

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA
MONDAY, MARCH 11, 2024
REGULAR MEETING
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Adelsman, Herring, Kohus, Lohnes, Sasaki, Zygielbaum,
Chair Hamada

2. FLAG SALUTE:

3. REPORT OF STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Wednesday, March 6, 2024.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. Approve Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of January 8, 2024, January 22, 2024, and January 29, 2024. (*Minutes provided to Commission members only, copies available in the Personnel Building*).

6B. Accept and File Employee Transition Report for January and February 2024.

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of January and February 2024.

7. ADMINISTRATIVE MATTERS

7A. Approve Proposed Class Specification for Fire Prevention Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Fire Prevention Supervisor and forward it to the City Council for approval.

7B. Accept and File the Torrance Civic Center Master Plan and Economic Feasibility Study.

Recommendation of the City Manager that the Civil Service Commission:

- 1) Accept and File an Update on the Torrance Civic Center Master Plan and Economic Feasibility Study; and
- 2) Provide feedback on the development of the Torrance Civic Center Master Plan Feasibility Study.

8. HEARINGS

No Business to Consider

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Torrance Police Officer (10).

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, March 18, 2024 at 6:00 p.m.



Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR JANUARY AND FEBRUARY
2024**

RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of January and February 2024.

BACKGROUND/ANALYSIS:

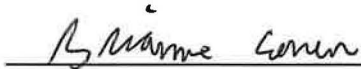
The Employee Transition Report for January and February 2024 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga
Senior Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for January and February 2024

**EMPLOYEE TRANSITION REPORT
JANUARY AND FEBRUARY 2024**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Accounting Manager	Finance	Assistant Finance Director	Finance
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Fire Engineer	Fire	Fire Captain	Fire
Fire Engineer	Fire	Fire Captain	Fire
Fire Engineer	Fire	Fire Captain	Fire
Fire Engineer	Fire	Fire Captain	Fire
Fire Fighter	Fire	Fire Engineer	Fire
Management Aide	City Manager's Office	Management Assistant	Finance
Management Assistant	Finance	Administrative Analyst	Finance
Permit Technician I	Community Development	Permit Technician II	Community Development
Permit Technician I	Community Development	Permit Technician II	Community Development
Planning Associate	Community Development	Principal Planner	Community Development
Program Leader	Community Services	Management Aide	Community Development
Senior Facility Operations Attendant	General Services	Maintenance Worker	Community Services
Water System Operator I	Public Works	Water System Operator II	Public Works
Water System Operator I	Public Works	Water System Operator II	Public Works

NEW HIRES

TITLE	DEPARTMENT
Accountant	Finance
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit

NEW HIRE CONT.

Program Leader	Community Services
Program Specialist	Community Services
Senior Program Specialist	Community Services
Transit Equipment Attendant	Transit
Transit Equipment Attendant	Transit
Transit Equipment Attendant	Transit
Transit Equipment Attendant	Transit
Transit Mechanic	Transit
Transit Senior Mechanic	Transit
Transit Senior Mechanic	Transit
Transit Senior Mechanic	Transit
Transit Senior Mechanic	Transit

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

Honorable Members:

SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR FIRE PREVENTION SUPERVISOR

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Fire Prevention Supervisor and forward it to the City Council for approval.

BACKGROUND

On June 6, 2023, City Council adopted the proposed Fiscal Year 2023-25 Operating Budget and Capital Improvement Plan, which included the reorganization of the Fire Department's Community Risk Reduction Division (CRRD) in an effort to enhance organizational efficiencies. The Community Risk Reduction Division (CRRD) provides oversight and conducts inspections, plan checks, tests hazardous processes and fire protection, and has responsibility for fire investigations. The Fire Prevention Manager job classification was revised in July 2023 to encompass the responsibilities and functions of the Fire Marshal duties. The Fire Chief requested that a new job classification be created to oversee the day to day supervision of the division and staff that was originally part of the Manager duties.

The proposed class specification for Fire Prevention Supervisor is submitted for your review and approval.

ANALYSIS

The Fire Department's Community Risk Reduction Division is going through a re-organization and the Fire Chief required a review of functions and staffing in the Division. This position is created to provide day to day operational supervision with regards to the tasks, function, and staffing of the Division. The Fire Prevention Supervisor plans, organizes, and oversees the activities related to life safety and hazardous materials. The position provides guidance on complex and technical fire prevention matters and serves as the lead administrative liaison to the community, businesses and City departments.

