Council that no items shall be placed on the agenda without first being reviewed by the City Manager or his staff. Therefore, if the commission determines an item must go to the City Council, it is important they notify their staff liaison early to make the appropriate arrangements. The City Manager has the authority to hold items from the agenda until a later date. In addition, Council may pull an item from the agenda at the Council meeting.

It is encouraged that at least one member of a commission or committee attend Council meetings in which the commission has an item before Council for consideration. The commission member should be available for questions from the Council, but does not need to make a presentation to the Council as the agenda item will summarize what occurred at the commission meeting and includes the commission's recommendation. If a majority of the commission attends a Council meeting, it is a good idea not to sit together to avoid the possibility of discussing items within the commission's subject matter jurisdiction and to avoid the appearance of conducting a meeting.

If a commission has an item on the Council agenda and no commissioner is present, staff will attempt to answer questions which may be asked by the City Council.

Commissions shall submit an annual report of their activities for the previous year to the City Council. Other reports may be submitted when necessary.

Fiscal Procedures

Compensation and Reimbursement Expenses

Members of commissions are paid in lieu of their ordinary and necessary expenses at the following rates, which are payable at the end of each calendar quarter:

1. Ten dollars per meeting attended not to exceed four meetings per month:
   A. Planning Commission
   B. Civil Service Commission
2. Ten dollars per meeting attended not to exceed thirty dollars per quarter:
   A. Airport Commission
   B. Cable Television Advisory Board
   C. Commission on Aging
   D. Cultural Arts Commission
   E. Environmental Quality & Energy Conservation Commission
   F. Library Commission
   G. Traffic Commission
   H. Parks and Recreation Commission
   I. Water Commission
   J. Youth Council

Compensation is based on attendance as reported quarterly by the chair. These stipends are not considered salaries or wages, but rather reimbursements to commissioners for expenses incurred on official business.

Budget

The City Council provides the funds, materials, equipment and accommodations needed for the performance of commission duties. If a budget is provided, the commission is required to operate within budget limitations.

The City's fiscal year runs from the 1st of July through the 30th of June. The City Manager is responsible for presenting a recommended budget to Council for consideration. All items in the preliminary budget package must have the City Manager's endorsement. The procedure for preparing a commission budget is as follows:

A. In February, a staff member contacts the commission chair to discuss the commission's budget program for the coming year.

B. If a commission wishes to make any major additions to the coming year's budget or programs, the proposal should be presented at this time with a written report including all supporting material.

C. After reviewing all factors, the commission prepares a proposed budget for review. The City Manager considers budget proposals in terms of the overall needs and financial position of the City and prepares a recommendation.

D. The recommended budget is submitted at the end of May to the City Council for their consideration. During the month of June, the Council meets in a series of workshops to review the proposed budget and any related data. If a commission disagrees with the City Manager's recommendation, the members may appear before the Council at this time with additional information or a restatement of their proposal.

E. Public hearings are held in the latter part of June and thereafter the Council adopts the operating budget for the coming fiscal year.

The adopted budget establishes control over the expenditure of funds by the various City departments and commissions. During the fiscal year, the City Council may appropriate additional funds should circumstances warrant such action.

Expenditure of Funds

Commission expenditures should be recommended through formal motion by the commission. Once this motion has been passed, the commission may request departmental staff to prepare and process a purchase requisition or other appropriate documents.

In processing purchase requisitions for unbudgeted items, the City Manager will request justification for the purchase, review the justification and submit a recommendation to the City Council along with the commission's request, unless the matter is within the fiscal authority of the City Manager.

Authorized expenditures will be made through the City's standard purchasing procedures. Commissions may not directly incur any indebtedness to the City.

Conferences and Seminars

Per City Council policy, commissioners may be authorized to attend one function annually within the State of California where attendance is considered of public interest. The cost for seminars and conferences must be provided for in the annual budget and meet the following criteria:

A. It must be an organized conference, sanctioned and held by a recognized professional organization concerned with a special field of community services. Such a conference shall be deemed "in the public interest."

B. A commissioner shall participate in no more than one conference per fiscal year.

C. A maximum of two commissioners shall be permitted to attend a conference simultaneously (if no overnight accommodations or air transportation is required).

