


DATE SUBMITTED 1/31/2018
 SUBMITTED BY CITY MANAGER'S OFFICE
 DATE ACTION REQUIRED 2/7/2018

COUNCIL ACTION (x)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS 

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: CITY COUNCIL LIAISONS, BOARDS AND COMMISSIONS APPOINTMENTS

1. APPROVAL TO REMOVE/DISSOLVE CITY COUNCIL LIAISON POSITIONS FOR THE INTERNAL AND/OR INACTIVE ADMINISTRATIVE COMMITTEES;
2. APPOINTMENT OF CITY COUNCIL LIAISONS TO REMAINING BOARDS AND COMMISSIONS.

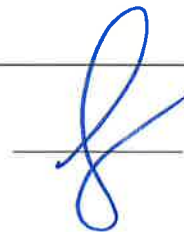
DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE

BACKGROUND/SUMMARY:

Per direction of the City Council on January 17, 2018 the City Manager's Office has reviewed and prepared a recommendation regarding inactive and/or internal administrative committees. Attached to this report you will find the City Manager's outlined recommendation. The committees that have been recommended for dissolution are not tied or mandated to a government ordinance, resolution and/or law.

FISCAL IMPACT: N/A

FINANCE INITIALS



STAFF RECOMMENDATION:

DEPT. INITIALS _____

MANAGER'S RECOMMENDATION: It is the City Manager's recommendation to remove/dissolve the Council liaison positions as outlined in the attached document.

CITY MANAGER'S INITIALS _____

MOTION:

SECONDED:
 AYES:
 NAYES:
 ABSENT:

APPROVED () REJECTED ()
 DISAPPROVED () DEFERRED ()
 REFERRED TO:



City Manager
Stefan T. Chatwin

Departments
Othon Mora – Community Development
Ember Haller – Community Services
Alfredo Estrada Jr – Fire
AJ Gaddis – Human Resources
Alejandro Estrada – Information Technology
Leonard J. Barra – Police
Jackie Loper – Public Services

MEMORANDUM

Date	January 31, 2018
To:	City Council of the City of Imperial
From:	City Manager's Office
RE:	City Council Liaison, Boards and Commissions

Dear Mayor & Councilmembers,

Per your direction I have prepared my recommendation regarding inactive and/or internal administrative committees which currently allow for City Council appointed liaisons. It is my recommendation to eliminate the following liaison positions:

- Development/Design Review Committee,
- Economic Development and Marketing,
- Finance and Administration,
- Library,
- Parks and Recreation, and
- Public Services.

The above committees are not tied to or bound by any resolution, ordinance, law and/or policy.

The remaining committees that require your appointments are attached to this memorandum. Should you have any questions please contact my office at your earliest convenience.

Sincerely,
Stefan T. Chatwin
City Manager

Committees/Commissions/Boards:

Airport Advisory Board

Airport Land Use Commission

Air Pollution Control Advisory Board

Association of California Cities Allied With Public Safety (ACCAPS)

Centinela Citizens Advisory Board

California Joint Powers Insurance Authority

Imperial Chamber of Commerce

Imperial County Arts Council

***(aka, North County Coalition of the Arts NOCCA)

Imperial County Film Commission

Imperial County Transportation Commission (ICTC)

DENNIS H. MORITA

A Professional Corporation

Attorney At Law

3205 SOUTH DOGWOOD ROAD., SUITE B
EL CENTRO, CALIFORNIA 92243

TELEPHONE (760) 353-3232

FACSIMILE (760) 353-3535

E-MAIL: dmorita@morita-law.com

January 10, 2018

MEMORANDUM

TO: Stefan T. Chatwin, City Manager

CC: Alexis Chalupnik, City Clerk

RE: City Council Liaisons, Boards and Commissions

You have requested my input regarding the above referenced subject; specifically, whether the Mayor appointments identified as "City Management Liaisons" are required by law. That list is attached hereto as Attachment 1. In short, I find no authority that "Liaisons" are required as a matter of law.

You will note that Attachment 1 also refers to "Committees/Commissions". Those committees appear to have existence separate and apart from the City of Imperial. Participation on those committees is, in my view, discretionary and staff can advise whether involvement should continue.

In addition to those committees, the City Clerk has provided documentation of various other committees. There are boards set forth below that are established by State law, city ordinance or resolution. They include the following:

Library Board: Established by State Law at Education Section 18900. A library board is required by state law (California Education Code Section 18910).