The **Examples of Duties** section reflects principal job duties such as:

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing fire prevention, inspection, or investigation services within the Fire Department.
- Interprets fire and life safety laws and regulations and provides technical advice and assistance to the general public and other City Departments, architects, contractors, engineers, builders, and owners.
- Evaluates and analyzes plans, structures and processes to ensure adequate fire protection and conformance with Federal, State and local fire safety laws and regulations.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and making recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- May perform duties as acting Fire Marshal.

The **Qualification Guidelines** section reflects the Knowledge and Core Competencies that are required for performing the duties and being successful in the position such as:

Knowledge of:

- Principles of supervision, training and employee relations.
- Fire prevention principles and procedures.
- Fire investigation principles and procedures.
- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings.
- Fire sprinkler designs, plans and hydraulic calculations.
- Principles and practices of plan review.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- Federal, State, County, and City safety codes related to fire prevention including but not limited to California Fire Code, California Building Code, and State Administrative Code.

Core Competencies:

- Action and Results Focus – Initiating tasks and focusing on accomplishment;
- Allocating Resource – Prioritizing the use of fiscal and material resources to maximize organization effectiveness;
- Assessing Talent – Identifying performance capabilities and potential of others;
- Attention to Detail – Focusing on the details of work content, work steps, and final work products;
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims;
- Customer Focus – Attending to needs and expectation of customers;
- Decision Making – Choosing optimal courses of action in a timely manner;
- Environmental Exposure Tolerance – Performing under physically demanding conditions.

The **License or Certificate** section reflects the following requirements:

License or Certificates

The following licenses and/or certifications must be in possession and maintained throughout employment.

A valid California Class C Drivers' License.

Incumbents must obtain the following certifications by end of probation:

California Penal Code 832 certificate;

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate;

International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate;

International Code Council (ICC) Fire Inspector I certificate.

The following certifications are desirable:

CSFM Fire Marshal

California State Fire Marshal (CSFM) Fire Investigator

ICC Fire Inspector II

ICC Fire Plans Examiner

CSFM Fire Inspector I or II

CSFM Community Risk Educator

The **Experience and Education Section** describes the necessary aptitude and training for the position as follows:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

An Associate of Arts/Science degree in Fire Prevention, Fire Science or a related field; and four (4) years of progressively responsible experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education.

One year of supervisory or lead work experience is preferred.

A Bachelor's of Arts/Science in Fire Prevention or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

The **Special Requirements** section reflects the essential duties of this position including the physical demands and/or working conditions.

The **Career Ladder** section provides information about career movement for the classification.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 

Tina Ortiz
Principal Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment A) Proposed Class Specification Fire Prevention Supervisor
 B) Organizational Chart of the Department – current and proposed

Fire Prevention Supervisor

Definition

Under direction, directs, manages, assigns, and reviews work in the Community Risk Reduction Division. Responsible for overseeing the daily operations of the Division such as inspection, investigation, public education, CUPA/hazardous materials and plan review services; ensures adherence to established policies and procedures; and supervises the more technical and complex tasks of the Community Risk Reduction Division.

Distinguishing Characteristics

Under the direction of the Fire Prevention Manager/Fire Marshal, the Fire Prevention Supervisor is responsible for the daily supervision of the Community Risk Reduction Division. The Fire Prevention Supervisor provides supervision, coaching and mentoring to staff to create a positive work environment and maintain divisional goals and objectives. The Fire Prevention Supervisor provides a greater scope of administrative and supervisory responsibilities.

Supervision Exercised/Received

The Fire Prevention Supervisor receives direction from the Fire Prevention Manager/Fire Marshal or other higher level Fire Department Staff and supervises staff engaged in the daily operations of the Community Risk Reduction Division.

Example of Essential Duties:

The following duties represent the principal job duties; however, they are not all inclusive.