D. Prior to making a recommendation to the City Manager regarding conference attendance, each commission shall, by vote, determine if attendance at a conference will be of benefit to the City and decide which commissioners should be authorized to attend.

E. All such recommendations must be approved by the City Manager before attendance is authorized. Upon approval, and subject to current City Council travel policies, a travel request form may be filed with the City Manager for a cash advance. Upon return from the conference, an expense report must be filed with the Finance Department.

F. A commissioner shall be reimbursed, within the budget guidelines of their commission, for all actual and necessary expenses incurred.

G. The travel policy, limiting the attendance to in-state conferences only, may be appealed to the City Manager prior to making an appeal to the City Council.

Legal Procedures

Open Meetings

All actions of a public agency are required by law to be deliberated and conducted openly. The commission must ensure that its meeting is open and that all interested parties are allowed to attend. Exceptions to this law are outlined in the Brown Act.

It is City Council policy that a commission or a committee of a commission may not hold an executive session (a closed meeting to the public) unless and until the City Attorney has rendered an opinion that it is permitted by law and the City Attorney is present during the executive session. However, during certain stages of disciplinary hearings before the Civil Service Commission, the City Attorney's presence is not required. There are very few times that a commission would be authorized to meet in executive session. In all such cases, the City Attorney should be consulted.

Conflict of Interest

The State of California, by statute, follows the common law rule prohibiting a representative of a municipality to vote in its legislative body on any issue which affects them individually, or for any public officer to participate in a matter in which there is a personal or private interest. The Torrance City Charter also provides against conflict of interest.

Participation of an "interested" officer may result in forfeiture of office and prosecution under Section 3060 of the Government Code for willful or corrupt misconduct in office, or Section 182, Subdivision 5 of the Penal Code for conspiracy '**to commit an act injurious to the public health, to public morals, or to prevent or obstruct justice, or the due administration of the laws**' or section 91000 of the Government Code for any violation of the Fair Political Practices Act and may cause the commission action to be invalid.

In 1974, by referendum, the people of the State of California enacted the Political Reform Act. Among other things, it required the financial disclosure of interests by certain individuals who are in decision-making positions within state and local government. In addition, the Act required that local entities, such as cities and counties, enact a set of rules for such disclosure. This is called a Conflict of Interest Code. The Torrance City Council approved the first Conflict of Interest Code on January 8, 1978.

The purpose of the Conflict of Interest Code is fourfold: 1) to require disclosure of financial interests which may affect the actions of persons in decision-making positions, or positions where those persons can influence decisions; 2) to require persons in decision-making positions to avoid participating in matters where those persons can influence decisions; 3) to require persons in decision-making positions to avoid participating in actions where a financial interest may be affected; and 4) to make the rules public.

When a matter comes before a commission in which a member has a direct or indirect financial interest, the member must disqualify him/herself from participating in the deliberation and must abstain from voting. An explanation for the abstention should be given to the commission by the member and that reason will be recorded in the minutes. If this information is not voluntarily given, the chair should request the information. If no explanation is given, the minutes should state that the member declined to give the reason for abstaining. Once the member has made a statement of disqualification, the member should leave the room and return only upon conclusion of the matter. The City Attorney may be consulted should a member be unclear as to whether or not to abstain.

State law requires members of the Airport Commission, Civil Service Commission, Environmental Quality and Energy Conservation Commission, and the Planning Commission to file Statements of Economic Interest within 30 days of taking office, and by April 1 each year thereafter. Members may obtain forms and information from the City Clerk.

Commissioners are encouraged to seek the advice of the City Attorney when there is any question as to the propriety or legality of any proposed action on the part of the member.

Member Contribution

Objectives

One of the first duties of a new commissioner is to become familiar with the laws governing the faithful performance of duties. This information may be obtained by referring to the ordinance or Charter sections governing the commissions. In addition, the commissioner may consult with department heads and staff. Copies of City ordinances are available for each commissioner from the City Clerk's Office.

A commissioner's function is to listen, evaluate, advise, suggest and recommend. The commissions make recommendations to the City Council. Commissions examine alternative courses of action, evaluate each alternative,

reach a conclusion and present a final recommendation for City Council consideration. This process ensures that the proper public officials are the ultimate decision-makers. The responsibility for allocating public resources rests with the duly-elected representatives of the City. This responsibility may not be delegated to others.

