

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Randi Johl, Director of Legislative Affairs/City Clerk

DATE: August 27, 2019

SUBJECT: Consider Methodology of Appointments to the City's Boards and Commissions and Provide Direction (At the Request of Council Members Rahn and Stewart)

PREPARED BY: Randi Johl, Director of Legislative Affairs/City Clerk

RECOMMENDATION: That the City Council consider the methodology of appointments to the City's boards and commissions and provide general direction regarding the same.

BACKGROUND: Council Members Rahn and Stewart recently asked that an item regarding board and commission appointments be placed on the agenda for Council consideration. They wanted Council to discuss broadly the options associated with how board and commission members are currently appointed and how they could be appointed in the future, including by district. As such, this item is before Council tonight.

Generally speaking, the City has three commissions and one board. The commissions are Community Services, Planning, and Public/Traffic Safety. The board is the Old Town Local Review Board. Each board/commission has five members and the standard term is three years. When a vacancy occurs, appointment is made to fill the remainder of the unexpired term. Terms are staggered by even/odd years with Planning Commission and Old Town Local Review Board terms expiring in June and Community Services and Public/Traffic Safety Commission terms expiring in October.

A city council of a general law city has broad authority to appoint boards and commissions unless limited by state law. An example of this is statutory duties reserved to the Planning Commission by Government Code Section 65100. General law cities may adopt reasonable methods of selecting board and commission members, albeit in cities that have an elected mayor, Government Code Section 40605 requires appointment by the mayor with council approval. In most cities in the state, the full city council makes the appointment and/or ratifies the recommendation of an individual council member and/or subcommittee of council members.

Current Recruitment and Appointment Process

Board and commission members are currently appointed by the Council, upon recommendation of the subcommittee consisting of the Mayor and the liaison to the specific board/commission. When the Mayor is the liaison to the board/commission, the Mayor Pro Tempore serves on the subcommittee with the Mayor. The recruitment efforts include a receive and file item on the agenda notifying the Council and public of an upcoming vacancy, and newspaper, social media and

Channel 3 advertisements announcing the vacancy and application process. The application period is open for thirty days and the full process – initial notification to the final appointment and seating – typically takes three months.

Alternatives to Current Appointment Process

There are a variety of methodologies used for board and commission appointments throughout the State. In addition to the method currently used by the City, other methods include the following:

Alternative No. 1 – Recommendation by Elected Official/Appointment by Council

This alternative does not differentiate between at-large and by-district cities. Regardless of the type of election system a jurisdiction has each elected official recommends a member to the various boards/commissions and the Council makes and/or ratifies the final appointment. The appointment is not district based per se as a candidate could be from any location in the city, including the district of the elected official.

Alternative No. 2 – Recommendation by District Representative/Appointment by Council

This alternative is specifically utilized in cities that have districts. Each elected official recommends a member from their district to the various boards/commissions and the Council makes and/or ratifies the final appointment. The appointment is district based as a candidate specifically resides in the district of the official that is recommending appointment.

Alternative No. 3 – Recommendation by Subcommittee of District Representative and Mayor/Appointment by Council

This alternative is specifically utilized in cities that have districts. Each elected official, together with the Mayor, recommends a member from their district and/or the city broadly, to the various boards/commissions and the Council makes and/or ratifies the final appointment. The appointment is not district based per se as a candidate could be from any location in the city, including the district of the official(s) recommending appointment.

Alternative No. 4 – Recommendation by Subcommittee of Two District Representatives/Appointment by Council

This alternative is specifically utilized in cities that have districts. Two elected officials recommend a member from their district and/or the city broadly, to the various boards/commissions and the Council makes and/or ratifies the final appointment. The appointment is not district based per se as a candidate could be from any location in the city, including the district of the official(s) recommending appointment.

Miscellaneous Considerations Regarding Recruitment and Interviews

Other considerations include those related to recruitment efforts and interviews for candidates. Should the Council provide direction to establish some form of an appointment process that includes a district component, enhanced and targeted recruitment methods may be warranted. Examples could include notifications through the Chamber, school district, additional social media avenues, social clubs, non-profits, etc., including those that are specifically located in a referenced district. In addition, with the implementation of the final phase of Granicus and the board/commission tool, the entire application process will be electronic and applications will be valid year-round, instead of a thirty-day period, creating access to a larger pool of candidates year-

round. Finally, council may wish to consider whether they would like to implement some sort of a formal selection process (i.e., interviews, supplemental questionnaire, short-list, etc.) or keep the process informal as it is now whereby the recommending individual/subcommittee can informally review and/or contact candidates.

Based upon the above, it is recommended that the City Council consider the methodology of appointments to the City's boards and commissions and provide related direction if any changes are desired to the current practice and process.

FISCAL IMPACT: None

ATTACHMENTS: None