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing fire prevention, inspection, or investigation services within the Fire Department.
- Interprets fire and life safety laws and regulations and provides technical advice and assistance to the general public and other City Departments, architects, contractors, engineers, builders, and owners.
- Evaluates and analyzes plans, structures and processes to ensure adequate fire protection and conformance with Federal, State and local fire safety laws and regulations.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and making recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- May perform duties as acting Fire Marshal.
- May perform the duties of Senior Fire Prevention Specialist and Fire Prevention Specialist when needed.
- Conducts post-fire analysis to address fire prevention issues.
- Supervises and performs fire origin and cause.
- Conducts fire prevention training activities for Fire Department personnel. Speaks to public groups about fire and life safety and Fire Department operations. Participates in a continuous program of fire and life safety education in the community and coordinates fire prevention activities with other City departments and public agencies.
- Inspects business occupancies handling, storing or using hazardous materials to review and verify business emergency plans and chemical inventories, proper storage practices including secondary containment of storage areas/containers, hazard communication labels and materials safety data sheets and industrial waste processes.
- Coordinates code enforcement activities related to environmental management, industrial waste, some Certified Unified Program Agency (CUPA) elements, hazardous materials, underground storage tanks, and aboveground storage tanks.

- Provides assistance to customers in finding solutions to code problems or other technical and operational difficulties.
- Performs independent research, makes public presentations, attends meetings, prepares and maintains associated reports and records, and makes recommendations.
- Assists in establishing effective office and field procedures.
- Keeps abreast of emerging trends and practices in all aspects of fire prevention.
- Makes recommendations for enforcement of fire and life safety requirements.
- Assists in budget preparation.
- Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Research and analyze current fire code adoption and amendments to ordinances.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Attends division and department meetings as required.
- Attends City Council and Commission meetings
- Receives and responds to public inquiries and complaints regarding inspections.
- Serves on various committees.
- Responds to the Emergency Operations Center (EOC) in the event of an emergency when activated.
- Performs related duties as assigned or as the situation requires.

Qualification Guidelines

Knowledge of:

- Principles of supervision, training and employee relations.
- Fire prevention principles and procedures.
- Fire investigation principles and procedures.
- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings.
- Fire sprinkler designs, plans and hydraulic calculations.
- Principles and practices of plan review.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- Federal, State, County, and City safety codes related to fire prevention including but not limited to California Fire Code, California Building Code, and State Administrative Code.
- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies.
- Mechanical principles.
- Principles of combustion.
- Building materials and construction practices.
- Federal, State, County, and City codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.
- Methods of report writing and data analysis.

Core Competencies:

- Action and Results Focus – Initiating tasks and focusing on accomplishment;
- Allocating Resource – Prioritizing the use of fiscal and material resources to maximize organization effectiveness;
- Assessing Talent – Identifying performance capabilities and potential of others;
- Attention to Detail – Focusing on the details of work content, work steps, and final work products;
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims;
- Customer Focus – Attending to needs and expectation of customers;
- Decision Making – Choosing optimal courses of action in a timely manner;
- Environmental Exposure Tolerance – Performing under physically demanding conditions;
- Fact Finding – Obtaining facts and data pertaining to an issue or question;
- Handling Conflict – Managing interpersonally stained situations;
- Leadership – Guiding and encouraging other to accomplish a common goal;
- Managing Performance – Ensuring superior individual and group performance;
- Oral Communication – Engaging effectively in dialogue;
- Professional and Technical Expertise – Applying technical subject matter to the job
- Reading Comprehension – Understanding and using written information;
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards;
- Self-Management – Showing personal organization, self-discipline and dependability;
- Writing – Communicating effectively in writing.

LICENSES AND CERTIFICATIONS

The following licenses and/or certifications must be in possession and maintained throughout employment.

A valid California Class C Drivers' License.

Incumbents must obtain the following certifications by end of probation:

California Penal Code 832 certificate;

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate;

International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate;

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The following certifications are desirable:

CSFM Fire Marshal

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ICC Fire Inspector II

ICC Fire Plans Examiner

CSFM Fire Inspector I or II

CSFM Community Risk Educator

EDUCATION AND EXPERIENCE:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

An Associate of Arts/Science degree in Fire Prevention, Fire Science or a related field; and four (4) years of progressively responsible experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education.

One year of supervisory or lead work experience is preferred.

