



Administrative Report

H.6., File # 25-0514

Meeting Date: 4/15/2025

To: MAYOR AND CITY COUNCIL
From: ELEANOR MANZANO, CITY CLERK

TITLE

APPROVE CITY COMMISSION APPLICATION DEADLINES FOR NEW TERMS AS FOLLOWS:

1. That the City Council set Thursday, June 12, 2025, at 5:30 p.m. as the deadline for receiving applications (<http://www.redondo.org/commissionapp>) for appointment to City Commissions;
2. That a notice regarding all vacancies be published in the official newspaper of the City of Redondo Beach, posted at City Hall's bulletin board outside near the Council Chambers and on the City's website;
3. That a meeting be scheduled on Tuesday, July 8, 2025, at 6:00 p.m. to interview applicants for vacant positions;
4. That Councilmembers submit their recommendations for appointment to the Mayor by Thursday, July 31, 2025;
5. That the Mayor make Commission appointments at the Regular City Council meeting of Tuesday, August 12, 2025, at 6:00 p.m.; and
6. That the City Clerk administer the Oath of Office to new and returning Commissioners at the regular City Council Meeting of Tuesday, September 2, 2025, and that the City Clerk schedule a Commissioners' orientation to be held on Tuesday, September 23, 2025.

EXECUTIVE SUMMARY

City Board and Commission terms expire on September 30, 2025. Interviews are conducted with recommendations made by the Mayor and approved by the City Council to appoint residents who are registered voters of the City of Redondo Beach to fill vacancies created by expired terms.

Each year City Council approves the above dates for the close of applications, interviews, Councilmembers' recommendations to the Mayor, and announcement of the appointees.

Also included are the dates for administering of the Oath of Office to the Commissioners by the City Clerk and the City's Annual Commissioners' orientation.

BACKGROUND

The annual term expirations for various city boards and commissions occur on September 30th of each year with the new term beginning October 1st. Part of the recruitment process is to fill upcoming vacancies, for the City Clerk's Office to post and publish notifications of the vacancies, notify all Commissioners of expiring terms, collect new applications, and notify applicants with applications on

file within the last year. Commissioner applications are available online at: <http://www.redondo.org/commissionapp>.

Interested applicants are encouraged to review qualifications to be considered for certain commission appointments before completing and submitting an online application.

After appointments are made, the City Clerk will hold an orientation for new Commissioners with an introduction to local government and City Commission procedures. Additionally, Commissioners will be provided with information on the Brown Act and Ethics training. Upon appointment, Commissioners are required to complete AB1234 Ethics training within 60 days of Oath of Office, recertify every two years thereafter, and file a signed certificate of completion with the City Clerk. The Fair Political Practices Commission offers AB1234 ethics online training at no charge for local officials, however, if this were to change, the City will use other resources to complete this requirement. Certain commissions are required to complete the Conflict of Interest form.

Also, Commissioners now have a City Email, as well as, trainings provided by the City for Cybersecurity and Human Resource required trainings.

FISCAL IMPACT

No appropriation will be needed at this time; funds will be budgeted in Fiscal Year 2025-2026 for Commissioners' training.

APPROVED BY:

Eleanor Manzano, City Clerk

ATTACHMENTS

Vacancies and Terms Expiring 2025

Notice - Newspaper Ad