

TO: TOWN COUNCIL
FROM: TOWN MANAGER 
RE: COMMISSION AND COMMITTEE APPOINTMENTS

ISSUE

As a part of the Council reorganization following an election, the Planning Commission and Committee appointments are considered in January.

RECOMMENDATION

Approve Council Member recommendations for Planning Commission and Park, Recreation and Open Space Committee appointments.

AND

Discuss changes the Council may wish to consider in the appointment process.

CEQA

There are no CEQA issues because it is self evident that appointments to commissions or committees will not impact the environment.

MONEY

There are no money issues with this matter unless Council decides to increase the number of seats on the Commission or Committee.

DISCUSSION

The Municipal Code provides the method by which Planning Commissioners and Park and Open Space Committee Members are appointed. In both cases Council Members recommend a person to serve on the respective body. This is typically done in January following an election. Appointments become effective on March 1st of this year. All appointee recommendations require an affirmative confirmation vote by a majority of all members of the Town Council prior to becoming effective.

PLANNING COMMISSION

The current Planning Commission appointees are:

APPOINTED BY

Mayor Morillas
Former Council Member Kelley
Council Member Liss
Council Member Scherer
Council Member Ucovich

COMMISSIONER

Jean Wilson
Greg Obranovich
Kim Fettke
Janet Thew
Jo-Carol Arisman

PLANNING COMMISSION (continued)

With the 2011 election Council Members Calvert, Scherer and Ucovich would each make one appointment to the Planning Commission. In addition, Council Member Liss needs to make an appointment because his appointee moved outside of the Town limits and can no longer serve due to Municipal Code regulations that require residency within the Town. Commissioner Wilson was re-appointed in 2009 by Mayor Morillas and would normally not be considered for change at this time.

COMMISSIONER RECOMMENDATION

Mayor Morillas
Vice Mayor Calvert
Council Member Liss
Council Member Scherer
Council Member Ucovich

Jean Wilson

PARKS, RECREATION AND OPEN SPACE COMMITTEE

The ad hoc Parks, Recreation and Open Committee are at a point where all members could be replaced since they serve 2 year terms. The regulations provide that the Committee can be composed of up to 11 members of which 2 can live outside of the Town. The Committee has been operating with 8 members for awhile and that has been working well. For a time there was a regular turnover of people. Former Council Member Kelley and Council Member Ucovich do not have appointees on this Committee because they held off making re-appointments after their original appointments resigned in order to scale down the size of the committee to see where it would stabilize. An 8 member Committee has resulted in stability, at least with the current appointees.

Another regulation of the Committee is that Members serve for 2 years beginning March 1, 2009. The two years have concluded though Member Wallis has not served a full two years because she was appointed later and is thus serving an unexpired term. Regardless the Committee was established for two years, March 2009 to March 2011 and Council can consider whether to continue the Committee. Council can disband the Committee if the thought is that it has accomplished its tasks. It has been suggested that with the completion of the Park, Recreation and Open Space Master Plan that there would not be a need for the Committee because the Planning Commission would have the role of implementing the Master Plan. The Committee does do other work however such as summer swim, Earth Day, booth at the Eggplant Festival, development proposal review and other reviews that Council, Planning Commission or Staff direct their way.

All Council Members are in a position of recommending appointments to this Committee. Unlike the Planning Commission, the Committee has some "At Large" appointees. That is

there are people who were not recommended by a particular Council Member but rather have submitted application information and the Council as a whole decides if the particular person should be appointed. The Committee regulations indicate that Council Members can recommend one member each and the balance would be considered "at large" members.

The current members of the Committee and status are as follows.

COMMITTEE MEMBER	APPOINTED BY	SERVED SINCE
Nancy Beck	Liss	March 2009
Jennifer Knisley	Morillas	March 2009
Pat Miller	Scherer	March 2009
_____ vacant _____	Calvert	_____ n/a _____
_____ vacant _____	Ucovich	_____ n/a _____
Paulette Emert (at large)	Council	March 2009
Kathryn Seers (at large)	Council	March 2009
Tom Seth (at large)	Council	March 2009
Hillary Wallis (at large)	Council	January 2010

Assuming Council wishes the Committee to continue, Council is asked to make individual appointments and at large appointments to become effective March 2011 and run to March 2013. Council Members can recommend a Committee Member who is currently "at large" to be the particular Council Member's appointee. Committee Members were contacted in December and with the exception of Tom Seth who said he was undecided, indicated that they wished to serve again.

