

**Council Meeting: June 10, 2008****SUBJECT: Board and Commission Application Process (Information Only)**

Council Policy regarding the recruitment and selection of board and commission members is as follows (excerpted from Council Policy 7.2.19, Boards and Commissions):

“Through the Office of the City Manager, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether planned or unplanned, staff shall inform Council of the status of recruitment efforts to fill the vacancy.”

Administrative efforts to implement that policy include marketing and recruitment initiatives, informational brochures, web-based information, creation of application forms, processing of applications, scheduling and coordination of interviews, and preparation of a report to council outlining appointment options. These efforts are operational in nature, and have been assigned by the City Manager to the Office of the City Clerk.

During recent interviews of board and commission applicants, as well as a study session (May 6, 2008) designed in part to review these administrative efforts, City Council expressed interest in the handling of board and commission applications, particularly in regards to the processing of late applications—that is, applications filed after the deadline established by the City Clerk for any particular round of interviews.

Council discussed two specific points:

- whether or not late applicants should be granted interviews; and
- whether or not late applicants should be considered for appointment

At the time of these discussions, Administrative Policy allowed for late applicants to be granted interviews at Council’s request and to be considered for appointment (regardless of whether or not they had been interviewed). It read as follows:

“All applicants will be required to complete a standard application form and a supplemental questionnaire and file the application with the Office of the City Clerk. Candidates applying for the same board or commission for which they were previously a member do not need to

submit a new application. Candidates who were previously a member of a different board or commission must submit a new application. If and when Council determines it wants to hold interviews (interviews are not required to appoint board and commission members), a deadline for application submittals will be set. Applications that arrive after specified deadlines but before the actual interview date will be identified as “late” but shall be submitted to Council for its consideration along with applications submitted on time and for which interviews are scheduled.”

Based on Council’s discussions, staff analysis, and subsequent Council feedback, this Administrative Policy governing board and commission applicants has been changed to read as follows:

“All applicants shall be required to complete a standard application form and a supplemental questionnaire and file the application with the Office of the City Clerk. Candidates applying for the same board or commission for which they were previously a member do not need to submit a new application, but will be provided the opportunity should they wish to include new information. Candidates who were previously a member of a different board or commission must submit a new application.

Tentative interview dates for board and commission applicants wishing to fill vacancies shall be scheduled by Council at the beginning of the calendar year via approval of the Tentative Council Meeting Agenda Calendar (TCMAC). Any changes to the TCMAC once approved by Council shall be made only by the Mayor or by majority vote of Council. Once interview dates are established, the City Clerk shall establish related application deadlines.

Applications that arrive in the Office of the City Clerk after specified deadlines shall be identified as “late”. Late applicants shall not be scheduled for interviews or considered for appointment, but instead shall be considered “early” applications for the next round of scheduled interviews and shall be submitted to Council for its consideration during that process. Interviews are not required to appoint board/commission members.

No exceptions shall be afforded late applicants, including those previously interviewed by or otherwise known by Councilmembers. The only allowable exception shall be for late applicants who are the sole applicants for vacancies that have no other applicant interest, in which case the Mayor can direct that an interview be scheduled and that the applicant be considered for appointment, assuming the “late” application is received no later than 10 business days before the

scheduled Council meeting to appoint new board/commission members. Otherwise, this late application will also be considered an “early” application for the next round of interviews.”

Given the operational nature of this Administrative Policy, no Council action is required to implement the revision noted above, which is effective immediately.

**FISCAL IMPACT**

There is no fiscal impact associated with this report.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Library and the Office of the City Clerk. Copies of this report have also been provided to all the City's boards and commissions.

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