



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: May 4, 2010

SUBJECT: Ordinance Amending Terms of Office and Procedures for Appointment of Members of City Committees, Commissions and Boards

### **Report in Brief**

The proposed ordinance would change the process for selecting members of City committees, commissions and boards, and would change the terms of office for members of the Board of Building Appeals, Planning Commission and Historical Preservation Commission to align with the City's fiscal year instead of the calendar year. These changes were presented as part of a report formalizing procedures for the selection of members for City committees, commissions and boards.

Staff recommends that the City Council introduce, waive first reading and read by title only an ordinance to amend the term ending dates for the Board of Building Appeals, Planning Commission and Historical Preservation Commission.

### **Background**

The City Council requested that staff facilitate consideration of revisions to the current process for selection and appointment of board and commission members. Staff presented reports on February 16 and March 16, 2010 in order to facilitate Council discussion on this matter. In response to these discussions the City Council approved a process that involved all Council members in the interview process and designated recruitment periods for the boards and commissions. The designation of recruitment periods will spread the recruitment process over an entire year instead of a few months which will allow staff the time necessary to prepare the materials necessary to solicit applications and coordinate interviews. The recruitment periods will also provide the Council with a timetable to consider the appointments prior to the end of a board or commission member's term.

This process also requires a change in the Municipal Code for certain boards and commissions to have their terms end on June 30 instead of December 31. The March 16 staff report proposed changing the Board of Building Appeals, Planning Commission and Historical Preservation Commission from calendar year terms (January 1-December 31) to fiscal year terms (July 1-June 30). The Library Board is already on a fiscal year term; therefore, this change would allow for approximately half of the boards and commissions to be on a fiscal year term which would even the

work load for staff and Council in the course of implementing the process and presenting the final candidates for the City Council's consideration. The balance of the City boards and commissions would remain on a calendar year term.

In addition, staff 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.

The City Council approved the staff recommendations on March 16. Following that meeting, staff worked with the Council to form the interviewing or screening committees that eventually resulted in the following assignments:

**Building Code of Appeals**

Jeff Monroe and Skip Davies

**Historical Preservation Commission**

Bill Marble and Jeff Monroe

**Parks & Recreation Commission**

Skip Davies and Art Pimentel

**Planning Commission**

Bill Marble and Martie Dote

**Commission on Aging**

Bill Marble and Jeff Monroe

**Library Board**

Art Pimentel and Skip Davies

**Personnel Board**

Art Pimentel and Martie Dote

**Traffic Safety Commission**

Martie Dote and Skip Davies

Staff is in the process of scheduling the board and commission candidate interviews. All applicants have been notified that they will be interviewed in the near future and interviews for the Parks & Recreation Commission candidates has already taken place with the balance to follow.

The final action is to amend the Municipal Code in order to designate fiscal year terms for the Board of Building Appeals, Planning Commission and Historical Preservation Commission.

**Discussion**

The designation of fiscal year terms for approximately half of the City boards and commissions will support a timely process for the recruitment, interviewing and selection of candidates to fill City board and commissions. This process provides a designated period for recruitment and 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.

The designation of time periods to schedule interviews is especially important given the Council's desire to involve all Council members in the interview process through the formation of the interviewing committees as described herein. As the Council will recall, the former process for interviewing board and commission candidates appointed two Council members as a rotating interview committee. This process was informal and simpler to implement because the City Council secretary, who is the lone staff member responsible for this process, needed to coordinate the schedules of only two Council members. With the involvement of all Council members in the interview process through the formation of the interviewing committees, the City Council secretary will have more time to coordinate the challenging schedules of all five Council members and board/commission applicants. Staff believes this will improve the timeliness and efficiency of the process while meeting the Council's desire to have all members participate in the interviews.

### **Public Contact**

Posting of the City Council agenda.

### **Alternative Courses of Action**

1. Introduce, waive first reading and read by title only an ordinance to amend the term ending dates for the Board of Building Appeals, Planning Commission and Historical Preservation Commission.
2. Cease further consideration of the proposed ordinance.

### **Recommendation for Action**

Staff recommends that the City Council Alternative No. 1.

Prepared by: Andrew J. Morris  
City Attorney

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Mark G. Deven  
City Manager

Attachments: Proposed ordinance

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND,  
CALIFORNIA RELATED TO THE TERM AND APPOINTMENT OF MEMBERS  
OF CITY COMMITTEES, COMMISSIONS AND BOARDS**

**WHEREAS**, the Woodland City Council has created various committees, commissions and boards composed by interested residents, including the Planning Commission, Board of Building Appeals, Historical Preservation Committee, Library Board, Parks and Recreation Commission, Personnel Board, Traffic Safety Commission, Commission on Aging and Manufactured Homes Fair Practices Commission, with applicable responsibilities and jurisdictions (“Resident Commissions”); and

**WHEREAS**, with the exception of the Manufactured Homes Fair Practices Commission, potential members of the Resident Commissions are interviewed and nominated by a two Council member subcommittee and then appointed by a majority vote of the entire membership of the City Council; and

