

TO: James L. App, City Manager
FROM: Ed Gallagher, Community Development Director
SUBJECT: Modify Recruitment Schedule for Planning Commission
DATE: February 5, 2013

Needs: For the City Council to consider changing the recruitment schedule for filling vacancies on the Planning Commission.

- Facts:**
1. The Planning Commission consists of seven (7) regular appointed members who are each assigned in staggered three year terms.
 2. Section 2.20.101 of the Municipal Code provides that Planning Commissioner's terms shall expire on December 31.
 3. To fill vacant terms so that new and re-appointed commissioners begin their terms on January 1, the Council has historically interviewed and appointed applicants in December, between their first and second meetings.
 4. Newly-elected councilmembers are usually seated at the Council's first meeting in December. The historical schedule has afforded new councilmembers to participate in the process of appointing and re-appointing planning commissioners.

Analysis and Conclusion

The month of December is typically filled with several holiday-related events, which makes the scheduling and conduct of interviews difficult for councilmembers and candidates alike. Options for adjusting the schedule to avoid such conflicts are:

- A. Retain the expiration date for planning commissioners' terms at December 31, but conduct the interviews earlier. Interviews could be conducted in October or early November. This would not require an amendment of the Municipal Code. New appointees would not be seated until January, but they may opt to attend Planning Commission meetings in November and December to familiarize themselves with the duties and responsibilities of commissioners. This option would not accommodate participation by newly-seated councilmembers (in election years) in the selection process.
- B. Change the expiration date for planning commissioners' terms to another date. The Municipal Code would have to be amended for this option. Suboptions are:
 1. Set the expiration date later than December 31. For example, February 28, which is the same date the Housing Authority Commissioners' terms expire, could be selected. Interviews could be conducted in January or February. Every other year, newly-seated councilmembers could participate in this selection.

2. Set the expiration date earlier than December 31. October 31 could be selected. Interviews could be conducted in September or October. This option would not accommodate participation by newly-seated councilmembers in the selection process.

Policy

Reference: Municipal Code Section 2.20.010

Fiscal Impact: None

- Options:**
- a. By minute action, direct staff to revise the schedule for recruitment of planning commissioners so that interviews for planning commissioners may take place in late October or early November.
 - b. By minute action, direct staff to prepare an ordinance to amend Section 2.20.010 to reset the expiration date of planning commissioners' terms to a date to be specified by the City Council and to schedule consideration and first reading of said ordinance at the next available City Council meeting.
 - c. Amend, modify, or reject the above options.