Public Communication

As a member of the community, a commissioner is in the unique position of serving as a liaison between City Hall and the general public. The commission assists in the reconciliation of contradictory viewpoints by building a consensus around common goals and objectives. A commissioner, therefore, serves as a focal point for communication by acting as an avenue for citizen expression, while presenting the position of the City and the commission.

Duties

Commissioners may spend time researching particular issues in order to become familiar with all aspects of the subject. In addition, it may be helpful to visit and inspect sites which are under commission consideration. A commissioner has the duty to be fully prepared to discuss, evaluate and act upon matters when presented.

Administration

The administrative staff, through the chain of command, works for and is responsible to the City Manager. The City Manager has directed staff to assist with commission requests. As used here, **administrative staff** means all City employees except the City Treasurer, City Clerk and City Attorney. The City Clerk and City Treasurer are elected officials and the City Attorney is appointed by and reports directly to the City Council.

To facilitate communication, the proper channel by which to contact City personnel is through the commission chair. The commission chair will in turn contact the department representative. If no department representative has been assigned to the commission, a formal request for information may be submitted by the commission chair to the appropriate City department via the City Manager.

Commissioners may make direct contact with the department representative should they require additional material or clarification of data.

On occasion, the commission and staff may present to Council opposing recommendations. Should this occur, staff will objectively present both recommendations for Council consideration.

Public Trust

The credibility of a commission is very important. In order to maintain a high level of credibility throughout the community and to strengthen public trust, the following suggestions are offered:

A. Information received in the performance of commission duties should not be used as a means for making private profit or advancing the financial interests of others.
B. Official actions should be disassociated from personal affiliations.
C. Affording special favors or privileges to individuals whether for remuneration or not, should be avoided.
D. As the acceptance of gifts or benefits could be construed as having influence over the performance of official duties, they should not be accepted.
E. Demonstrate an earnest attempt in exploring more efficient and economical methods for accomplishing assigned objectives.

Community Outreach

Commissions will on occasion want to reach out to the community to inform the general public of various issues, events or meetings. The City has made available to the commissions the following avenues of communication:

A. The City cable television channel may be utilized as a communication tool to reach a large section of the Torrance community.
B. The City newsletter, Torrance Seasons, which is mailed to Torrance residents, is published on a quarterly basis. The newsletter is also a form of communication that can be used to reach the community.
C. Notices, flyers, etc., may also be included with the City water bills. Arrangements to include materials with the water bills must be made far in advance with the department primary staff.
D. On occasion, a commission may wish to present a proclamation at a Council meeting. The commission must work through the department primary staff and the Mayor's office when bringing a proclamation forward.

The department primary staff is responsible for making arrangements for the utilization of any of the above forms of communication. Therefore, the commission chair should contact the department liaison to discuss all pertinent details.

The Ralph M. Brown Act

The following excerpts are taken from the Ralph M. Brown Act which governs public meetings. While the Act addresses many issues, identified here are the sections most relevant to the City's agenda process.

Intent

§54950. In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

Meeting Defined

§54952.2. (a) As used in this chapter, "meeting" includes any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.

Action Taken

§54952.6. As used in this chapter, "action taken- means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

All Meetings Must be Open and Public

§54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

72-Hour Notice and Posting

§54954.2 (a) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for classification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body,

may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Potential Closed (Executive) Session Matters

§54954.5. For purposes of describing closed session items pursuant to Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 34956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

LICENSE/PERMIT DETERMINATION

CONFERENCE WITH REAL PROPERTY NEGOTIATOR

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

LIABILITY CLAIMS

THREAT TO PUBLIC SERVICES OR FACILITIES

PUBLIC EMPLOYEE APPOINTMENT

PUBLIC EMPLOYMENT

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CONFERENCE WITH LABOR NEGOTIATOR

CASE REVIEW/PLANNING

REPORT INVOLVING TRADE SECRET

City of Torrance

CITY HALL HOURS OF OPERATION — 2014

7:30 am - 5:30 pm – Monday through Friday
Alternating with a closed Friday every other week.

NOTE: Hours of operation for field personnel may vary from this calendar.