**WHEREAS**, this procedure prevents each member of the City Council from participating in the interview and nomination process; and

**WHEREAS**, the City Council would like to amend the interview and nomination process to ensure that each member of the City Council is able to participate in interviewing and nominating candidates for the Resident Commissions; and

**WHEREAS**, members of the Resident Commissions, excepting the Library Board, currently have terms that are based on the calendar year; and

**WHEREAS**, this process requires the City Council to interview, nominate and appoint members of the Resident Commissions, excepting the Library Board, at the same time; and

**WHEREAS**, the City Council wishes to modify the term of members of the Board of Building Appeals, Planning Commission and Historical Preservation Commission to be based on the fiscal year; and

**WHEREAS**, modifying the terms of the members of the Board of Building Appeals, Planning Commission and Historical Preservation Commission will allow the City Council to interview, nominate and appoint members of the applicable Resident Commissions twice a year ensuring the City Council has greater flexibility in interviewing, nominating and appointing members of the Resident Commissions.

**NOW THEREFORE**, the City Council of the City of Woodland does ordain as follows:

**Section 1.** The City Council hereby adopts the recitals and findings set forth above.

**Section 2.** Section 2-1-36 of the Woodland Municipal Code is hereby amended to read in full as follows:

**Sec. 2-1-36. Screening committees.**

The mayor, with concurrence by a majority vote of the council, shall appoint two council members to screen applications for each board, commission and committee by evaluating the qualifications of the candidates and recommending

no more than three candidates for appointment to a single position on each board, commission and committee. The council, by majority vote, may give such direction to the members of each screening committee as it deems necessary and proper. The members of each screening committee shall submit recommendations to the council within the timeframe set by the council when that committee is established. While council members may serve on more than one screening committee, each council member shall serve on at least one committee each year.

**Section 3.** Section 2-7-11 of the Woodland Municipal Code is hereby amended to read in full as follows:

**Sec. 2-7-11. Terms of members.**

Of the members first appointed to the board of building appeals, two members shall be appointed for a term of one year, one member shall be appointed for a term of two years, one member shall be appointed for a term of three years, and one member shall be appointed for a term of four years. Successors in office shall serve for a term of four years, except that if a vacancy on the board shall occur other than by an expiration of a term of office, it shall be filled for the unexpired portion of term. Each term shall begin on July 1st and shall end on June 30th but shall continue to be staggered as provided above.

**Section 4.** Section 2-7-19 of the Woodland Municipal Code is hereby amended to read in full as follows:

**Sec. 2-7-19. Terms of members.**

The term of office of each member of the planning commission shall be four years and each term shall begin on July 1st and end on June 30th. If a vacancy shall occur other than by expiration, it shall be filled by appointment for the unexpired portion of the term. In order to establish staggered terms of office for members first appointed, one member shall be appointed for a one-year term, two members shall be appointed for a term of two years, two members shall be appointed for a term of three years, and two members shall be appointed for a term of four years, and upon expiration of such designated terms their successors shall be appointed for full four-year terms as provided above. Each member, unless sooner terminated, shall serve until his or her successor is appointed and qualified.

**Section 5.** Section 2-7-56 of the Woodland Municipal Code is hereby amended to read in full as follows:

**Sec. 2-7-56. Term of office and compensation.**

Each trustee shall hold office for three years beginning July 1st and ending on June 30th, or when a trustee's successor is appointed and qualified, whichever occurs last. The members of the first board so appointed shall so classify themselves by lot that one of their number shall go out office at the end of the current fiscal year, two at the end of one year thereafter, and three at the end of two years thereafter. Each trustee shall serve without compensation unless the

city council, by ordinance, otherwise provides for compensation which shall not exceed fifty dollars per month.

**Section 6.** Section 12A-2-4 of the Woodland Municipal Code is hereby amended to read in full as follows:

**Sec. 12A-2-4. Terms of members.**

The term of office for each member shall be for four years beginning July 1st and ending on June 30th, or when his successor is appointed and qualified, whichever occurs last. In order to establish staggered terms of office for members first appointed, three members shall be appointed for a two-year term and four members shall be appointed for four-year terms, and upon expiration of such designated terms their successors shall be appointed for full four-year terms as provided above. If a member of the commission is absent without cause for three successive regular meetings of the commission, the office becomes vacant automatically and the commission immediately shall notify the council hereof.

**Section 7.** The term of any member of the Board of Building Appeals, Planning Commission or Historical Preservation Commission that prior to the effective date of this Ordinance began on January 1st and ended on December 31st shall expire on June 30th of the year following the year in which that term was originally set to expire.

**Section 8. Severability.** If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. This City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

**Section 9. Effective Date and Publication.** The City Clerk shall certify to the adoption of this Ordinance, and the City Clerk shall cause this Ordinance to be posted or published as prescribed by law. This Ordinance shall take effect thirty (30) days following its adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Marlin H. Davies, Mayor

ATTEST:

APPROVED AS TO FORM:

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Sue Vannucci, City Clerk

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Andrew J. Morris, City Attorney