COMMITTEE RECOMMENDATION	RECOMMENDED BY
_____	Mayor Morillas
_____	Vice Mayor Calvert
_____	Council Member Liss
_____	Council Member Scherer
_____	Council Member Ucovich
_____ (at large)	Council
_____ (at large)	Council
_____ (at large)	Council

APPOINTMENT PROCESS

The appointment process is noted in the Municipal Code in the case of the Planning Commission. The Park, Recreation and Open Space Committee was set up by resolution. (see attachments)

Council Members have periodically mentioned that the appointment process may need new consideration. Please review attached information and give direction on changes the Council may wish to consider.

2.36.010

Chapter 2.36

PLANNING COMMISSION

Sections:

- 2.36.010 Created.**
- 2.36.020 Members—
Appointment—Terms of
office.**
- 2.36.030 Members—Removal from
office.**
- 2.36.040 Vacancies.**
- 2.36.050 Expenses.**
- 2.36.060 Compensation—
Authority.**
- 2.36.070 Powers, duties and
functions.**
- 2.36.080 Chairman—Rules—
Records and meetings.**
- 2.36.090 Superseding county
ordinances.**

2.36.010 Created.

There is created a planning commission for the town which shall consist of five members who shall not be officials or employees of the town, but who shall be residents of the town. (Ord. 7 § 1, 1984)

2.36.020 Members—Appointment— Terms of office.

A. Each town councilmember shall appoint a member to the planning commission. Appointment will be made at the regular council meeting in January following election to the council to become effective on March 1st of that year. All appointments shall have an affirmative confirmation vote by a majority of all members of the town council prior to becoming effective. In the event of vacancy on the commission due to election of a member to

the council, that vacancy shall be filled in accordance with Section 2.36.040 of this code.

B. In the event a councilmember vacates a seat prior to the end of a term of office, his or her appointment to the planning commission is deemed terminated thirty days after the filling of the vacated council seat. The newly seated councilmember filling out the term of office of the vacated seat will make an appointment to the commission within thirty days of being seated.

C. All other vacancies shall be in accordance with Section 2.36.040.

D. The term of a planning commissioner is four years beginning March 1st of the appointment year unless the seat is vacated during that four year term. In that event, the term of the new appointment is the unfilled portion of the original four year term. At the end of a term of office, a commissioner may be reappointed to another term, again subject to a confirmation vote. A commissioner vacates a commission seat on the last day of February four years from appointment. (Ord. 154 § 1, 1995: Ord. 94 § 1, 1990: Ord. 44 § 1 (part), 1987: Ord. 7 § 2, 1984)

2.36.030 Members—Removal from office.

Any commissioner may be removed at any time by a majority vote of all the town councilmembers. (Ord. 44 § 1 (part), 1987: Ord. 7 § 3, 1984)

2.36.040 Vacancies.

If a commissioner vacates a commission seat for any reason prior to the end of a term, the appointing councilmember must appoint a new commissioner within thirty days of the vacancy. The new appointment is subject to

confirmation by a majority vote of all the councilmembers.

If confirmation of the new appointment is not achieved within thirty days of the vacancy, any councilmember or the council as a whole may entertain other nominations for the position. (Ord. 44 § 1 (part), 1987; Ord. 7 § 4, 1984)

2.36.050 Expenses.

Each member of the planning commission of the town shall receive the sum of fifty dollars per month as compensation for attending and participating in planning commission meetings. (Ord. 7 § 5, 1984)

2.36.060 Compensation—Authority.

Each member of the planning commission of the town shall receive the sum of fifty dollars per month as compensation for attending and participating in planning commission meetings. (Ord. 215 § 2, 2004; Ord. 207 § 4, 2003; Ord. 141 § 3, 1994; Ord. 24 §§ 1, 2, 1985)

2.36.070 Powers, duties and functions.

A. Subject to subsection B below, the powers, duties and functions of the planning commission shall be all those powers, duties and functions of a planning commission and board of zoning adjustment as provided in Chapters 3 and 4 of Title 7 commencing with Sections 65100 of the Government Code of the state (the Planning and Zoning Law), as the same may be hereafter amended. The planning commission shall perform such other duties and functions as may be designated by the town council.

