



# *CITY COUNCIL AGENDA REPORT*

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**MEETING DATE:** October 17, 2006

**ITEM NUMBER:**

**SUBJECT:** APPOINTMENTS TO VARIOUS COUNCIL-APPOINTED COMMITTEES

**DATE:** OCTOBER 3, 2006

**FROM:** CITY MANAGER'S OFFICE

**PRESENTATION**

**BY:** ANN C. SHULTZ, LEGISLATIVE & PUBLIC AFFAIRS MANAGER

**FOR FURTHER INFORMATION**

**CONTACT:** Carol C. Proctor, at (714) 754-5688

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**RECOMMENDATION:**

That the City Council make appointments and reappointments to fill vacancies on the following:

- Access, Building, Fire & Housing Board of Appeal;
- Child Care and Youth Services Committee;
- Cultural Arts Committee;
- Fairview Park Friend/Fundraising Committee; and
- Historical Preservation Committee

**BACKGROUND:**

This item was continued for two weeks by City Council at their October 3, 2006 meeting in order for staff to obtain more specific information, such as a brief resume from some of the applicants, and to consider modifying submittal information requirements.

Council Policy 000-2 (attached) pertaining to Council appointed committees, notes that expiration of all committee terms shall be tied to one of two time periods: April or October. Currently, there are vacancies on the above committees, due to either term expirations or resignations. New members have been solicited for all committees having vacant positions. The press releases also included the Redevelopment and Residential Rehabilitation Committee.

**ANALYSIS:**

Staff has received 7 applications from individuals for this recruitment. This is a lower number of responses received as compared to the last recruitment, in which 17 interest forms were submitted. Two of the applications are requests for reappointments. Two press releases were distributed: on August 9th and August 31st, and information was posted on the City's website and CMTV.

Attachment 1 provides a list of all committees and the applicants who have requested appointments or reappointment to each, as well as the number of vacancies (expired terms and resignations). Supporting documents (Attachment 2) include current rosters for each committee, Committee Interest Forms and one letter.

Staff contacted applicants with missing key information and requested a brief, one-page resume that included background, experience and qualifications that would be applicable as a member of the Committee or Board position sought. These have been received and attached to each Committee Interest Form. Contact information has been included on the Forms so that Council Members can have the opportunity to communicate with each applicant.

As it relates to submittal information from applicants, Council Policy 000-2 (Attachment 3), refers to the Committee Interest Form (Attachment 4). Under Item 2, page 2, the Form requests "Indicate any experience or qualifications you possess that might apply to the Committee/Board you are interested in serving on. A resume may also be attached to this form. This is strictly optional." Past Form submittals have been prepared by applicants with complete responses to Item 2, eliminating the need for a resume and information redundancy. Resumes can be useful in providing additional detail or further determining an applicant's qualifications and experience. A recommended approach would be to continue to use the Committee Interest Forms, have City Manager's staff review the Forms, and if incomplete, contact the applicant for additional information or a brief resume. However, if Council prefers that resumes be required to be submitted along with the Committee Interest Form, Item 2 of the Form can be revised to reflect this requirement. This requirement can also be noted on the first page and in future press releases.

**ALTERNATIVES CONSIDERED:**

None.

**FISCAL REVIEW:**

No fiscal review is required for this item.

**LEGAL REVIEW:**

No legal review is required for this item.

**CONCLUSION:**

City Council needs to make appointment and reappointment selections to the respective Committees. With the exception of the Access Appeals Board, all appointments and reappointments are to expire October of 2008, in accordance with Council Policy 000-2. Appointments to the Access Appeals Board are for a four-year term. Council further needs to decide whether resumes should be included as part the application submittal or direct staff liaisons to follow-up with respective applicants for additional qualification information.

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THOMAS R. HATCH  
Assistant City Manager

DISTRIBUTION: Staff Liaisons to Council-Appointed Committees  
Legislative & Public Affairs Manager

ATTACHMENTS: 1 [List of Committees and Applicants](#)  
2 [Committee Rosters and Interest Forms](#)  
3 [Council Policy 000-2](#)  
4 [Committee Interest Form](#)