

CITY COUNCIL

CITY OF ORLAND



RESOLUTION NO. 2026-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORLAND ADOPTING A STANDARDIZED COMMISSION APPOINTMENT PROCESS

WHEREAS, the City of Orland has established six commissions by ordinance: the Planning Commission (OMC 2.32), the Library Commission (OMC 2.24), the Arts Commission (OMC 2.18), the Economic Development Commission (OMC 2.20), the Public Works and Safety Commission (OMC 2.36), and the Parks and Recreation Commission (OMC 2.28); and

WHEREAS, each commission has appointment provisions in the Orland Municipal Code providing for appointment by the Mayor with confirmation by the City Council; and

WHEREAS, the City Council desires to adopt a standardized process for commission appointments to improve transparency, consistency, and communication with applicants; and

WHEREAS, the City Council finds that a standardized appointment process will benefit the public by ensuring fair and transparent procedures while preserving the Council's discretion in making appointments; and

WHEREAS, the City Council intends this resolution to establish administrative guidelines only and not to create any enforceable rights or entitlements for applicants or candidates.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orland as follows:

Section 1. Adoption of Standardized Process. The City Council hereby adopts the Standardized Commission Appointment Process attached hereto as Exhibit A and incorporated herein by reference.

Section 2. Directory Nature. The procedures set forth in Exhibit A are intended as administrative guidelines only. They do not create any legally enforceable right, entitlement, or cause of action for any person, including but not limited to applicants, candidates, or members of City commissions. Failure to strictly comply with the procedures in Exhibit A shall not invalidate any appointment or other action taken by the City Council.

Section 3. No Impairment of Council Authority. Nothing in this resolution or Exhibit A shall be construed to limit, restrict, or impair the City Council's plenary authority to appoint, reappoint, or remove commission members in accordance with the Orland Municipal Code and applicable law. The City Council retains full discretion in all appointment decisions.

Section 4. Supersession. This resolution supersedes any prior informal policies or practices regarding commission appointments to the extent they are inconsistent with the procedures set forth in Exhibit A.

Section 5. Severability. If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions.

Section 6. Effective Date. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Orland held on the ____ day of _____, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Terrie Barr, Mayor

ATTEST:

Jennifer Schmitke, City Clerk

EXHIBIT A

STANDARDIZED COMMISSION APPOINTMENT PROCESS

I. Purpose

This policy establishes a standardized process for the appointment and reappointment of members to City of Orland commissions. It is intended to promote transparency, consistency, and effective communication with applicants and the public.

II. Applicability

This process applies to all six City commissions: Planning Commission, Library Commission, Arts Commission, Economic Development Commission, Public Works and Safety Commission, and Parks and Recreation Commission. Where the Orland Municipal Code prescribes specific requirements for a particular commission (such as interview panels or composition requirements), those code provisions shall govern to the extent of any conflict with this policy.

III. Annual Recruitment Timeline

- A. By September 15 of each year, staff shall review commission terms expiring on December 31 and send written notice to incumbent members whose terms are expiring, including an application form for reappointment.
- B. By October 1, staff shall publish a legal notice of vacancies and post vacancy announcements on the City website and social media channels.
- C. The standard application deadline shall be the last business day of October, unless extended by the City Manager.
- D. During November, staff shall coordinate any required interviews in accordance with Section V of this policy.
- E. Appointments shall be agendized for Council action at the first regular Council meeting in December, with new terms effective January 1.

IV. Mid-Term Vacancies

When a mid-term vacancy occurs, staff shall initiate a recruitment process with a minimum 30-day application period. The City Manager may authorize an expedited process when necessary to maintain commission quorum. Appointees to mid-term vacancies shall serve the remainder of the unexpired term.

V. Interview Procedures

- A. Planning Commission: Interviews shall be conducted by the panel specified in OMC 2.32.030 (as may be amended), and the panel shall make a recommendation to the Mayor and Council.
- B. Other Commissions: The Mayor and one Council member may conduct interviews, or Council may consider applicants directly with a recommendation from the commission chairperson, particularly when the number of applicants is limited.

C. All interviews shall be conducted at publicly noticed meetings held at City Hall.

VI. Communication Protocol

Staff shall:

- A. Send written confirmation upon receipt of each application.
- B. Notify applicants of scheduled interview dates and times.
- C. Notify the public when an application period is extended.
- D. Send written notification to applicants who are not selected.
- E. Send formal appointment letters to selected applicants, including information about the oath of office and any required filings.

VII. Recruitment Enhancements

To encourage broad community participation, staff shall:

- A. Post vacancies prominently on the City website homepage.
- B. Publish vacancy notices in the local newspaper.
- C. Utilize City social media channels.
- D. Conduct direct outreach to local service clubs, business organizations, and community groups.
- E. Maintain a year-round "Interested in Serving?" interest list on the City website.

VIII. Disclaimer

This policy is adopted for the administrative convenience of the City and does not create any enforceable right, entitlement, or cause of action. The City Council retains sole and absolute discretion over all commission appointments. No person shall have standing to challenge any appointment or the City's compliance with this policy.