

SUE HERBERS  
CITY CLERK

Rebecca Poirier  
Deputy City Clerk

January 25, 2010

**RE: ANNUAL APPOINTMENTS TO COMMISSIONS AND BOARDS  
SECOND RECRUITMENT**

Commission appointments were made on Tuesday, January 19, 2010. Due to a lack of candidates for some positions, the City Council asked for another recruitment.

Positions on four commissions and one board will be filled at a public meeting on Tuesday, February 23, 2010 at 7:00 p.m. in the City Council Chambers at 3031 Torrance Blvd.

**Regular vacancies:**

1 position	<i>Cable TV Advisory Board (term expires 1/15/2014)</i>
1 position	<i>Civil Service Commission (term expires 1/15/2014)</i>
1 position	<i>Commission on Aging (term expires 1/15/2014)</i>
1 position	<i>Library Commission (term expires 1/15/2014)</i>
1 position	<i>Traffic Commission (term expires 1/15/2014)</i>

**Unscheduled vacancies:**

2 positions	<i>Library Commission (1 term expires 1/15/2011)</i> <i>(1 term expires 1/15/2012)</i>
1 position	<i>Traffic Commission (term expires - 1/15/2011)</i>

***All applicants must be currently certified (taken a class in calendar year 2008 or 2009).***

Applications from currently certified individuals are due to the City Clerk's office no later than 5:30 p.m. on Wednesday, February 17, 2010.

Applicants who have previously submitted applications may send a letter (email is acceptable)

- adding additional information to the original application;
- reapply by submitting a new application with choices marked; or
- clearly giving direction on action to be taken.

For the information on the various commissions, boards and councils as well as the online application in one location go to <http://www.torranceca.gov/8752.htm> (with information about the commission) **or** <http://www.torranceca.gov/1936.htm>.

Additional material may be added to the application if there is not sufficient room on the online form.

- Remember that a "wet" signature is required on the application.
- Print the application and mail or hand carry to the City Clerk's office.

The City Council office contact number is 310.618.2801 if you would like to make an interview appointment.

**CERTIFICATION**

Those interested in participating in the process who would like to attend certification training, can contact the City Clerk's office to be added to the interest list to be notified for the next class in spring 2010.

If you have any other questions or concerns please contact the City Clerk's office at 310.618.2870.

Thanks for your continued interest in the City of Torrance.

Sue Herbers  
City Clerk