



# Administrative Report

N.1., File # 26-0820

Meeting Date: 7/14/2026

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

## **TITLE**

MAYOR AND CITY COUNCIL INTERVIEWS OF COMMISSIONER APPLICANTS FOR APPOINTMENTS TO CITY COMMISSIONS

## **Procedures:**

- A. Conduct applicant interviews; followed by
- B. Councilmembers submitting recommendations for appointments to the Mayor by Thursday, August 6, 2026;
- C. The Mayor proposing Commission appointments at the regular City Council meeting on Tuesday, August 11, 2026; and
- D. The City Clerk administering the Oath of Office to new and reappointed Commissioners at the City Council Meeting of September 1, 2026, or before each Commissioner begins their term at the October Commission Meetings.

## **EXECUTIVE SUMMARY**

Annual interviews of applicants interested in serving on the City's various Boards and Commissions are conducted to fill current vacancies and expiring terms. The City Clerk's Office has recruited applicants via newspaper publication, postings, and web site announcements. The annual process also provides for a roster of eligible applicants that will be considered for appointment as needs arise throughout the year due to unplanned vacancies. New terms begin October 1, 2026.

## **BACKGROUND**

Each year, the application process is reviewed for the conduct of filling vacancies and annual recruitment. The City Council approved the schedule for new terms at their Regular meeting of April 14, 2026.

Commissioners are invited to attend a comprehensive orientation scheduled for September 29, 2026. It will outline expectations of each member during their service as a volunteer. The powers and duties as prescribed to the specific Board or Commission; how to conduct a meeting; the Council-Manager form of government, the Strategic Plan (Commission contributions); Commissioner Policy, Rules of Conduct, and City Rules; capital improvement projects; and other related topics shall be reviewed at the orientation.

## **FISCAL IMPACT**

None

**APPROVED BY:**

*Eleanor Manzano, City Clerk*

**ATTACHMENTS**

- Commission Application Preference
- Maddy Act - Boards & Commissions Terms Expiring 2026
- Terms, Vacancies and Qualifications worksheet
- Board and Commissions Qualifications

Commission Applications - Due to personal information contained in the applications, applications are not included in the online agenda packet. Applications are on file with the City Clerk's office.