



Administrative Report

L.1., File # 25-0898

Meeting Date: 7/8/2025

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

TITLE

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

Procedures:

- A. Conduct applicant interviews; followed by
- B. Councilmembers submitting recommendations for appointments to the Mayor by Thursday, July 31, 2025;
- C. The Mayor proposing Commission appointments at the regular City Council meeting on Tuesday, August 12, 2025; and
- D. The City Clerk administering Oath of Office to new and reappointed Commissioners at the City Council Meeting of September 2, 2025, 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, 2025.

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 15, 2025.

Commissioners are invited to attend a comprehensive orientation to be determined. 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 and Rules 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 - City of Redondo Beach Boards & Commission Terms Expiring
- 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.