



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: March 16, 2010

SUBJECT: Formalization of Procedures for Recruitment and Interviewing Board  
and Commission Candidates

### **Report in Brief**

The City Council has requested that staff facilitate consideration of revisions to the current process for selection and appointment of Board and Commission members. Staff presented a report on February 16, 2010 in order to facilitate Council discussion on this matter. In response to the information, the City Council directed staff to return to a future Council meeting with modifications to the proposed selection process. Specifically, the Council directed staff to return with a process that schedules recruitments for each of the Boards and Commissions and formally assigns Council members to conduct the interviews.

Staff had developed a process that would provide recruitment periods for specific Boards and Commissions during two different segments of the year. This process will require a change in the Municipal Code for certain Boards and Commissions to have their terms end on June 30 instead of December 31. In addition, staff has proposed the designation of Council members to conduct the interviews. This designation is based on each Council member's term so that an interviewing committee would not be composed of two Council members with identical four-year terms.

Staff recommends that the City Council approve the designation of recruitment periods and interview panels for Boards and Commissions and direct staff to return with modifications to the Municipal Code where necessary as described herein.

### **Background**

On February 16, staff presented a plan to update the selection process for Boards and Commissions. The plan included four elements and was based on comments from individual Council members over the last two years that suggested the current process needed to be improved. As summarized in the February 16 report (Attachment No. 1), the plan included the following elements:

- Rotating Appointment of an Interview Panel
- Environment for Formal Interviews
- Boards and Commissions Assessment
- Development of an Administrative Guidelines Handbook

The City Council expressed support for most of the proposed changes with the exception of the rotating appointment of an interview panel. This element proposed to appoint an interview panel that would stand for a period of six months and conduct all of the necessary interviews for vacancies during that period. At the end of six months, the Council would appoint a new interview panel. A Council member could be reappointed if he or she so desired and it was agreeable to the entire Council. However, the purpose of the rotating appointment was to provide all Council members with an opportunity to interview Board and Commission candidates during their term of office.

Council comments on this element suggested that members wanted a structure that would facilitate the involvement of the entire Council in a consistent manner. These comments suggested that Council committees could be established to interview specific Boards and Commissions. In addition, the recruitment periods could be scheduled throughout the year so that interviews would not have to be completed at the same time. Currently, all Board and Commission terms expire on December 31 of each year which would require interviews to be scheduled so that appointments would be completed as close to the beginning of each calendar year as possible.

Staff has developed a plan that has separated Board and Commission terms into two groups that follow calendar and fiscal year schedules. This separation will allow the designation of two separate recruitment periods in order to complete the appointment process prior to the expiration of terms on either June 30 or December 31. In addition, staff has proposed the designation of Council committees that would interview specific Boards and Commissions following the recruitment periods.

Staff believes these changes address the Council comments generated during the February 16 meeting. The following section provides additional details regarding the proposed process.

### **Discussion**

The concept associated with the separation of terms based on calendar and fiscal year schedules for Boards and Commissions is to provide a programmed recruitment period wherein the appointments would be completed prior to the expiration of a Board or Commission member's term. The following example is provided to illustrate the concept:

**Fiscal Year Term: July 1 – June 30**

- Recruitment Period: January 1 – March 31
- Interviews: April 1 – May 31
- Appointment: June City Council meeting

**Calendar Year Term: January 1 – December 31**

- Recruitment Period: July 1 – September 30
- Interviews: October 1 - November 30
- Appointment: December City Council meeting

The above schedule provides for 90 days for recruitment, 60 days to conduct interviews and designates June and December as the months when appointment is considered by the entire City Council. This timeframe will provide some flexibility in order to allow Council members and Board and Commission candidates the time necessary to schedule interviews and complete the appointment process prior to the expiration of a Board or Commission member's term.

In order to meet the schedule outlined above, Boards and Commission would need to have terms that expire alternately on either June 30 or December 31. The following list proposes to designate certain Boards and Commissions as either fiscal year or calendar year terms.