City Hall Closed Friday City Hall Closed Holiday

January

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February

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April

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December

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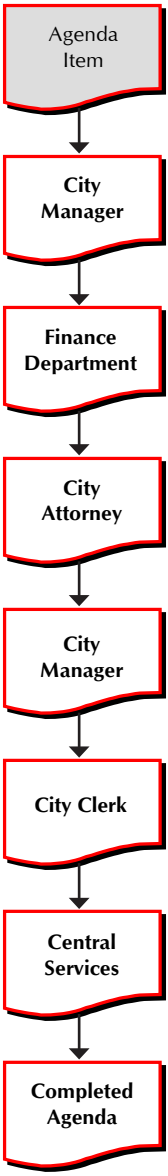
28	29	30	31			

City of Torrance

Council Agenda Process

Departments submit the title of agenda items via *Electronic Agenda Transmittal Form* to the City Manager's Office two weeks before the scheduled Council meeting date. Departments also coordinate with the City Attorney's office for prior approval of items with contracts, agreements, resolutions, or ordinances.



The written item is submitted to the City Manager's office by noon Tuesday one week before the scheduled Council meeting.

The Finance Department reviews agenda items for financial data and impact.

The item is sent to the City Attorney's office for review.

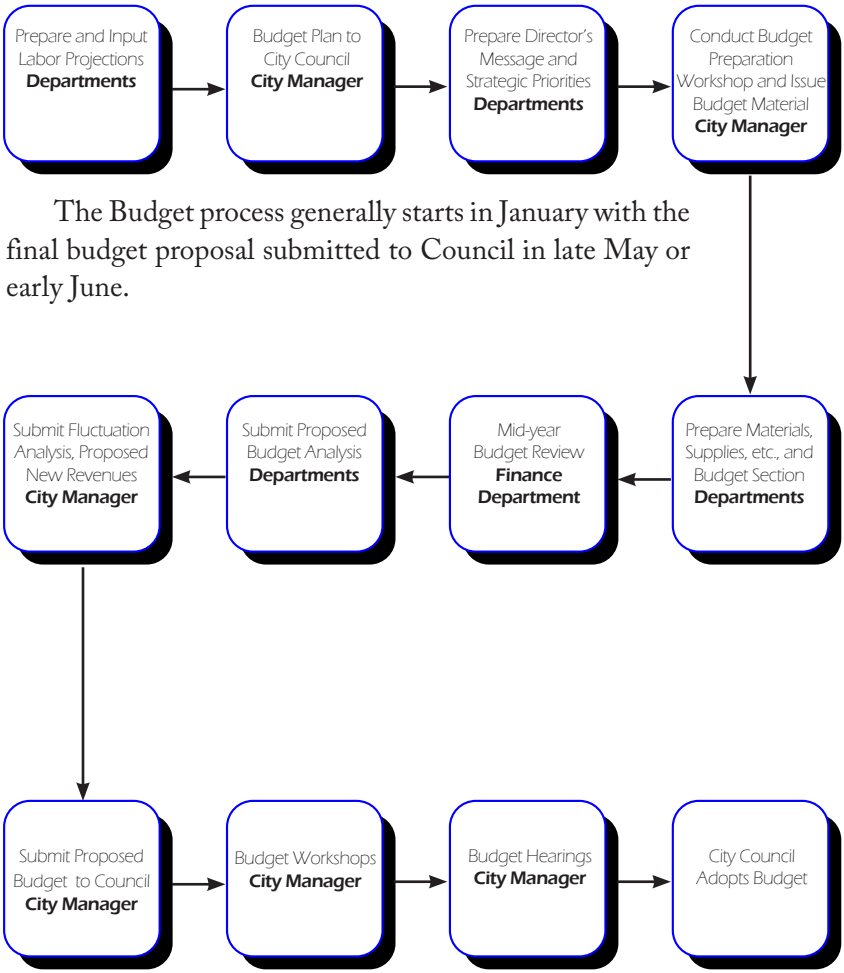
The City Manager reviews agenda items for policy conformance.

The City Clerk retains original copies of agenda items, develops the agenda cover (item summary), posts agenda and delivers compiled agenda to Central Services for printing no later than Thursday afternoon.

Central Services duplicates, collates, and distributes the completed agenda packets by Thursday before the scheduled Council meeting.

