



# Administrative Report

P.1., File # 20-0732

Meeting Date: 5/5/2020

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

## **TITLE**

DISCUSSION AND CONSIDERATION TO APPROVE CITY COMMISSION APPLICATION DEADLINES FOR NEW TERMS AS FOLLOWS:

1. That the City Council set Friday, June 12, 2020 at 5:30 p.m. as the deadline for receiving applications 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 bulletin board kiosk and on the City's website;
3. That a meeting be scheduled on Tuesday, July 14, 2020 at 6:00 p.m. to interview applicants for vacant positions;
4. That Councilmembers submit their recommendations for appointment to the Mayor by Wednesday, August 5, 2020;
5. That the Mayor make Commission appointments at the Regular City Council meeting of Tuesday, August 18, 2020 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 1, 2020 and that the City Clerk schedule a Commissioners orientation to be held on Tuesday, September 22, 2020.

## **EXECUTIVE SUMMARY**

City Board and Commission terms expire on September 30, 2020. Interviews are conducted with recommendations made by the Mayor and approved by the City Council to appoint residents 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 30<sup>th</sup> of each year with the new term beginning October 1<sup>st</sup>. As part of the recruitment process is to fill upcoming vacancies, the City Clerk's office will 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 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 the Institute for Local Government regarding ethics training. Upon appointment, Commissioners are required to complete AB1234 ethics training within 60 days of assuming a Commission position, and every two years thereafter, and file a signed completion certificate with the City Clerk. The Fair Political Practices Commission offers online training at no charge. FPPC AB1234 ethics training for local officials:

[<http://localethics.fppc.ca.gov/login.aspx>](http://localethics.fppc.ca.gov/login.aspx)

### **FISCAL IMPACT**

No appropriation will be needed at this time; funds will be budgeted in Fiscal Year 2020-21 for commissioners' training.

### **APPROVED BY:**

*Eleanor Manzano, City Clerk*

### **ATTACHMENTS**

Vacancies and Terms Expiring 2020

Notice - Newspaper Ad