**Fiscal Year Term: July 1 – June 30**

- Building Code of Appeals
- Planning Commission
- Historical Preservation Commission
- Library Board

**Calendar Year Term: January 1 – December 31**

- Parks & Recreation Commission
- Personnel Board
- Traffic Safety Commission
- Commission on Aging
- Manufactured Homes Fair Practices Commission

The designation of certain Boards and Commissions under either fiscal or calendar year terms is flexible. Staff proposed the Parks & Recreation Commission under a calendar year term so a newly appointed member could be in office prior to the start of the traditionally busy summer season. The Planning Commission is often busy all through the year; however, the Commission's work load does seem to lessen in July and August which suggested that a new appointee could settle in better with a

fiscal year term. Staff also attempted to distribute the workload through the separation of fiscal and calendar year terms as well. However, this schedule could be varied if desired by the Council.

It is important to note that the designation of fiscal and calendar year terms as described herein would require changes to the Municipal Code. Most of the terms for the Boards and Commissions are designated as January 1 – December 31. If the proposed actions are acceptable to the Council, staff would need to return with changes to the relevant sections of the Municipal Code.

Council committees would be designated to interview Boards and Commissions. It is proposed that the designation of Council committees to interview Boards and Commissions may be filled by any combination of Council members as long as the members of the Council committee do not have the same term in office. By using overlapping terms to guide the composition of the Council committees, at least one member will be in office at all times which will ensure some continuity. Using the current Council terms as an example, the designation of Council members based on terms would be as follows:

Council Group A – 2006 – 2010 (Davies/Marble)

Council Group B – 2008 – 2012 (Pimentel/Monroe/Dote)

Using overlapping terms to designate Council members as a Council committee to interview Board and Commission candidates would mean that, as an example, Mayor Davies and Council member Marble would not be able to serve on the same committee. Conversely, Mayor Davies and Council member Marble could serve on a committee with either Vice Mayor Pimentel, Council member Monroe or Council member Dote. Based on the current process and practice, a total of eight committees would need to be formed to interview Board/Commission candidates. The only Board/Commission that would not need a Council committee for the appointment process is the Manufactured Homes Fair Practices Commission which includes members who are appointed by each Council member.

Staff would defer to the City Council in order to form the actual Council committee assignments. In addition, staff would continue to bring forward to the City Council the appointment of all incumbent Board and Commission members for reappointment should they indicate a desire to continue service. As an alternative, the Council may direct staff to schedule incumbent Board and Commission members to re-interview and be formally reappointed in order to continue their service.

### **Fiscal Impact**

Consideration of the recommended action described herein would have no fiscal impact to the City.

### **Public Contact**

Posting of the City Council agenda.

**Alternative Courses of Action**

1. Approve the designation of recruitment periods and interview panels for Boards and Commissions and direct staff to return with modifications to the Municipal Code where necessary as described herein.
2. Provide staff with specific alternative direction regarding formalized procedures for the Board and Commission recruitment and interview process.

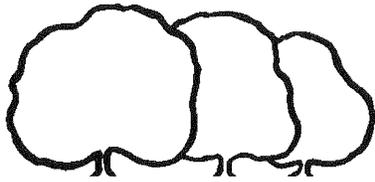
**Recommendation for Action**

Staff recommends that the City Council approve Alternative No. 1.

---

Mark G. Deven  
City Manager

Attachment: February 16 Council Report



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: February 16, 2010

SUBJECT: Selection Process for Boards And Commissions

### **Report in Brief**

The City Council has requested staff to provide information to facilitate consideration of revisions to the current process for selection and appointment of Board and Commission members. Portions of the current process are contained in the Municipal Code while other elements were incorporated in a study conducted by the League of Women Voters or are past practice.

The City Council's request focused on developing a more structured process that should not require any changes to the Municipal Code or conflict with the process developed by the League of Women Voters. Staff has developed a process for consideration by the City Council. If this process is approved, staff would begin the work associated with filling Board and Commission appointments.

Staff recommends that the City Council approve the appointment of two Council members as an Ad-Hoc Committee to interview prospective Board and Commission members and present recommendations to the entire Council and utilize, for information purposes, a Board/Commission assessment form to support the appointment process as described herein.