Completed agenda is posted 72 hours before the scheduled Council meeting as required by the Brown Act.

Budget Process Flowchart



The Budget process generally starts in January with the final budget proposal submitted to Council in late May or early June.

Commission Annual Report to the Council

The purpose of this report is to provide the City Council with a status report of commission activities. In order to provide some consistency between the various commissions' annual reports, the suggested guidelines are written in three sections: format, content and procedure.

Note: The word commission in this report means any advisory board appointed by Council.

The following guidelines are suggested:

Format

1. Make report brief, i.e. two or three pages
2. Write report in three or four sections
   a. Purpose of commission
   b. Summary of commission annual activities
   c. Historical comparisons
   d. Matters deemed appropriate by the commission - optional
3. Avoid the following:
   a. Use of any fancy graphics
   b. Chronological listing of activities as this tends to add weight and not substance

Content

- Purpose of commission - is the commission meeting its duties and responsibilities as described in this manual?
- Summary of commission annual activities - use fiscal year. Report on commission activities, not departmental. Indicate major functions performed and major issues considered and/or resolved.
- Historical comparisons - provide some comparison of this year versus last year, i.e. number of hearings, meetings, workshops, recommendations to Council, items or causes referred to commission, etc.
- Materials deemed appropriate by the commission.
- Any concern of the commission not addressed in other sections.

Procedure

- The commission chairperson is responsible for the annual report. The chairperson may delegate the assignment to another person on the commission.
- The report should be signed by the chairperson and list the names of the other commissioners.
- Commissions should write their own report with the department assisting with the typing of the draft and final report.
- In preparing the report, it is suggested that a member of the commission be assigned to review the prior year's minutes to help recall major issues or functions accomplished.
- The commission should agree to each item or issue included in the report.
- The report, when finalized, should be forwarded to City staff. They will prepare a transmittal from the department recommending the City Council accept and file the commission's report. This should be done as a regular Council agenda information item in July/August (fiscal year) and a commission member should be present when the report is presented to Council.

Conflict of Interest

Designated commissioners are required to file Statements of Economic Interest as noted below within 30 days of taking or leaving office and before April 1 of each year. Members will receive forms and information from the City Clerk who serves as the filing officer.

Form 700

Airport Commission

Cable Television Advisory Board

Civil Service Commission

Environmental and Energy Conservation Commission

Planning Commission

Effective January 1, 2007, local elected or appointed officeholders (including members of the governing board of a special district), candidates for local offices and designated employees of local governmental agencies may not accept a gift or gifts aggregating more than $390 in a calendar year from a single source. In addition, these officials may not accept any honorarium. An honorarium is a payment made in consideration for a speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal or like gathering.

The City Clerk may impose penalties if the Form 700 is filed late. The fine is $10 per day, beginning the day after the filing deadline, up to a maximum of $100. Late filing penalties can be reduced or waived under certain circumstances.

In addition, the Fair Political Practices Commission may initiate investigations with respect to any suspected violation of the Political Reform Act. Other law enforcement agencies (the Attorney General or district attorney) may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings that may result in the imposition of monetary penalties up to $2,000 per violation in lieu of administrative prosecution. The appropriate civil prosecutor may bring a civil action for negligent or intentional violations where the measure of damages for violations is the amount of value not properly reported. Persons who violate the conflict of interest disclosure provisions of the Political Reform Act can also be subject to discipline by their agency including dismissal.

Finally, any knowing or willful violation of any provision of the Political Reform Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties which may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages and injunctive relief from the courts.

If a commissioner has any doubt as to the propriety or the legality of any proposed action on their part, they are urged to seek the advice of the City Attorney.

Conflict of Interest Disclosure Code for the City of Torrance

The Political Reform Act, Government Code Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Mayor and City Council, as the code reviewing body for the above named Agency, has adopted a standard Conflict of Interest Code for use by the above named Agency. Therefore, the provisions of the standard Conflict of Interest Code and FPPC Regulation 18730 and any amendments to it, duly adopted by the Mayor and City Council, are hereby incorporated by reference and, along with the attached Exhibit A (Categories) in which disclosure categories are set forth and the attached Exhibit B in which commissioners, employees, and consultants are designated, constitute the Conflict of Interest Code of the above named Agency.

