



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Wilson and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager

**FROM:** Liza Tamura, City Clerk  
Terri Aliabadi, Deputy City Clerk

**DATE:** January 18, 2005

**SUBJECT:** Declare Vacancy: Library Commission, Seat No. 4 (Wagner)

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**RECOMMENDATION:**

Staff recommends that the City Council pass a motion to declare vacant Library Commission Seat No. 4 (Wagner).

**FISCAL IMPLICATION:**

There is no fiscal impact associated with this action.

**BACKGROUND:**

The Library Commission consists of five (5) members and serves in an advisory capacity to the City Council regarding library services provided by the Los Angeles County Library System to the Citizens of Manhattan Beach.

**DISCUSSION:**

On December 28, 2004, the City Clerk's Office received a memo from Parks and Recreation Director Richard Gill and Recreation Services Manager Mark Leyman indicating that Chris Wagner, who holds Seat No. 4 on the Library Commission, has stepped down due to his inavailability to attend the Commission meetings.

Per Ordinance 1975, if a vacant seat has 18 months or less remaining in its term, the new member would be appointed to complete the original term of office (expiring May 31, 2005) and then automatically be re-appointed to a three-year term without further ceremony. Following the three-year term, the member would be eligible for re-appointment by the City Council to one more three-year term.

As such, the new member appointed to this seat will complete the original term of office (expiring May 31, 2005) and then be eligible for reappointment to one succeeding three-year term.

Upon Council's approval to declare this seat vacant, staff will advertise the vacancy in the January 27, 2005 edition of the Beach Reporter and post the vacancy on City Hall bulletin boards and on the City's web site. Staff will accept new applications and contact those persons who have submitted an application within the last three years, including current Commissioners, who have expressed an interest in the Library Commission. In order to have time to advertise and obtain an ample pool of applicants, staff recommends that the new Commissioner be appointed at the second City Council meeting in February (February 15, 2005).

Attachment: Memo dated December 28, 2004 (second page not available electronically)  
Vacancy Notice

**TO:** Geoff Dolan, City Manager

**FROM:** Richard Gill, Parks and Recreation Director  
Mark Leyman, Recreation Services Manager

**DATE:** December 28, 2004

**SUBJECT:** Library Commission Vacancy

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Chris Wagner will be stepping down from his seat as Library Commissioner. Mr. Wagner has missed the last four Library Commission meetings. Staff has made numerous attempts to contact Mr. Wagner for his letter of resignation, however we have been unsuccessful. We have traded several e-mails (attached) where Mr. Wagner states his intention to resign from the Commission because of work commitments. As stated in the Boards and Commissions Handbook, "any member who is absent from three meetings within a twelve month period shall automatically forfeit their Board or Commission seat."



## **YOU CAN MAKE A DIFFERENCE**

The City of Manhattan Beach is Seeking Community-Spirited People  
to Fill Vacancies on the City's Boards and Commissions.

**THE FOLLOWING COMMISSION WILL HAVE A VACANCY  
EFFECTIVE JANUARY 18, 2005:**

**LIBRARY COMMISSION (1 Seat – Member-At-Large)**

On Tuesday, February 15, 2005 the City Council will Consider all Applications  
and Appoint a New Member to this Commission.

To be Considered for the Commission Seat,  
Please Submit Your Application to the

Office of the City Clerk  
1400 Highland Avenue,  
Manhattan Beach, CA 90266  
by 2:00 p.m. on Friday, February 11, 2005.

Applications are Available at City Hall or on the City's Web Site:

<http://www.citymb.info>

For More Information Please Call:  
(310) 802-5056

Participating on a Board or Commission is a Great Way to Get Involved  
in Your Community and Make a Difference!