B. Pursuant to Government Code Section 65853 when the town council requests a rec-

ommendation from the planning commission on matters concerning changes to the general plan, zoning code and municipal code, the commission shall render such decision by the time noted in the council request. The council may act on a matter solely on its own without obtaining a planning commission recommendations if the council determines that the matter requires immediate action. (Ord. 233 § 1, 2006; Ord. 7 § 6, 1984)

2.36.080 Chairman—Rules—Records and meetings.

The planning commission annually shall elect a chairperson and a vice chairperson from among its members, shall adopt rules for the transaction of business, shall keep a public record of its resolutions, transactions, findings and determinations, and shall hold at least one regular meeting each month. (Ord. 7 § 7, 1984)

2.36.090 Superseding county ordinances.

This chapter is specifically intended to supersede the provisions of Loomis Ordinance No. 1 insofar as it is in conflict therewith and to supersede the provisions of the Placer County ordinance providing for a county planning commission insofar as the same was incorporated by reference in Loomis Ordinance No. 1. (Ord. 7 § 8, 1984)

Town of Loomis

RESOLUTION NO. 10-_____

A RESOLUTION ESTABLISHING AN AD HOC PARK, RECREATION AND OPEN
SPACE COMMITTEE TO ASSIST IN WORK RELATED TO THE PARK,
RECREATION AND OPEN SPACE NEEDS OF THE TOWN

WHEREAS, a committee of residents and non-residents could help achieve park, recreation and open space goals in the Town; and

WHEREAS, a committee could take on certain responsibilities and works that can assist the Town Council, Planning Commission and staff with their tasks as needed; and

WHEREAS, an ad hoc committee with members serving for periods of time will not unduly burden the time of people who wish to perform civic activities;

NOW, THEREFORE, the Loomis Town Council does resolve as follows:

Section 1. Creation

There is hereby created an ad hoc Park, Recreation and Open Space Committee in the town which shall consist of up to eleven (11) members who shall not be officials or employees of the town. Up to two (2) members can live outside of the town boundaries.

Section 2. Members – Appointment – Terms of office

Appointment will be made every two years, beginning in 2009, at the regular council meeting in January, following council elections, and become effective on March 1st of that year. Each Council Member can make an appointment of one (1) committee member. Six (6) committee members, including the two who do not have to be residents of the Town, shall be appointed by the Council from a list of interested people who apply. Non-residents shall not have a vote on committee matters.

Any committee appointment shall have an affirmative confirmation vote by a majority of all members of the town council prior to becoming effective.

Vacancies shall be filled in the manner in which the appointment was made. For example, a vacancy in a Council Member recommended position would be filled by a recommendation from the particular Council Member.

Committee members shall serve for two years beginning March 1st of the appointment year unless the seat is vacated during that two year term. In that event, the term of the new appointment is the unfilled portion of the original two year term. At the end of a term, a committee member may be reappointed to another term subject to a council confirmation vote.

Section 3. Open meeting laws, ethics and records

All committee members are subject to all regulations of open government and ethics, open meeting laws, financial reporting and public records laws as detailed in the State of California Government Code and such other codes pertinent thereto, as well as codes and procedures specific to the Town of Loomis.

Section 4. Members – Removal from office

Any committee member may be removed at any time by a majority vote of all the town council members.

Section 5. Vacancies

Unexcused failure to attend two meetings in a row will result in the vacation of the committee member's seat.

Section 6. Budget

A committee budget must be established from year to year and can be adjusted in the same manner as any budget that is approved by the town council.

Section 7. Compensation – Authority

Committee members shall receive twenty-five dollars (\$25.00) per month for attending and participating in park, recreation and open space meetings or other events.

Section 8. Powers, duties, and functions

The powers, duties and functions of the committee shall be only those powers, duties and functions as designated by the town council. From year to year, in April, the Committee will submit a plan and budget for Council approval outlining the things that will be worked on in the upcoming fiscal year beginning July.

Section 9. Chairperson – Rules – Records and meetings

A. The chair and vice-chair must be residents of the Town and shall be selected by majority vote of Committee members to serve for a period of one (1) year beginning in March. The chair and vice-chair positions should rotate from year to year among Committee members however nothing herein precludes a person from succeeding themselves for one (1) additional year if approved by the committee.

B. Meeting rules and regulations shall conform to the Brown Act and be conducted in general conformance with Robert's Rules of Order [edition as maintained by the town clerk].

C. A regular meeting schedule will be established from year to year effective in April. The committee may change the time and date of its regular meeting, hold special meetings, emergency meetings and adjourned meetings as specified in notices given for such meetings.

