

REPORT

To the Honorable Mayor and City Council
From the City Manager

8.C-1

November 8, 2004

Subject

2005 Boards, Committees and Commissions Recruitment and Selection Process

Recommendation

Approve a recruitment, interview and selection process for the spring 2005 appointments that includes the revisions to the application and interview process listed in staff report and the following:

1. Staff to establish a January through June timeline for Spring recruitment with the goal of appointments to all seats prior to expiration of incumbents' terms of office. (Board, Committee and Commission terms vary and end either on May 31, June 30 or July 31.)
2. Agreement on interview days and times – example: Monday evenings with no scheduled Council meeting with interviews between 6:00 – 9:00 p.m.
3. All recruitment advertisements to include interview dates and times
4. Staff to provide organized individual binders for Council Members' use to store applications and other paperwork associated with the recruitment and interview process

Background

The City Council has reviewed and revised the process for interviewing applicants for boards, committees and commissions over the last several years. Based on applicants' comments, Council comments along with staff observations after the 2004 recruitment; further revision to the process is being considered.

Staff received feedback from applicants during the 2004 recruitment and also surveyed other California cities to gather ideas for further improving the process. There was interest on the part of both Council Members and applicants to consolidate the interview process so that applicants could finish on one evening rather than multiple nights. This proposal is more sensitive to the time of all. After consultation with Mayor Ira and Vice Mayor Pierce the following revisions are offered for consideration.

Application:

- Revise application to allow for first choice or only one choice per applicant
- Add a question on the application asking if the applicant desires to be considered for another board, committee or commission should the need arise
- Add text explaining that information provided on the application becomes a matter of public record and will be disclosed upon request
- Add text explaining that a Statement of Economic Interests is required of members of most boards, committees and commissions and that also becomes public record and disclosed upon request

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Interviews:

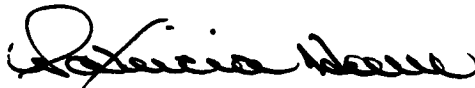
- Schedule one interview appointment per applicant
- All interviews for a specific board, committee or commission to be conducted at the same meeting
- Interview to consist of a 3-minute vision presentation and 5-minute interview per applicant to be conducted in groups of three
- Applicants to be provided with interview questions in advance of interviews – general questions or specific to the board, committee or commission
- Applicants unable to attend scheduled interview have option to submit vision presentation and interview answers in written format

Fiscal Impact

No additional expenses are anticipated.



Barbara Pierce
Vice Mayor



Patricia Howe
City Clerk



Ed Everett
City Manager