



Administrative Report

F.1., File # YC25-1630

Meeting Date: 12/4/2025

TO: YOUTH COMMISSION
FROM: KELLY ORTA, DEPUTY DIRECTOR OF COMMUNITY SERVICES

TITLE

RECEIVE AND FILE REDONDO BEACH MUNICIPAL CODE AMENDMENTS PERTAINING TO UNIFORM REGULATIONS OF COMMISSIONS

BACKGROUND

The Redondo Beach Mayor, Jim Light, initiated efforts to enhance and streamline the structure and general regulations for the City's various commissions, including the Youth Commission, as outlined in the Redondo Beach Municipal Code (RBMC). The RBMC includes local laws, rules, and regulations that are enacted by the City of Redondo Beach to help govern within the uniqueness of the community. The City Council formally approved updates on October 14 with the changes going into effect on November 15, 2025.

Attached is the updated Uniform Regulations for city commissions. These sections of the RBMC include appointment and terms; meetings, chairperson, and cancellation protocols; eligibility; vacancies; removal of commissioners; and general information regarding the commission's general powers and duties. Of note for the Youth Commission, these updates remove the ceremonial secretary position for each commission, among other modifications.

In addition to the uniform regulations for all commissions, the Youth Commission is also bound to more specific guidelines, as outlined in RBMC Title 2, Chapter 9, Article 6. As previously shared with the commission, the City Council modified specific policies regarding the Youth Commission in August 2025. Included below is the updated sections related to the Youth Commission regulations, including the following:

2-9.602 Duties and purpose.

The purpose of the Youth Commission is to expose Redondo students to city government processes and proceedings and to represent youth perspectives in city policies and projects. Duties are as follows:

- a) Report to the City Council semi-annually on youth needs and priorities related to city policies and projects;
- b) Remain informed on the programs providing youth services to Redondo Beach youth (annual review);
- c) Research, formulate, suggest proposed policies, programs and services designed to

- meet the needs of Redondo Beach youth;
- d) Review and evaluate requests from the staff liaison, City Manager, or City Council pertaining to youth-related policies/services;
- e) Maintain liaison with the youth organizations in other cities, and/or youth-related agencies, and
- f) Represent the Youth Commission when requested to do so.

2-9.603 Membership.

- a) School Board Representative. The Redondo Beach Unified School District Board of Education shall recommend one member to represent the school board for selection and appointment by the Mayor subject to confirmation by the City Council. If the Mayor and/or the City Council fails to appoint any Redondo Beach Unified School District Board of Education's recommended representative or in the event the office of the recommended representative becomes vacant for any reason, the Redondo Beach Unified School District Board of Education shall recommend another representative for selection and appointment by the Mayor and City Council. The role of this adult member shall be to support recruiting and selection of Youth Commission nominees and to provide advise related to the Youth Commission when required by the City Council, the City Staff Liaison, and/or the Youth Commission. This advisor is not required to attend each meeting.
- b) Youth Members. The Youth Commission shall be composed of 15 youth members. Each youth member shall be over the age of 12 years and under the age of 20 years; residing with his or her parents(s) or guardian(s) within the City; or be a registered attendee of Redondo Unified School District, home-schooled in Redondo Beach, or attending a private school in Redondo Beach. . The youth members shall be entitled to participate in the deliberations of the Commission, and shall be entitled to vote. The term of each youth member shall be two years, and until his or her successor is appointed and qualified. Each youth member may serve unlimited terms. A Youth Commissioner term shall terminate when the Commissioner graduates from High School or fails to meet other eligibility requirements.
- c) Selection and Appointment. The City Staff Liaison shall work with the School Board Representative and City Council School Subcommittee to advertise and distribute applications for the Youth Commission each year and as needed to fill vacancies. The City Staff Liaison, School Board Representative, and City Council School Subcommittee will then, review applications, interview applicants, and select nominees to the Youth Commission. To the extent practical, the nominees combined with existing Youth Commissioners shall be evenly spread with five Commissioners in grades 7 and 8, five in Grades 9 and 10, and 5 in grades 11 and 12. The Staff Liaison shall then provide the list of nominees to the Mayor for final appointment and approval by the City Council.”

ATTACHMENTS

Ordinance No. 3298-25: Uniform Regulations of Commissions