### **Background**

The City Council has established guidelines in the Municipal Code which prescribes the process for interview and selection of Board and Commission members. These guidelines include selection of Council members to conduct the interviews, holding the interview on a regular basis and affirmation by the Council as a whole based upon the recommendations of the interviewers.

In 1976, the League of Women Voters was asked by the Council to study the process and make recommendations for improvement. The League of Women Voters' recommendations included maintaining the process of interviewing and selection by two Council members with approval by the entire Council. The Council accepted those recommendations and staff implemented them into the process. In 1994-95, the League of Women Voters reviewed the process again and provided additional recommendations, including advertisement process and qualifications for the various

Boards and Commissions. On a few occasions since acceptance, Council has considered amendments to the process and representatives from the League have expressed their objections.

While the current process has worked, members of the City Council have expressed concerns regarding the somewhat informal process associated with the review of applications and interview of candidates. Council members have expressed a desire to modify the current process so that it includes more formal guidelines and provides additional background information in order to support the evaluation and selection of Board/Commission candidates. Last year staff modified the Board/Commission application form to include the names of a candidate's personal references. In further response to Council concerns, staff has developed some proposed modifications that include the appointment on a rotating basis of Council members as an interview panel, standards for conducting the interviews, a process for assessing Boards and Commissions and providing suggested questions. These modifications are intended to provide a consistent process for evaluating and selecting candidates for Boards and Commissions.

### **Discussion**

The desire to update the evaluation, selection and appointment process for Boards and Commissions is intended to build on the current process defined in the Municipal Code and the previous contributions from the League of Women Voters. Staff believes the process described herein should not require changes to the Municipal Code or generate conflicts with the recommendations from the League of Women Voters. The following elements describe the modifications to the current process developed by staff for the City Council's consideration.

#### *Rotating Appointment of an Interview Panel*

Currently Council members are informally selected to conduct interviews for openings on Boards and Commissions. The proposed modification would be for the City Council to formally appoint an Ad-Hoc Committee of two Council members to conduct the interviews. The Ad-Hoc Committee could establish scheduled dates and times when interviews would be conducted and staff within the City Manager's office would schedule candidates for interviews during those periods. The rotating appointment is proposed for six months beginning with January – June and July – December.

The Ad-Hoc Committee would conduct the interviews and present recommendations for appointments to the entire City Council. The City Council would take a formal action to appoint candidates to Boards and Commissions. The Council would receive the entire list of candidates and could offer alternative candidates to the individual(s) recommended by the Ad-Hoc Committee. It is also possible for the Ad-Hoc Committee to recommend different candidates as well. In any case, the Ad-Hoc Committee would be the last step of the selection process prior to consideration by the entire City Council.

Council members could remain on the interview panel for consecutive six month periods based on the interest and availability of all Council members. However, the purpose of the rotating

appointments to the Ad-Hoc Committee is to provide all Council members with the opportunity to interview candidates at some point during their term of office.

Staff has identified three alternative approaches to the appointment of an Ad-Hoc Committee as the interview panel. One approach would be to appoint a standing Council Subcommittee with staggered terms that would conduct the interviews. The second approach would be to establish multiple standing Subcommittees with responsibility to conduct interviews for specific Boards and Commissions. Both of these alternatives would require recommendations to be forwarded to the entire City Council for action on the appointment.

The third alternative would have the entire City Council meet in a Study Session and interview candidates for all Boards and Commissions. This alternative could also be merged with the Ad-Hoc Committee or Subcommittee approach wherein the entire Council would meet to interview candidates for a specific Board or Commission and have the Ad-Hoc or Subcommittee interview the candidates for the other Boards and Commissions. As an example, the Council may want to convene to interview Planning Commission candidates and have the remaining Board/Commission candidates interviewed by the Committee(s). It should be noted that this alternative would be in conflict with the past recommendation from the League of Women Voters that two Council members be selected to conduct the interviews.