Planning Commission: Established by state law at Government Code Section 65100 and City Ordinance Section 2-5. State law allows the council to appoint itself, but our ordinance contemplates separate membership and so we would need to amend our ordinance to change the membership

Building Board of Appeals: Ordinance 6-11. City ordinance sets forth requirements for membership to include two general contractors, one plumbing contractor, one electrical contractor, one mechanical/air conditioning contractor, one layman and one architect or engineer. I understand the city has not been successful in assembling such a group. Consideration should be given to amending the ordinance to create a viable board.

Environmental Assessment Committee: State law (CEQA-California Environmental Quality Act) requires such a body and city resolution 2005-57 sets forth the makeup of this body.

Traffic Committee: City ordinance 13-69 sets forth membership to include one member of the planning commission, one businessperson, two residents of the city or sphere of influence and the chief of police. I understand that the planning commission has been serving as the traffic commission because of issues associated with assembling a quorum. Consideration should be given as to whether there is a need for this entity. Disbanding would involve repeal of the ordinance.

Dangerous/Vicious Animal: City ordinance 4-35.1, pursuant to Food and Agriculture Code Sections 31621 et. seq. requires appointment by the city manager of a one member board to hear appeals. We have had two or three appeals over the last couple of years and local attorney Steve Honse (former planning commissioner) has volunteered to serve in those instances without charge.

Disaster Council: City Ordinance section 7-3 calls for a disaster council to include the mayor, director of emergency services, assistant director of emergency services, such chiefs of emergency services as are provided for in a current emergency plan for the city and such representatives of civic, business, labor, veterans professional or other organizations having official emergency responsibility as may be appointed by the director with the advice and consent of the city council. I suggest providing this information to police and fire to determine if this ordinance should be amended or repealed.

Loan Committee: I am informed there is a loan committee which was involved with recent loans to the dance academy and Humble Farmer. This committee appears to be the successor to the Business Assistance Committee, formed by Council action on November 2, 2011. Consideration should be given to updating council action to be consistent with current practice by repealing the November 2, 2011, action.

Downtown Review Committee: Formed at ordinance section 24.05.140 B. We find no formal action subsequent to this ordinance, but it appears to have evolved to the Design Review Committee. The ordinance should be amended or repealed to be consistent with current practice.

Committee of the Whole: Resolution 2005-32 creates a Committee of the Whole which is stated to consist of each council committee. Said resolution refers to the following committees: Administration, Community Development-Building, Economic Development, Finance, Fire, Library, Parks & Recreation, Police, Sewer, and Water. There is some confusion because this does not appear to be a complete list of committees.

Personnel Committee: I am informed this committee dates back to 1996 and, while it is no longer active, there is no action of the council to dissolve it.

I believe this list identifies all of the city committees. Since many of these turned up after my initial inquiry, we may turn out to find others as we go forward.

**MAYOR JAMES TUCKER
CITY COUNCIL APPOINTMENTS 01-04-2017**

CITY MANAGEMENT LIAISONS:

DEPARTMENT	APPOINTEE	ALTERNATE
<i>DEVELOPMENT /DESIGN REVIEW COMMITTEE</i>	<i>DALE & PECHTL</i>	
ECONOMIC DEVELOPMENT & MARKETING	DALE & PECHTL	
<i>FINANCE & ADMINISTRATION</i>	<i>PECHTL</i>	<i>SAMPSON</i>
LIBRARY	SAMPSON	TUCKER
<i>PARKS & RECREATION</i>	<i>AMPARANO & TUCKER</i>	<i>DALE</i>
PUBLIC SAFETY (FIRE & POLICE)	AMPARANO	SAMPSON
<i>PUBLIC SERVICES (WATER & SEWER)</i>	<i>SAMPSON</i>	<i>DALE</i>

COMMITTEES/COMMISSIONS:

AIRPORT ADVISORY BOARD	DALE	
AIRPORT LAND USE COMMISSION	LUCAS	TUCKER
AIR POLLUTION CONTROL ADVISORY BOARD	TUCKER	DALE
ASSOCIATION OF CALIFORNIA CITIES ALLIED WITH PUBLIC SAFETY (ACCAPS)	TUCKER	
CENTINELA CITIZENS ADVISORY BOARD (WARDENS APPOINTEE- MARK GRAN /GAYLLA FINNELL-COUNCIL)	GAYLLA FINNELL	TUCKER
CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA)	SAMPSON	GADDIS
CHAMBER OF COMMERCE	AMPARANO	SAMPSON
IMPERIAL COUNTY FILM COMMISSION	SAMPSON	PECHTL
IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)/(LTA)(SAFE)	AMPARANO	TUCKER
NORTH COUNTY COALITION OF THE ARTS (NoCCA)	PECHTL	TUCKER