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**REPORT TO COUNCIL**

**SUBJECT**

Discussion and Consideration to Establish a Boards and Commission Eligibility List Policy

**COUNCIL PILLAR**

Enhance Community Engagement and Transparency

**BACKGROUND**

At the March 10, 2021 Special Council meeting, the Council directed staff to present policy options that formalize the process for establishing a Boards and Commissions eligibility list before the Board and Commission interviews, which take place on May 24, 2021. The following report provides background on the origination of the current eligibility list process and options the Council may want to consider formalizing the process.

As background, the former City Council, on April 1, 2019 decided that if any given board and commission recruitment yielded a large pool of applicants and upon the interview process the Council determined that there were multiple qualified applicants, the Council may recommend establishment of an eligibility list that may be used to fill any vacancies that occurred in the following 12 month period.

At that time, the City Council wanted the discretion to either appoint automatically upon a vacancy or interview those on the eligibility list This process allowed the Council the flexibility to automatically appoint or invite back the applicant to interview for a vacancy without doing a recruitment and interview process knowing that there was a qualified pool to fill an unanticipated vacancy.

The former Council also directed staff to formalize a policy for the Boards and Commission Recruitment, Selection, and Interview Process. Staff presented the report to the Governance Committee on September 14, 2020 and it was approved by the Committee as part of the update to

the Boards and Commissions Handbook. This handbook is currently being reviewed and is scheduled to be presented to the Council in Fall/Winter 2021. This draft handbook included the eligibility list process:

*Eligibility List: An eligibility list will be established at the discretion of the Council during an interview process and will be maintained on file in the City Clerk's office for a period of one year. During that year, an applicant may be appointed to an unanticipated vacancy for the Board, Commission or Committee which they applied.*

## **DISCUSSION**

The current City Council requested that this item be placed on this agenda to discuss how to formalize and/or have a more structured eligibility list process. As noted above, the current process allows for Council discretion/flexibility to either automatically appoint or interview from an established eligibility list.

The establishment of a boards and commission eligibility list is a best practice amongst cities to streamline the overall process and help with staff resources and timeframes to appoint to a board and commission. This is a process that is widely used.

Options for Council consideration include:

1. An automatic appointment process upon a vacancy;
2. Invite applicant/s back for an interview upon a vacancy;
3. Do nothing if there is less than six months until the annual recruitment and a quorum of the board and commission exists; or
4. Not establish a list and open a recruitment when a vacancy occurs - this option requires the most staff time.

## **FISCAL IMPACT**

There was no fiscal impact associated with the preparation of this report.

## **COORDINATION**

This report was coordinated with the City's Attorney's Office.

## **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

## **ALTERNATIVES**

Alternatives could range from establishing a list to make:

1. An automatic appointment upon a vacancy;

2. Invite applicant back for an interview;
3. Do nothing if there is less than six months until the annual recruitment and a quorum of the board and commission exists; or
4. Not establish a list and open a recruitment when a vacancy occurs.

**RECOMMENDATION**

Staff makes no recommendation and seeks Council direction.

Reviewed by: Nora Pimentel, Assistant City Clerk

Approved by: Deanna J. Santana, City Manager