#### *Environment for Formal Interviews*

Board and Commission interviews have sometimes been held in an informal environment such as the second floor lobby at City Hall. Staff has received comments from Council members that conducting an interview in such an informal environment is not conducive to the evaluation process for the Council members or comfortable for the candidates. Staff proposes to schedule interviews in conference rooms at either City Hall or the Community & Senior Center. The use of a conference room provides a more formal place for candidates to respond to questions and for Council members to interview and evaluate the candidates.

#### *Boards and Commissions Assessment*

Members of the Council have suggested that an assessment of each Board and Commission may be valuable to the Council members appointed to the Ad-Hoc interview panel as well as the entire Council when the Ad-Hoc Committee's recommendations are considered. The assessment would be completed by City staff that support the Board or Commission and approved by the Department Head. Information generated by the assessment includes a list of challenges faced by the Board or Commission, background of the current Board/Commission members and characteristics that new Board/Commission members could have that would compliment the knowledge, skills and abilities of the current members. The purpose of the assessment is to provide the Ad-Hoc Committee and the entire Council with a framework to facilitate the evaluation of the candidates. The draft Board/Commission Assessment form is attached.

*Development of an Administrative Guidelines Handbook*

If the process described herein or modifications to this process are eventually approved by the City Council, staff would propose the development of an administrative guideline document in the form of a handbook for the implementation of the process. The City Council could use the handbook to help guide the process and to review the status and assessment of each Board and Commission. This handbook will also be provided to the Board and Commission members and candidates to outline their duties and responsibilities and inform them of the approved selection process.

*Current Status of City Boards and Commissions*

It is important to acknowledge that the need to consider appointments to Boards and Commissions is critical at this time. Unfortunately, with the downsizing of administrative staff and the need to complete higher priorities such as negotiations, implementation of retirement incentive programs and constant evaluation of the City's fiscal situation, the appointment process for City Boards and Commissions has been delayed.

Current Board/Commission vacancies include:

Board of Building Appeals	- 1 vacancy
Commission on Aging	- 1 vacancy
Historical Preservation Commission	- 1 vacancy
Manufactured Homes Fair Practices Commission (Mayoral Appointment)	- 1 vacancy
Parks and Recreation Commission	- 2 vacancies
Personnel Board	- 1 vacancy
Planning Commission	- 1 vacancy
Traffic Safety Commission	- 1 vacancy

There are also currently ten expired terms of incumbents. The incumbents have been asked to indicate their desire to remain for another term. Those who desire to remain serving on a Board or Commission would be interviewed under the process selected by the City Council.

Prior to preparing this report, the City Manager asked each department to assess the Boards and Commission they provide liaison and support work for in order to provide the City Council with a sense of the current membership and the knowledge, skills and abilities that could be considered for future members. The following information summarizes the staff assessments.

The **Board of Building Appeals** acts upon recommendations and a determination made by the City's building officials and therefore is required to include members with technical knowledge in development/construction categories. These categories include: (1) a registered design professional with architectural experience, or building or superintendent of a building construction operation with at least ten years of experience, five of which shall have been as the responsible party in charge of the work to be performed; (2) registered design professional with structural engineering experience; (3) a registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten years of experience, five of which shall have been the

responsible party in charge of the work; (4) a registered design professional with electrical engineering experience or an electrical contractor with at least ten years of experience, five of which shall have been in charge of the work product; and (5) a registered design professional with fire protection engineering experience or a fire protection contractor with at least ten years of experience, five of which shall have been in charge of the work product.

The current vacancy for the Board of Appeals is in the electrical field.

The **Commission on Aging** describes their current membership with educational background in gerontology, recreation programs for seniors and senior advocacy. Current members have experience in children and health programs, intergenerational programs, senior programs, adult education and community based service organizations.

The **Historical Preservation Commission** has four active members, of which have Bachelor's Degrees, with three holding Master's Degrees in History, Law and/or Historic Preservation. Two are working professionals and all four have served community organizations such as tree foundations, historical societies and local, county and state museums. In order for Woodland to be a Certified Local Government designation for historical landmark purposes, it is stipulated that membership should include a registered architect; a registered landscape architect, architect or building designer; a state licensed general building contractor; and two members shall be citizens of the City at large with an interest in community design.

