



CITY ADMINISTRATION

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DATE: August 5, 2025

TO: City Council

FROM: Pamela Caronongan, City Administrator and Amy Augustine, City Planner

RE: ADOPT RESOLUTION NO. 25-54 THEREBY FORMALIZING THE IMPLEMENTATION OF “HOLDOVER PERIOD” WHILE AWAITING THE FILLING OF A VACANT CITYWIDE BOARD, COMMISSION, OR COMMITTEE POSITION

RECOMMENDATION

Staff recommends that the City Council:

1. Adopt **Resolution No. 25-54**, thereby formalizing the implementation of a “holdover period” to allow Citywide boards, committee, and commission appointees to serve after the expiration of term while awaiting the filling of a now-officially vacant seat.
2. Schedule a public hearing for August 15, 2025 to introduce an ordinance which would amend sections of the City of Angels Municipal Code which would include a provision memorializing the City’s implementation of a “holdover period.”

BACKGROUND

Many jurisdictions implement a “holdover period” where a commissioner or an appointee can continue to serve until a successor is appointed and qualified. Such “holdover period” policies are mostly an understood and/or unwritten rule. Other jurisdictions take the additional step to formalize and memorialize the implementation of a “holdover period” in their policies either through a resolution or through an ordinance.

Recently, two Planning Commissioners – specifically Commissioner Gary Gordon and Commissioner Clavey Wendt – had their respective terms expire on June 30, 2025. The City posted a Notice of Vacancy for both vacancies on July 11, 2025 pursuant to Government Code Section 54974 prior to having the vacancies filled.

In the City’s continued efforts towards greater transparency, staff recommends for the City Council to discuss, consider, and have the implementation of the “holdover period” be formalized and memorialized – first, via **Resolution No. 25-54** and eventually through an ordinance.



The “holdover period” ensures that quorum is maintained in all Citywide boards, commissions, or committees; and that board, commission, or committee business would continue while staff and City Council fill the vacancy.

FINANCIAL CONSIDERATION

None.

ENVIRONMENTAL CONSIDERATION

The City has determined that the deliberation on whether the City should implement a “holdover period” while a vacancy is being filled in a Citywide board, commission, or committee has no environmental matters to consider and is exempt from review under the California Environmental Quality Act, Public Resources Code Section 15061(b)(3) where it can be seen with certainty that the action has no potential for causing a significant effect on the environment.

ALTERNATIVES

Provide directions for staff.

