



STAFF REPORT

DATE: April 5, 2017
TO: Ronald L. Olson, City Manager
FROM: Kathy Davis, City Attorney
SUBJECT: Council Policy Regarding Appointments to Citizen Boards, Commissions and Committees

BACKGROUND AND FINDINGS:

On March 7, 2017, Council discussed the process and criteria to consider when making appointments to citizen boards, commissions and committees. The consensus was to create a policy that would guide future appointment and reappointment processes. The attached policy addresses the timeframe for making appointments, the process for reviewing applications, the duties of appointment subcommittees and the full council, term limits and criteria for appointment.

THE ALTERNATIVES CONSIDERED:

Which alternative is recommended? Why?

It is recommended that the City Council standardize its appointment and reappointment process for citizen boards, commissions and committees by adopting a formal policy.

CONFORMITY TO CITY POLICY:

Adoption of this policy is within the purview of the City Council, and is in conformance with the City Charter and Code of Ordinances.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

Adoption of this policy will not necessitate the expenditure of funds in either this fiscal year or future fiscal years.

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Staff recommends that the Council adopt the attached City Council Policy

DEPARTMENTAL CLEARANCES:

City Manager

ATTACHED SUPPORTING DOCUMENTS:

Policy