A Bachelor's of Arts/Science in Fire Prevention or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

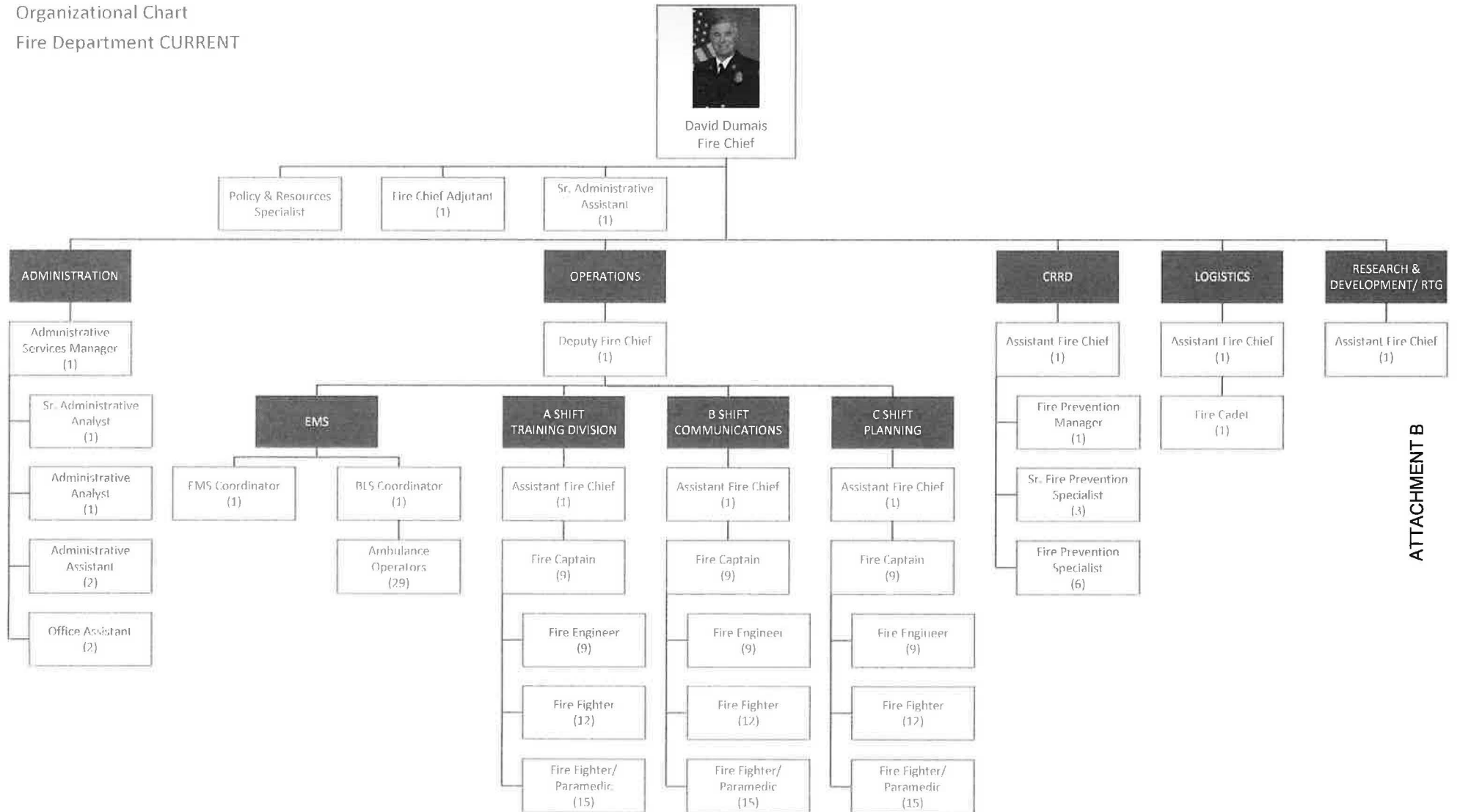
SPECIAL REQUIREMENTS:

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

CAREER LADDER INFORMATION:

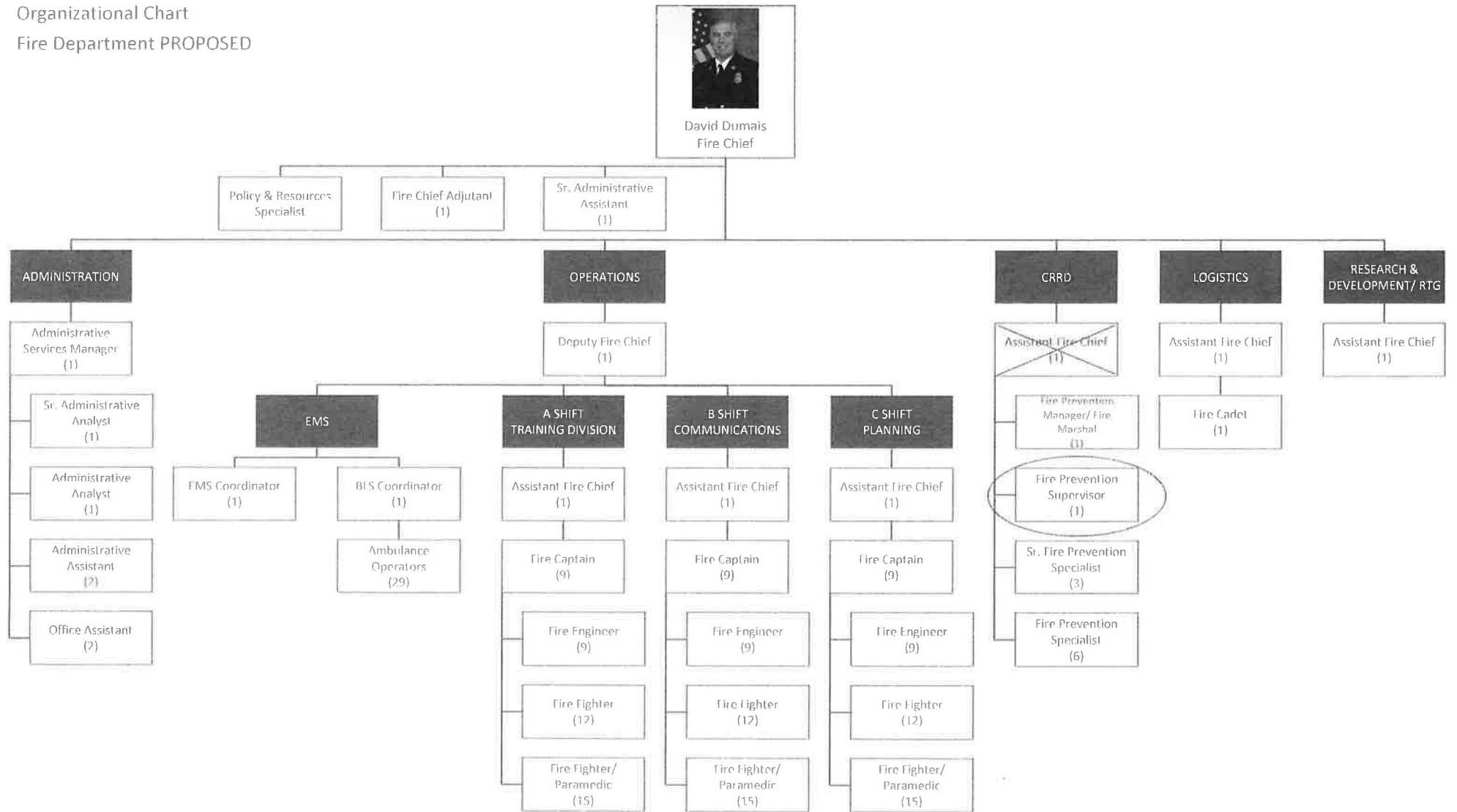
Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Prevention Manager/Fire Marshal.

CITY OF TORRANCE
 Organizational Chart
 Fire Department CURRENT



ATTACHMENT B

CITY OF TORRANCE
 Organizational Chart
 Fire Department PROPOSED



Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, California

SUBJECT: City Manager – Accept and File Update on the Torrance Civic Center Master Plan and Economic Feasibility Study and Provide Feedback.

RECOMMENDATION

Recommendation of the City Manager that the Civil Service Commission:

- 1) Accept and File an Update on the Torrance Civic Center Master Plan and Economic Feasibility Study; and
- 2) Provide feedback on the development of the Torrance Civic Center Master Plan and Economic Feasibility Study.

BACKGROUND

The Torrance Civic Center has been an integral part of the community since its development in 1956. Originally comprising City Hall, a Police Station, and the Victor E. Benstead Plunge (City Pool), the Civic Center has evolved over time with the addition of essential public facilities. These include a Municipal Courthouse (now Human Resources Building), Library, Torrance Cultural Arts Center, City Hall Annex (East and West), and Police Headquarters. The State of California has also been a presence, operating a Superior Courthouse and Traffic Court/Probation Annex on-site since the 1960s, making the Civic Center a hub for civic activities.