All five members of the **Library Board of Trustees** have earned bachelor degrees and several possess advanced degrees. Education is a highly desirable quality for the Board as education and lifelong learning values are consistent with the mission of a public library. The members are from the medical, human resources, social services, veterinary research and technology field. Future member service on the Board is encouraged to have a more diverse representation of age and ethnicity that would reflect the City's changing demographics. Experience in parenting and children's advocacy would be an asset. The Board is active and supportive in a wide range of community organizations and activities including service clubs, book clubs and professional groups. Desired background, skill or knowledge areas could include proactive advocacy and fund-raising methods since long term funding for the library is critical.

The **Parks and Recreation Commission** current membership consists primarily of those with advanced degrees and a range of professions. This Commission includes a recycling coordinator, a retired parks and recreation director, a veterinary technician, a SEIU Union representative and a non-profit manager. It would be helpful to have a member of the teaching profession, a landscape professional, a youth sports coach, non-profit volunteer, a parent or a business person as part of the Commission.

Current members of the **Personnel Board** are in the fields of Human Resources, Personnel or Supervisory areas. There is no desired educational background for service on this Board. A more diverse makeup and experience in human resources management would be assets to the Board.

Five of the current six members of the **Planning Commission** hold college and/or advanced degrees. Current employment status and experience includes an attorney, an economist, a University of California administrative employee, a small business owner, a retired medical professional and a property manager. Individuals to help enhance the current membership could include a demonstrated interest not limited to, planning, architecture, land use, development or the building industry with a desirable background, skill or knowledge area and a demonstrated passion and interest in developing community vision, recognizing that Woodland values its small town feel, while at the same time recognizing that the City is also a growing medium size community with key attributes as a potential leader in the region.

Current **Traffic Safety Commission** members are a Traffic Engineer who works for a private engineering company, a civil engineer for a private engineering company and a member who performs public works type maintenance for a neighboring agency. It would be desirable to have members with a college education, a resident or business owner from the downtown area or involvement with children or school issues.

**Fiscal Impact**

Consideration of the recommended action described herein would have no fiscal impact to the City.

**Public Contact**

Posting of the City Council agenda.

**Alternative Courses of Action**

1. Approve the appointment of two Council members as an Ad-Hoc Committee to interview prospective Board and Commission members and present recommendations to the entire Council and utilize for information purposes a Board/Commission assessment form to support the appointment process as described herein.
2. Approve the appointment of two Council members as a standing Council Subcommittee to interview prospective Board and Commission members and present recommendations to the entire Council and utilize for information purposes a Board/Commission assessment form to support the appointment process as described herein.
3. Direct staff to modify the process by developing multiple Council Subcommittees responsible for interviewing candidates for specific Boards or Commissions and present recommendations to the entire Council and utilize for information purposes a Board/Commission assessment form to support the appointment process as described herein.

4. Direct staff to modify the process by having the entire City Council interview candidates for Boards and Commissions and utilize for information purposes a Board/Commission assessment form to support the appointment process as described herein.

**Recommendation for Action**

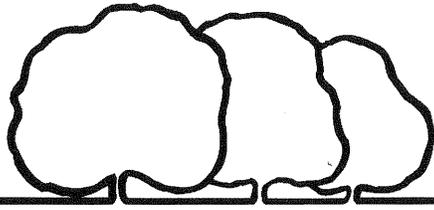
Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Sue Vannucci, Director of  
Administrative Services

---

Mark G. Deven  
City Manager

Attachment: Board/Commission Assessment Form



City of Woodland

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806

(530) 661-5813

## **CITY BOARDS AND COMMISSIONS ASSESSMENT**

Name of Commission/Board:

Describe the current challenges and issues facing the Board or Commission:

Describe the current educational background and other training of current Board or Commission members:

Describe the desired educational background for new members of the Board or Commission:

Describe the current employment experience of the Board/Commission:

Is there a particular background or need to help balance the Board or Commission?

Describe the current organizations and community activity experience of the current Board or Commission members:

Describe other background and/or skill/knowledge areas that would strengthen the Board/Commission:

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Please return information to: Ana Gonzalez**