



AGENDA ITEM SUMMARY

City Council

STAFF

Rupa Venkatesh, Assistant City Manager
Anissa Hollingshead, City Clerk
Davina Lau, Public Engagement Specialist
Carrie Daggett, Legal

SUBJECT

Resolution 2022-122 Creating an Ad Hoc Council Committee on Boards and Commissions to Consider and Make Recommendations Regarding Improved Efficiency and Consistency of Board and Commission Processes and to Reduce Barriers to Participation.

EXECUTIVE SUMMARY

The purpose of this item is to bring forth a Resolution to establish an Ad Hoc committee to discuss and make recommendations to improve the efficiency and consistency of board and commission processes and to reduce barrier to participation on boards and commissions.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

On July 2, 2019, Council adopted a priority to Reimagine Boards and Commissions, outlined as:

Better structure the board and commission system to set up success into the future, align with Outcome Areas and allow for integrated perspectives. Explore models that allow for greater use of ad hoc meetings, diverse stakeholders, and additional community participation.

Following adoption of this Council priority, staff had extensive communication with current and former board members on what works and what could be improved. This included engaging 79 board members with a Reimagine Boards and Commissions questionnaire and convening 55 board members at the Boards and Commissions Super Issues Meeting in February of 2020 to discuss this Council Priority in small, facilitated groups.

Momentum in the Reimagine process slowed as the pandemic set in. [Significant shifts](#) did move forward in April of 2021 making changes to the Code provisions governing appointed boards and commissions. **Ordinance No. 049, 2021** included updated provisions addressing:

- Allowing boards and commissions to meet remotely.
- Clarifying naming structure to make quasi-judicial bodies all commissions, and other appointed bodies boards.
- Encouraging collaboration through joint meetings of different boards.
- Adding new and varied term lengths, to allow a shorter-term commitment by appointees.
- Staggering terms manually as a reset to ensure different end dates for appointed members.
- Updating attendance policy for appointees.
- Shifting the residency requirement to eliminate the requirement to reside within the Urban Growth Area for at least a year prior to appointment.

In late 2021, staff engaged Council in a continuing conversation regarding the recruitment process for Boards & Commissions. Councilmembers then expressed interest in treating the annual recruitment in 2021 as a pilot to allow revisiting the workability of different elements of the process before finalizing any ongoing shifts. Filling any remaining or new vacancies was paused at the beginning of 2022 with a plan to return to Council at a work session in quarter 1 of 2022 to allow an opportunity for Council input on an updated process for handling vacancies outside of the annual process and on the recruitment process generally based on the pilot approach.

On April 26, 2022, the City Clerk's Office (CCO) shared with Council a recap of work that was done both in the Reimagine process and in the subsequent work specifically around recruiting. Council discussion at the work session included consensus support for the formation of a Council ad hoc committee to continue working on additional shifts to the boards and commissions program. There was also support for conducting an immediate recruitment cycle to fill existing vacancies prior to the start of annual recruitment this fall.

The off-cycle recruitment and vacancy filling concluded on August 16, 2022. During that recruitment and interview process, staff continued gathering feedback from Councilmembers, boards and commissions members and staff liaisons, and applicants. In response, CCO implemented the following changes to the current annual recruitment process which opened for applications on Monday, September 2 and closed Sunday, September 25 to fill slots expiring on December 31, 2022:

- Applicants can only choose up to three boards and commissions for which to apply.
- Applicants will rank which board they want the most, middle, and least.
- There is at least one board-specific question on the application.
- The application will note the current meeting day and time to help applicants discern their availability more easily.
- Interviews were intended to take place the last two weeks in October with flexibility to go into the first week of November. A lesson learned is to add the general interview time period to the application itself.
- Council will appoint members in November and December. This is intended to allow new members the opportunity to attend a December board meeting where possible as part of orientation.

CCO has also recently hired a new Public Engagement Specialist, Davina Lau, who started on October 10, 2022. Her role will initially focus on coordinating efforts to provide more support to boards and commissions members, staff liaisons, applicants, and provide better transparency with the public. This includes developing and delivering onboarding training for both members and staff liaisons.

The intention is to start the work of the Ad Hoc Committee in December 2022 and conclude by July 2023. This will allow time for the Committee to complete its work, make recommendations to Council and the City Manager regarding the board and commission processes, and for staff to implement changes and communicate to the public prior to the start of the annual recruitment process which typically starts in early September.

Prior to the first committee meeting, ad hoc committee members will receive a compiled list of recommendations that have been submitted from board and commission members, Councilmembers, and the general public.

CITY FINANCIAL IMPACTS

None.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

The City has received formal recommendations from the Senior Advisory Board as well as other board and commission members that will be incorporated into the Ad Hoc Committee's work.

PUBLIC OUTREACH

The City has received recommendations from the public as to how to improve the process. They will be incorporated into the Ad Hoc Committee's work.

ATTACHMENTS

1. Resolution for Consideration