Passed and Adopted this 13th day of April, 2010, by the following vote:

AYES: Liss, Morillas, Sherer
NOES: Kelley, Ucovich
ABSENT: None
ABSTAINED: None

MAYOR

ATTEST:

APPROVED AS TO FORM:

City Clerk

Town Attorney



TOWN OF LOOMIS

Application For Membership To Advisory Board Or Commission

PLEASE PRINT OR TYPE

I am applying for membership on the Planning Commission

If this Board/Commission/Committee calls for a specific type member (such as parent member, provider member, etc.), please indicate for which position you are applying Gary Liss appointed member

Do you live within the limits of the Town of Loomis? yes

Filing deadline: 1-5-11 for two year term starting March 2011

Name: Susan Flanagan Bordelon

Residence address: 6316 Wells Ave, Loomis, CA 95650

Mailing Address: 6316 Wells Ave, Loomis, CA 95650

Phone Number (s) Home: 916 337-3314 Business: 916 600-0957

Time available (days, evenings, etc.): flexible, 3rd Tuesday Evening is not available

Employment Experience: 1 year with Aerojet and 30 years with Pacific Bell / AT&T in various leadership and sales roles. See the attached resume.

Organization and Community Experience: Loomis Green Ribbon Task Force, Current Vice President and Elder of the Shepherd of the Sierra Presbyterian Church (within the town of Loomis), Recreational Soccer League Coach, Del Oro Men's Water Polo Parent Club leadership, founding member of PlacerSustain.

Other experience which you believe would be helpful to bring to the attention of the Town Council in making this appoint: _____

I have been an active Town of Loomis Citizen since 1985 supporting local business, town activities, and commenting on issues set before the town council.

Education (include high school, college and/or university, and graduate study): _____

Bay High School, Bay Village Ohio Graduate 1975, Michigan State University BS, Electrical Engineering/Systems Science with a focus on Environmental Engineering 1979.

Other training: New Ventures West Professional Coaching, Executive Management Training

A resume containing other pertinent information about yourself would be helpful to the Town Council in evaluating your application. Please attach one if you can.

1-4-11

Date

Signature of Applicant

Application must be filed with the Town Clerk/Deputy Town Clerk of the Council, Town Hall, 6140 Horseshoe Bar Road, Suite K, Loomis, CA 95650

Susan E. Flanagan Bordelon

2700 Watt Ave, Room 2429, Sacramento, California 95821
(916) 972-3884 (Office) (916) 600-0957 (Cell)

Objective:

Marketing/Sales/Service leadership position at AT&T. Expand responsibility, leading edge technology and market strategy. Make AT&T lots of money with a passionate employee base.

Skills Summary:

Motivational team leader in Integrating multiple supplier services in Technical Sales, Network Operations, Special Services provisioning and maintenance, Network Surveillance, Business Case analysis, System Integration, Organizational architecture, Multi-media presentations, Budgeting, Technical writing, Sales proposals, Strong interpersonal skills, Coaching, Technical solutions, RFP response, Project and process management, Union and Management Supervision, Change Management, Total Quality Management, Planning and staffing, Network Management Systems, Customer Service, Vendor and Sales relationship expert.

Work Experience:

Network Integration Engagement Manager (2008 - 2011) AT&T Sacramento, CA

Creatively sell, contract, close, bill and project manage implementations and change control for complex business solutions provided by one and/or more AT&T suppliers. Responsible for opportunity margin, audit requirements and bringing on new suppliers as required to complete complex solutions that improve customer loyalty and commitment to AT&T core products. Focus on State of California Calnet 2 contract support of Security and Managed Solutions.

Consumer Sales Manager (2006 - 2008) AT&T Sacramento, CA

Reporting directly to the AVP in a newly formed organization, launched the Retail Sales Manager organization for National and Mobility in Northern California bringing regional results from last to first place in 4 months. Sustaining the top sales position for 8 of the next 9 months. Signed the first 3 commission based contracts between AT&T and local businesses to resell AT&T consumer products. Closed local business partnership contracts to resell consumer products. Launched Uverse TV in the Sacramento Market. Responsible for results presentations to executive level quarterly meetings.

