



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: October 21, 2008

SUBJECT: Appointment of a Planning Commission Member

Report in Brief

On October 7 the City Council appointed three Woodland residents to City Boards and Commissions. The appointees included Marina Tapia to the Parks & Recreation Commission; Chris Holt to the Building Appeals Board; and Fred Lopez to the Planning Commission.

During the appointment of Mr. Lopez staff and Council discussed the process being followed and some concern was expressed that the action may have been inconsistent with past practice, policy or Ordinance. Council asked staff if the appointment of Mr. Lopez was possible given the fact that only one Council Subcommittee member had interviewed him and references had not been checked. Council was assured the action was appropriate. However, staff did check the most recent Council actions associated with the appointment process on October 8 and identified a technical matter. This matter involves a Council action on September 4, 2007 wherein an Ordinance was approved that amended Section 2-1-35 of the Municipal Code. This amendment required all candidates to ***“provide references and submit to a background check prior to appointment.”*** Staff has implemented this requirement by completing the background check through contacting the references supplied by the candidates after the Subcommittee completed their interviews and in advance of the meeting when the actual appointment was made by the City Council based on the Subcommittee’s recommendations. Since Mr. Lopez had not been interviewed by both members of the Subcommittee, staff had not contacted references.

Staff believes that the most appropriate way to address this issue is to complete the background check by contacting the references supplied by Mr. Lopez, complete the interview with the second member of the Subcommittee and place the Planning Commission appointment on the City Council’s October 21 agenda. These actions were in the process of being completed during the week of October 13 prior to the October 21 Council meeting. Staff contacted Mr. Lopez and explained the situation to him. Mr. Lopez indicated that he understood the situation and appreciated the City’s desire to follow the accepted process.

Recommendation for Action

Staff recommends that the City Council consider the appointment to the Planning Commission following the completion of reference checks and the interview by the second member of the Council Subcommittee for applicant Fred Lopez.

Mark G. Deven
City Manager

Attachments: Fred Lopez Application