



Administrative Report

N.1., File # 26-0936

Meeting Date: 8/11/2026

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;
- C. The Mayor proposing Commission appointments at the regular City Council meeting on Tuesday, September 1, 2026; and
- D. The City Clerk administering the Oath of Office at the Regular City Council Meeting on September 8, 2026.

EXECUTIVE SUMMARY

A second commission application recruitment has been initiated and a follow up opportunity for interviews has been scheduled to help identify prospective commissioners to fill the City's 20 open, or soon to be open, commission seats (including the seats that require term reappointment). The recruitment has been marketed via newspaper publication, postings, social media, and web site announcements. The City has received 14 applications through the follow up recruitment effort, as of the writing of this report.

BACKGROUND

On October 14, 2025, the City Council adopted Ordinance 3298-25, effective November 13, 2025, updating Redondo Beach Municipal Code Section 2-9.107 pertaining to Uniform Regulations of Commissions, Vacancies. As a result, any Commissioner that is absent from three regular commission meetings within a 12-month period, automatically vacates their position. Vacated seats resulting from this policy have made additional Commission applicant interviews necessary at this time.

All commissioners (new and reappointed) will be invited to attend a comprehensive City orientation hosted on September 29, 2026 that will 1) outline the expectations of each member during their service as a volunteer and the powers and duties prescribed to the specific Board or Commission; 2) provide information on how to conduct a meeting, the role of commissioners in the City's Council-Manager form of government, and how commissioners contribute to the City's Strategic Plan; and 3) review Commissioner Rules of Conduct, City Workplace Rules, and other related topics.

FISCAL IMPACT

There is no fiscal impact associated with this item.

APPROVED BY:

Eleanor Manzano, City Clerk

ATTACHMENTS

- Commission Application Preference
- 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.