Individuals holding designated positions shall file statements of economic interests with their Agency's filing officer, the City Clerk.

Conflict of Interest Disclosure Code

SECTION 100.

The Mayor and City Council (herein Agency) of the City of Torrance hereby adopts this Conflict of Interest and Disclosure Code. The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein or by reference (Section 18730. Provisions of Conflict of Interest Codes Title 2, Division 6, California Code of Regulations) and this code shall be interpreted in a manner consistent therewith.

SECTION 200. Designated Positions.

The positions listed on Exhibit B are designated positions. Persons holding those positions are deemed to participate in the making of decisions which may foreseeably have a material effect on a financial interest.

SECTION 300. Economic Disclosure Statements.

Designated positions are assigned to one or more of the disclosure categories set forth on Exhibit A (Categories). Each person holding a designated position shall file a statement disclosing his/her interest in investments, business positions, real property, and income, designated as reportable under the category to which his/her position is assigned on Exhibit B.

SECTION 400. Place and Time of Filing.

A. Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions.

C. Annual Statements. All designated employees shall file statements no later than April 1.

D. Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

SECTION 410. Statements of Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

A. Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

   1. File a written resignation with the appointing power; and

   2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

SECTION 500. Contents of Economic Disclosure Statements.

Statements shall be made on forms prescribed by the Fair Political Practice Commission and supplied to the City Clerk's office, and shall contain that information required by the Section 18730 Provisions of the Conflict of Interest Codes (Title 2, Division 6, California Code of Regulations). This may include Investments and Real Property Disclosure, Personal Income Disclosure, Business Entity Income Disclosure, and Acquisition or Disposal During Reporting Period.

SECTION 510. Prohibition on Receipt of Honoraria.

A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

SECTION 520. Prohibition on Receipt of Gifts in Excess of $390.

A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than $390 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

SECTION 530. Loans to Public Officials.

A. No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

B. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over whichthe public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

C. No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the without regard to the elected officer's official status.

D. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public

without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

E. This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars ($500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

SECTION 540. Loan Terms

A. Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars ($500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

B. This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

C. Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

SECTION 550. Personal Loans

A. Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
    a. The date the loan was made.
    b. The date the last payment of one hundred dollars ($100) or more was made on the loan.
    c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars ($250) during the previous 12 months.

B. This section shall not apply to the following types of loans:
    1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
    2. A loan that would otherwise not be a gift as defined in this title.
    3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
    4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
    5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

SECTION 600. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars ($2,000) or more;

B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars ($2,000) or more;

C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $390 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

SECTION 610. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

SECTION 700. Adoption by Incorporation.

Adoption by incorporation by reference of the terms of this code (Section 18730. Provisions of Conflict of Interest Codes Title 2, Division 6, California Code of Regulations) along with the designation of employees and the formulation of disclosure categories in the Exhibits referred to above constitute the adoption and promulgation of a Conflict of Interest and Disclosure Code.

EXHIBIT A

Category 1.

Persons in this category shall disclose all interests in real Property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2.

Persons in this category shall disclose all investments and business positions. The Political Reform Act defines investment as follows:

> "Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an Investment unless its fair market value equals or exceeds two thousand dollars ($2,000). The term 'Investment' does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government Agency. Investments of an individual include pro rata share of investments of any business entity mutual fund or trust in which the individual or spouse owns directly, indirectly or beneficially, a 10 percent interest or greater.

According to the Political Reform Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

Category 3.

Persons in this category shall disclose all income and business positions.

The Political Reform Act defines income as follows:

> "Income" means a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan forgiveness or payment of indebtedness received by filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10 percent interest or greater.

Category 4.

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the Agency and associated with the job assignment of designated positions assigned this disclosure category.

Category 5.

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell service, supplies, provisions or other property of a type utilized by the Agency in an aggregate amount of $10,000 or more per annum.

Category 6.

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interest disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the Agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the City Manager of the Agency.

EXHIBIT B

DESIGNATED COMMISSIONERS

Commission	Category
Airport	1,2,3,4,5
Cable TV Advisory Board	1,2,3,4,5
Civil Service	1,2,3,4,5
Environmental Quality and Energy Conservation	1,2,3,4,5
Planning	1,2,3,4,5

City of Torrance
Code of Ethics

For

Elected Officials
Appointed Officials and
Candidates for Elective Office

Adopted April 1, 2008

Amended by Resolution 2011-92 – October 18, 2011

Preamble

"The ethical person should do more than he is required to do and less than he is allowed to do."

