



Administrative Report

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Meeting Date: 4/23/2024

To: MAYOR AND CITY COUNCIL

**From: JAMES A. LIGHT, MAYOR
THE CITY MANAGER**

LUKE SMUDE, ASSISTANT TO

TITLE

DISCUSSION AND POSSIBLE ACTION REGARDING CONSOLIDATION OF CITY BOARDS AND COMMISSIONS; AND

CONSIDER AMENDMENT OF REDONDO BEACH MUNICIPAL CODE TITLE 2, CHAPTER 9, ARTICLE 1, SECTION 2-9.101 TO IMPLEMENT A PROCESS FOR THE CANCELLATION OF COMMISSION MEETINGS

EXECUTIVE SUMMARY

In recent years, recruiting and retaining resident volunteers for the City's 15 boards and commissions has become challenging. While the large number of boards and commissions offers a wealth of opportunity for community engagement, it also stretches City resources and reduces the amount of substantive work any one board or commission can complete. Scheduled meetings are frequently cancelled due to lack of business with no formal procedure in place to cancel these meetings.

At this time, the Mayor and Staff recommend that Council consider consolidating select boards and commissions, direct staff to draft any ordinances required to update the applicable Redondo Beach Municipal Code (RBMC) sections pertaining to these boards and commissions, including the means by which a meeting can be cancelled, and implement any desired changes in October, in conjunction with the next round of board and commission appointments. These recommendations include:

Suspension of Board of Appeals and Uniform Code	Assign duties to the City Council
Suspension of the Handicapped Access Appeals Board	Assign duties to the Public Works and Sustainability Commission
Suspension of Suspension Appeals Board	No Reassignment Necessary
Suspension of the Preservation Commission	Assign duties to the Planning Commission/Harbor Commission
Suspension of the Historical Commission, and Library Commission	Assign duties to the Recreation and Parks Commission

BACKGROUND

The City’s boards and commissions are designed to offer the public an opportunity to become involved in different aspects of local government and provide input on City projects, services and programs. Each appointed body relies on the volunteer efforts of engaged residents to donate their time to provide their insights and wisdom to the City.

While each board and commission does hold a unique mandate, the sheer number of boards and commissions makes it difficult to provide challenging and meaningful assignments to all board members and commissioners. RBMC Title 2, Chapter 9, Article 1, Section 2-9.101 states that each board and commission must hold a regular meeting at least once a month. With that mandate, there is often a lack of substantive agenda items which has led to frequent absences and lack of quorum. In some cases, boards are partially staffed, or not staffed at all. Several Commissioners have also complained about a lack of meaningful impact in their appointed positions. As such, it is recommended that Council consider an amendment to the RBMC that would allow boards and commissions to cancel upcoming meetings via vote, should there be a lack of business.

As the City transitioned from Mayor Bill Brand to Mayor Jim Light the following boards and commissions had no residents assigned: Board of Appeals & Uniform Code, Handicapped Access Appeals Board, and Suspension Appeals Board. The following boards had unfilled openings: Harbor Commission, Preservation Commission, Library Commission, Public Safety Commission and Youth Commission. The total number of current openings are summarized below:

Board/Commission	Vacancies
Board of Appeals and Uniform Code	3 of 3
Handicapped Access Appeals Board	5 of 5
Historical Commission	1 of 7
Library Commission	1 of 7
Preservation Commission	1 of 7 (1 expired)
Public Safety Commission	1 of 7
Suspension Appeals Board	4 of 4
Youth Commission	13 of 15
TOTAL	29

The Board of Appeals and Uniform Code was first established in May of 1993 and served to adjudicate decisions made by the City’s Building Official under the Uniform Building Code. Since that time, the City has moved to using the California Building Code, rendering the provisions in the Uniform Building Code as to the Board’s composition moot. The California Building Code does prescribe for an Appeals Board and states, “Where no such appeals boards or agencies have been established, the governing body of the city, county, or city and county shall serve as the local appeals board.” As such, it is recommended that the Board of Appeals and Uniform Code be suspended, with the City Council hearing any appeals, as needed.