Sales Engineering Area Manager (1999 - 2006) SBC AT&T Sacramento, CA

Managed AES Sales and Design Engineers responsible for sales, design and configuration of network router, switches, video, security, PBX and Voice over IP equipment. Improved groups billed quota results by 67% the first 14 months. Significant contributions toward ever improving Cisco and Nortel relationships resulting in SBC's growth in Cisco reseller business from 3% to 36% in 4 years. Managed sales improvement plans, workload, sales funnel, budget, training schedules, hiring, firing and career development of 7 to 14 engineers throughout the state. Supported Government Education, Global Markets, Healthcare and Commercial Markets using both relational sales and pooled models of support.

Network Integration Engineering Manager (1998 - 1999) SBC Sacramento, CA

Created the Enterprise Design team to integrate PBNI, PBI, PBIS and SBC products through technical sales support education and proposal response. Managed workload, sales funnel, budget, training schedules, hiring, firing and career development of 4 engineers in Sacramento and the Bay Area as support to the business sales team.

Operations Support for Requests for Proposal (1997 - 1998) Pacific Bell Sacramento, CA

Manager - Network Operations. Sales, Marketing and Integrated Technologies liason to support special requests of high end customers through Request for Proposal, RFP. Creating and designing system and network solutions to meet network management and electronic access to Pacific Bell Service ordering and maintenance systems. Service Level Agreements and outsource vendor negotiations, RFP response writing and presentations, project and process management. CALNET winning team (\$1 Billion contract).

Operations Center Management (1995 - 1998) Pacific Bell Sacramento, CA

Center Manager - Sacramento Customer Network Management Center. Team building, business planning, budget and service product development. Maintenance and provisioning support of contracts for dynamic customer service of state wide data networks (ATM, Frame Relay, ISDN, TDM). Support eight proprietary network management platforms 24 hours / day, 7 days a week. Motivational manager of 35 to 80 managers and union personnel. Doubled size and scope of organization in 2 years.

Technical Sales (1989 - 1995) Pacific Bell Sacramento, CA

System Design Consultant III - Account Manager and Systems Engineer. IBM SNA and TCP/IP networks. Migration planning to Asynchronous Transfer Mode Network. Technology training.

* Managed the first Switch Computer Application Interface (SCAI) Technology. Trial integrating voice and data to improve call center productivity by 200%.

* Increased Revenue by 30% each year.

* System Design Consultant II - Systems Engineer. Technical research and design. Integrated Voice Response Unit (IVRU), LAN, WAN, Video Surveillance applications. Proposal writing, trouble shooting customer service problems, and product education and training presentations.

- * Published monthly news letter on internal product developments and joint marketing equipment partnerships.
- * Project manager over installation of 200 point DMV state wide network.

Engineering (1984 - 1989)

Pacific Bell

Sacramento, CA

Senior Transmission Engineer - Special Service interoffice circuit design, voice trunks and digital data design. Customized computer applications. FOCUS queries.

- * Lab test and standardization of network design hardware.
- * Leadership development instructor improving efficiency of internal processes.

Supervisor (1981 - 1984)

Pacific Bell

Sacramento, CA

Cost Engineer- supervised six cost engineering aids to reconcile discrepancies between equipment ordered, installed and billed by telecommunications equipment vendors. * Reconciled five year back log of engineering jobs in one year.

- * Special assignment to assure accurate transfer of assets between AT&T and Pacific Bell accounting computer systems after divestiture.

Inventory Manager - managed travelling team of seven Union Communications Technicians. Inventory of switching and network hardware throughout Northern California.

- * Developed a computer based tracking program to manage 4 outside crews.
- * Retired over six million dollars of assets from corporate books.

Reliability Engineer (1979 - 1981)

Aerojet Liquid Rocket Company

Rancho Cordova, CA

Assistant Engineer- responsible for statistical analysis, technical report and presentation writing of reliability of newly marketed rocket engines.

- * Developed a mathematical model to quantify reliability of past and future engine system designs for internal and external redundancy.
- * Prepared Marketing presentations to NASA.

Prior to 1979

Various

Ohio and Michigan

State of California Air Quality Control Board, Michigan State University, Sears, Cloth and Yarn Shoppe.

Education:

Bachelor of Science
System Science / Electrical Engineering
Michigan State University
East Lansing, Michigan

Leadership Development Program - 1986
Duke University Fuqua School of Business Executive Education - 1992
New Venture's West Professional Coaching Course - 1996

Professional Licenses, Accreditations, and Memberships

Women in Philanthropy – 2003 to 2008
ICCP Certified Computing Professional since 1990
Awarded Most Outstanding Women in System Science 1979
VP of Marketing, Teaching New Thinking Employee Resource Group – 2007
Leadership roles in community organizations