



DATE: July 22, 2021

TO: Mayor and City Council

FROM: Becky Behrens, City Clerk

SUBJECT: **Boards and Commissions Appointment Process**



Staff is seeking approval to update the processes of making appointment recommendations for boards and commissions.

The Council Interview Committee currently reviews applications and conducts interviews for the following boards:

- Board of Adjustment
- Board of Ethics
- City Planning Commission
- Heritage Commission
- Human Relations Commission
- Personnel Board
- Public Utilities Advisory Board
- Independence Economic Development and Incentive Commission
- TIF Commission

The following are potential options to move forward in the appointment process as they pertain to the Council Interview Committee:

- Recommendation No. 1-**Disband the Council Interview Committee.**
 - The following boards would become individual Mayor/Council appointments: Board of Adjustment, City Planning Commission, Public Utilities Advisory Board and TIF Commission. The original assignment of board members to Mayor/Councilmembers will be done randomly.
 - The following boards shall become appointment recommendations that come from the respective board: Personnel Board, Heritage Commission, Human

Relations Commission, Board of Ethics and Independence Economic
Development and Incentive Commission.

- Recommendation No. 2-**Revised Council Interview Committee**
 - All Council Interview Committee appointment recommendations shall be by a unanimous vote, and if a non-unanimous vote occurs the selection will be forwarded to the next committee rotation. If a decision isn't made within two committee rotations, the respective board or commission will be tasked with making a recommendation for appointment to the full Council.
 - Anyone who submits an application that is eligible for review by the Council Interview Committee will be given an opportunity to interview.
 - Further amendments should be made to Res. No. 6256 to update the requirements of the committee chair and removing or amending Section 4.

The following are suggested Procedural Updates for All Boards and Commissions:

- All boards and commissions created by State Statute, City Charter or that oversee funding would be individual Mayor/Council appointments, with the exception of those that have restrictions set out by State Statute or City Charter, which include City Judicial Commission, Board of Ethics and Personnel Board. The remaining boards and commissions shall be appointments recommended by the board/commission, with the exception of outside board appointments, which are handled by the Mayor.
- The following boards would become individual Mayor/Council appointments: Board of Adjustment, City Planning Commission, Public Utilities Advisory Board, TIF Commission, Jackson County Animal Welfare Committee (Contingent on a new contract with the County) and Tourism Commission.
- The original assignment of board members to Mayor/Councilmembers will be done randomly.
- Any individual Council/Mayor appointment that is not filled within three months of notice of a vacancy/expiration will be sent to the respective board to offer a recommendation for appointment.

Additional Discussion Points:

- Should District Councilmembers be required to appointment only individuals from their respective districts for individual appointments?