OVERVIEW

With approximately 40-acres spread across seven parcels, the Civic Center is a significant part of Torrance's landscape. However, the aging facilities are now reaching a condition that necessitates either replacement or extensive refurbishment. Recognizing this, the City Council initiated the process of developing a new master plan to address the challenges posed by the aging infrastructure. The master plan aims to assess various factors, including costs, building conditions, operational issues, aesthetics, maintenance costs, and community programming needs.

In pursuit of a reimagined Civic Center, the City Council awarded a Consulting Services Agreement to Gruen Associates of Los Angeles, California. Gruen Associates will play a pivotal role in developing the Civic Center Master Plan and Economic Feasibility Study. This comprehensive plan will not only address the aging structures but also explore opportunities to efficiently utilize the Civic Center campus.

The master plan aims to enhance the Civic Center's functionality, creating a cohesive and modernized aesthetic appeal. Through a comprehensive public outreach program, the City of Torrance seeks community input to ensure the reimagined Civic Center meets the needs and aspirations of its residents.

The City of Torrance, in collaboration with consultants, is committed to realizing the community's vision for a reimagined Civic Center. The Master Plan and Economic Feasibility Study will lay the groundwork for a new, modern center that provides space for community activities, aligning with Torrance's aesthetic aspirations and enhancing City pride. This transformation will carefully consider projected land uses, densities, economic returns, and the necessary Zoning and General Plan amendments. The Torrance Civic Center Master Plan will be a community-driven planning document that is poised to evolve our existing campus into a vibrant and sustainable hub, reflecting the values and aspirations of the community it proudly serves.

As an essential note, it's crucial to understand that the master plan represents the initial phase of a multi-step process to realize the campus's revitalization. This may include zone changes and general plan amendments before any aspect of the vision is materialized. The City of Torrance, alongside consultants, is dedicated to transparency and collaboration throughout this transformative journey, ensuring that the community's vision guides each subsequent phase of this exciting initiative.

MASTER PLAN PROGRESS

Over the past four months, City Manager's Office staff and Gruen Associates completed a series of interviews with City departments and City Council to obtain their feedback on existing conditions and space planning needs for the City-operated public facilities. A Lunch and Learn session was held on November 13, 2023 to obtain feedback from our employee groups regarding the project. Our real estate economic sub-consultant, LandEconGroup, has conducted interviews with business stakeholders including adjacent commercial properties to obtain feedback on the Civic Center Master Plan. Furthermore, LandEconGroup is concurrently completing a real estate market analysis to determine which land uses have the potential to generate significant land value and land lease revenue. The analysis will also review historical trends for market context and will forecast market outlook over the next 10 years. The deliverable would be a memorandum report that should be completed within the next four weeks and will serve to inform the creation of planning design alternatives for the master plan.

Within this next quarter, the City will begin the community engagement strategy for the visioning portion of the master planning process. The purpose of this visioning process is to obtain public feedback on the existing conditions of the Civic Center and determine interest for potential renovation/redevelopment of the campus for other land uses and public services. The strategy will be completed by City staff, who will host one community open house event; a minimum of four community pop-up events; and an online/in-person community survey. Additionally, City staff intends to meet with each Commission at one of their regularly scheduled meetings to provide the opportunity to solicit feedback and comments on the development of the Torrance Civic Center Master Plan. At the conclusion of the visioning process, staff intends to provide a formal update to City Council and present preliminary design alternatives for the Civic Center campus. Subsequently, City staff intends to complete another round of community engagement to obtain public input on the design alternatives that will aid in preparing a draft master plan for City Council consideration by Fall 2024.

CONCLUSION

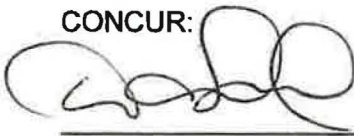
The purpose of this item is to provide the Civil Service Commission with an update on the City's progress on the Civic Center Master Plan and Economic Feasibility Study; in addition, to request feedback from your Honorable Body on the visioning goals and objectives that the City should include in developing the Torrance Civic Center Master Plan & Economic Feasibility Study.

Respectfully submitted,

ARAM CHAPARYAN
CITY MANAGER

By 
Carlos Huizar
Management Associate

CONCUR:



for: Aram Chaparyan
City Manager

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

The Civil Service Commission will meet in Closed Session for the following purpose:

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Police Officer (10).

Respectfully submitted,



Brianne Cohen
Civil Service Manager