Michael Josephson
Founder of the Josephson Institute of Ethics

Ethical behavior is the cornerstone for all aspects of city government. The Torrance City Council reinforces the City's commitment to ethical government by adopting the letter and spirit of this Code of Ethics. It was built around the values that have been embraced by those devoted public servants who have served the public so well. The Code's aim is to affirm an identity of Excellence and Integrity for our City's government through our citizens, our employees and our dealings with other communities.

The Code provides guidance in making the right ethical decisions in the conduct of City business. It goes beyond the many laws, rules and regulations that already exist. This Code takes Torrance to the next level of public trust by providing standards of conduct expected of those engaged in City business.

The Code applies to all who represent our City's government. It includes all elected and appointed officials, citizens campaigning for elective office, city employees and others who participate in city government. As representatives of the City, all are required to subscribe to and understand how the Code applies to them. All must agree to practice the values expressed in the Code in day to day service to the City.

Code of Conduct

This Code of Conduct provides a framework for making ethical decisions. It should assist people in doing the right thing by identifying not just appropriate behavior but also actions to be avoided.

This framework is expressed in the Values and Standards, which follow.

Values

Honesty

Respect

Responsibility

Transparency

Trust

Standards

Honesty

- I am committed to doing the right thing.
- I speak the truth – even if it is uncomfortable – I am sincere, candid and keep confidences.
- I make decisions based solely on the best interests of the City of Torrance and recuse myself at any instance of potential conflict.

Respect

- I treat my fellow officials, staff and the public with courtesy, compassion and civility, even when we disagree on what is best for the community.
- I actively listen, ask questions, seek diverse opinions and participate in value added discussion for the purpose of consensus building.
- I respect the right of all employees and the public to fair treatment and equal opportunity, free from discrimination or harassment of any sort.
- I accept individual differences and beliefs without prejudice and judge others based on their character, ability and conduct.
- I gain personal value by respecting others' ideas, diversity, skills and knowledge.

Responsibility

- I take responsibility for my actions regardless of their outcome.
- I am a prudent steward of public resources and consider the impact of my decisions on the City and the community.
- I prepare for meetings, read provided material, research issues and make informed decisions.
- I encourage others to act responsibly by the example I set.
- I never excuse or ignore inappropriate activities.

Transparency

- I will be open in all activities in which I am engaged, making every attempt to keep the public aware.
- I will not maintain nor support any hidden agenda and my decisions/actions will be based solely on the merits of the matter before me.
- I understand that public perception is important and recognize that I am ethically bound to do more than is required of me and less than is allowed by law.
- I will view my conduct through the eyes of those watching my actions to build and maintain the public's confidence.

Trust

- I will ensure that all my communications, interactions and transactions are open, honest, accurate and have the best interest of the City and the residents in mind.
- I will be fair, impartial and equitable when making decisions, avoiding the temptation to favor those who have supported me and disfavor those who have not.
- I will uphold the public trust by never using City assets, information or relationships for personal gain.

Commitment to Integrity

As a Public Official, elected or appointed, and/or as a candidate for public office or a member of a Board or Commission, I agree to uphold and operate by the Code of Conduct and Code of Ethics for elected and appointed officials adopted by the City Council and sign my name below with full understanding of the expectations that the Citizens of Torrance hold for me.

I will conduct myself according to the Values outlined in the Code of Ethics as I carry out business for the City, represent the City to the public and in my workings with other elected and appointed officials both within the City of Torrance and with other Agencies;

I will embrace the Standards included in the City of Torrance Code of Ethics and use them as guiding principles to assist me in conducting myself as a representative of the City of Torrance;

I am committed to acting with Honesty and integrity;

I will treat people with Respect;

I will take Responsibility for my actions;

I will act with Transparency as I do the City's business;

I will uphold the public Trust.

I have received and read the City of Torrance Code of Ethics for Elected Officials, Appointed Officials, and Candidates for Elective Office and fully understand the principles as set forth and agree to abide by them.

Signed this date _____

by (print and sign) _____

Name of Office _____