

RESOLUTION NO. 19-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMECULA SETTING FORTH THE PROCESS FOR BOARD AND COMMISSION APPOINTMENTS

THE CITY COUNCIL OF THE CITY OF TEMECULA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council is the appointing body for the City's board and commissions. When a vacancy occurs, whether it is by expiration of term, resignation or other circumstance, the City Council shall fill that vacancy through appointment.

- Scheduled Vacancy - Three months prior to a board or commission term expiring, a notice shall be published in a local newspaper of general circulation and posted at the City's designated posting locations (Temecula Library, Chamber of Commerce and Civic Center) pursuant to the Government Code. In addition, the vacancy shall be advertised on the City's website and PEG Channel. Flyers shall be available in the City Hall lobby and distributed at various City-affiliated events. Email lists, such as Constant Contact, press releases and social media shall also be used to promote the vacancy.
- Unscheduled Vacancy - In the event of an unscheduled vacancy, occurring by resignation or other circumstance, the "Special Notice of Vacancy" shall be immediately posted and published pursuant to Government Code 54974. In addition, the unscheduled vacancy shall be advertised utilizing the same methods as identified above for scheduled vacancies.
- Unless otherwise indicated, a vacancy shall be advertised for no less than thirty (30) days from the date of publication.
- If multiple vacancies occur on a board or commission within sixty (60) days of one another, the City Council may at its discretion consider those vacancies jointly without advertising again.
- The City Clerk shall provide incumbent commission member(s) with a notification letter advising of the upcoming expiration and inviting them to reapply.
- All applicants will be advised that the appointment process is a public process subject to the Brown Act and Public Records Act.
- Applications will be electronically accessible through the City's website and will be processed as follows:
 - Completed applications will be electronically accepted in a standardized manner to the City Clerk's office, during an advertised period or year-round as

Council directed, indicating interest in one or more board or commission. Completed applications include the application itself, along with any attachments (i.e., resume, letter of recommendation, etc.).

- Upon the expiration of an advertised application period, all completed applications on file eligible to be considered for the vacancy shall be reviewed for voter registration purposes. Qualified candidates are those that are registered to vote at their current address at the time the application is submitted.
- The City Clerk will provide a non-redacted set of qualified applications, with all attachments, to each council member electronically. Said applications shall be provided to the City Council for their review at least two weeks prior to the Council meeting at which an appointment will be considered.
- Appointments shall be calendared as a business item on a regularly scheduled Council meeting. At the Council meeting, candidates shall provide a three (3) minute presentation, or other uniform time, on why they wish to be appointed to the relevant board or commission. After questions and discussion, the Council shall indicate their preferences and make an appointment. A majority vote of the City Council is required for appointment.

Section 2. The City Clerk shall certify to the passage and adoption of the resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Temecula this 8th day of October, 2019.

Michael S. Naggar, Mayor

ATTEST:

Randi Johl, City Clerk

[SEAL]

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss
CITY OF TEMECULA)

I, Randi Johl, City Clerk of the City of Temecula, do hereby certify that the foregoing Resolution No. 19- was duly and regularly adopted by the City Council of the City of Temecula at a meeting thereof held on the 8th day of October, 2019, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Randi Johl, City Clerk