The Handicapped Access Appeals Board is also unstaffed at this time. Composition of the Handicapped Access Appeals Board is set by California Health and Safety Code Section 19957.5 which states that cities may establish a five-member board, “Two members of the appeals board shall be physically handicapped persons, two members shall be persons experienced in construction, and

one member shall be a public member.” The Mayor and Staff recommend suspending the stand-alone board and assign its responsibilities to the Public Works and Sustainability Commission, which is well-staffed, meets regularly, and deals with public works and construction standards.

The Suspension Appeals Board was established in December of 1973 to assist in the administration of a Civil Service System in the City of Redondo Beach. Since that time, all Labor unions, except the unrepresented Management and Confidential Group, are governed by their negotiated Memorandum of Understandings (MOUs). There is no appeals process dictated in the Management and Confidential Group’s MOU. In order to address any appeals, the City contracts with the County Civil Service Commission. Disbanding the Suspension and Appeals Board will not impact future employee-focused action.

The Preservation Commission could also be disbanded, with its responsibilities absorbed by the Planning Commission and Harbor Commission, where jurisdiction of each applies. Most projects under review are related to the regular business of these commissions and the consolidation could streamline project negotiations and approvals by situating multiple administrative steps in one appointed body. There are specific requirements that Preservation Commissioners have expertise in specific, related professional disciplines, but it is believed existing Commissioners could be trained to maintain compliance with state guidelines related to preservation.

It is also recommended that the Historical Commission, Library Commission and the Recreation and Parks Commission duties be consolidated. Doing so would ensure that the City’s historical resources are treated as a public asset that is actively championed to the community and preserved using modern technology. These goals are complementary to the Recreation and Parks Commission mandate to create a comprehensive recreational system that includes facilities, programming, and entertainment. The proposed consolidation will allow the City’s unique historical and cultural resources to be preserved and featured in programming that can be implemented at the Library branches, the Historical Museum, and other City facilities.

The Youth Commission is, at this time, fully vacant of youth participants. The COVID-19 pandemic put a halt to this vital link that exposes youth to local government, and provides the Mayor and Council with a conduit to the youth of the community. This is a critical factor to ensuring the Council enacts policies that address the concerns from all members of the community. Council Member Kaluderovic has been making great strides in engaging local students through the Youth Pledge of Allegiance Program and is committed to revitalizing the Youth Commission in order to re-establish it as an important link to young people in the community.

The adjustments described above would consolidate 6 of the City’s existing boards and commissions and shift their responsibilities, leaving the City with 13 commissions and no appointed boards. This would save up to 30 board and commission meetings per year, and reduce the number of resident volunteers needed by 33.

The goal of the proposed consolidation is to enhance the experience for community members that apply for appointment to a City board or commission by providing substantive areas of advisement that allow them to delve deeply into evaluating policies and initiatives for the City. Depending on the desired path, the consolidation would save approximately \$13,500 per year in information technology costs to produce and broadcast the meetings across our cable and streaming platforms. The savings in staffing for liaison and clerk staff time could equal up to \$39,600 per year, if all currently mandated

meetings were held.

It is recommended that the Council approve the consolidation of boards and commissions identified in this report and direct staff to prepare the necessary changes to the RBMC to memorialize these changes. It is recommended that the consolidations be implemented in October 2024, concurrent with Commissioner appointments/extensions. We also recommend the Council consider updating the RBMC to implement new language that allows for the cancellation of future meetings via vote of the commission should there be a lack of business.

COORDINATION

This item was coordinated with the Mayor, City Manager's Office, various City Departments, and the City Clerk's Office. Any potential changes to the RBMC would be reviewed by the City Attorney's Office prior to being presented to the City Council for consideration of approval.

FISCAL IMPACT

If consolidation occurs, the City could save up to \$53,100 per year for meeting related information technology and staff support costs.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- RBMC Title 2, Chapter 9, Article 1, Section 2-9.101 (Organization Meetings, Chairperson)
- Proposed Redline - RBMC Title 2, Chapter 9, Article 1, Section 2-9.101 (Organization Meetings, Chairperson)
- California Building Code - Section 1.8.8.1 General (Appeals Board)
- California Health and Safety Code Section 19957.5 (Handicapped Appeals Board)