



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 18, 2010

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

Report in Brief

As introduced, the proposed ordinance would change the process for selecting members of City committees, commissions and boards, and 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.

Staff recommends that the City Council adopt Ordinance _____, "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" to amend the term ending dates for the Board of Building Appeals, Planning Commission and Historical Preservation Commission.

Background

Revisions to the current process for selection and appointment of board and commission members as requested by Council were presented in reports on February 16 and March 16, 2010 in order to facilitate Council discussion on this matter. This Ordinance was introduced at the May 4, 2010 meeting with no comments received.

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.

Public Contact

Posting of the City Council agenda.

Alternative Courses of Action

1. Adopt 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: Sue Vannucci, Director of
Administrative Services

Mark G. Deven
City Manager

Attachment: 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 the applicable screening committee as it deems necessary and proper. The members of the applicable 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:

Sue Vannucci
City Clerk

APPROVED AS TO FORM:

Andrew J. Morris
City Attorney

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