



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Nomination Process for Boards and Commissions

1. Adoption of Ordinance Amending Glendale Municipal Code, 1995, Section 2.36.010 Pertaining to Terms of Members of Boards and Commissions
2. Resolution Establishing a Recruitment and Selection Process for Appointment of Individuals to Boards and Commissions
3. Resolution Establishing the Procedure to Address Complaints or Allegations of Misconduct or Poor Performance Against Members of Boards and Commissions
4. Motion Providing Direction to Staff

COUNCIL ACTION

Item Type: Adoption of Ordinance

Approved for September 17, 2024 **calendar**

EXECUTIVE SUMMARY

On September 10, 2024, Council introduced an ordinance and provided direction to finalize the necessary legislation to reinstitute the panel nominating system for members of the boards and commissions. Staff has prepared the necessary resolutions to reconstitute the boards and commissions through councilmember panel nominations and a code amendment to provide that the terms of board members and commissioners (except Civil Service Commissioners) will be coterminous with the term of the nominating councilmember from Column One of the panel.

RECOMMENDATION

That the Council adopt the ordinance and adopt resolutions to implement the recruitment, nomination, selection and complaint procedures for boards and commissions.

ANALYSIS

Panel Pairings for Title 2 Boards and Commissions

On September 10, 2024, the Council provided direction to reinstate a panel system for nominating members of boards and commissions. Specifically, for the vacancies on the boards and commissions established under Title 2 of the Glendale Municipal Code, which vacancies, a panel of two council members shall be selected, in accordance with

the procedure herein, to act as an interview panel. The selection of the panel will involve an alphabetic rotation of the council as follows: the first member shall be in a vertical column (Column One) which shall have the council members' names listed alphabetically. The second member of the panel shall be in a vertical column (Column Two) with the first council member being the individual who is the second council member listed in Column One as it relates to the first Title 2 Board or Commission in alphabetical order. The next three council members will follow in alphabetical order, with the first council member in Column One being last in Column Two. Column One shall always remain alphabetical, Column Two will rotate for every board or commission in that the next board or commission will with the first council member being the individual who is the third councilmember listed in Column One and so on. The rotation process will have the council members in Column Two moving up the column with the council member at the top rotating to the bottom. The two council members who match up horizontally on the columns will constitute the panel to interview candidates who have applied to serve on a board or commission. The makeup of the panels for the initial nominations and appointments in the event the Council adopts the resolution is attached as Exhibit 1.

Each panel shall interview candidates, and make nomination selections, for a single position on a board or commission. To the extent the Council adopts an ordinance amending Section 2.36.010 regarding the term of office for board members and commissioners, the term of each board and commissioner shall be coterminous with the term of the councilmember in Column One on their nominating panel. The seats of councilmembers in Column One shall be numbered in alphabetical order.

For the initial nominations and appointments made in accordance with this Resolution after its adoption, the panel assigned a Column One seat number shall be assigned to nominate for the same numbered seat on the board and commission for which that panel is nominating, with the board and commission members being assigned seat numbers in alphabetical order, with vacant seats being assigned at the end of the order.

When a vacancy is created by a resignation or removal, the panel to fill that vacancy shall be comprised of the same panel of the original appointment, with the numbers associated with the council members who filled that position. The term of the board member or commissioner shall be coterminous with the term of the councilmember in Column One of the panel.

Civil Service Commission

For the Civil Service Commission, the assignment to nominate an individual to that Commission will rotate alphabetically but skip any individual councilmember who has nominated – either individually or as a member of a panel - a commissioner currently sitting on the Commission (and who is not up for re-appointment/replacement). In the event, however, a new councilmember begins a term that councilmember will not skip over a councilmember who has not nominated a sitting Civil Service Commissioner.

Timing

Each panel shall bring forward a nominee within sixty (60) days after the announcement of the vacancy and notice from the City Clerk of the panel makeup. The 60-day time period will be extended for up to an additional 30 days should factors including, but not limited to, a lack of qualified candidates, exist. If an extension is required, the councilmembers comprising the panel shall, at a public council meeting state the need and reason(s) for the extension. If after expiration of the extension a nominee is not brought forward or the panel cannot agree on a candidate, the Council shall disband the panel and make a direct appointment in accordance with the Brown Act.

Additional Items for Consideration

GMC Changes: As discussed by Council, this item also includes a proposed ordinance revising Glendale Municipal Code section 2.36.010 to provide that, with the exception of the Civil Service Commission (whose members serve 4 years per the Charter), the term of each member of a board or commission will be four years but coterminous with the term of the councilmember in Column One of the panel that nominates them. Upon the commencement of a new councilmember term (whether the nominating councilmember or a successor), that board or commission spot opens up and must be filled by reappointment or replacement.

Revision to Process to Address Complaints: Per Resolution 24-129, the process for addressing complaints of misconduct or poor performance against members of boards or commissions were addressed by the individual councilmember who nominated the member. (Note that attendance issues are addressed through creation of an ad hoc committee of two councilmembers and the board/commission chairperson, per GMC section 2.36.020). As directed, the proposed resolution has been revised to include both nominating councilmembers into the process. Also, as the system is envisioned, that both councilmembers who made up the nominating panel have the opportunity to discuss performance issues or seek removal of a board member or commissioner who engages in misconduct or has performance issues. The Council retains the right to remove any board member or commissioner when it deems it in the City's best interest to do so.

STAKEHOLDERS/OUTREACH

Not applicable.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This activity involves organizational and administrative activities of the government related to the process for nominating and appointing members to the City's boards and commissions, and such internal procedural, organizational activities have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES TO STAFF RECOMMENDATION

1. Council could choose not to make the proposed changes to the nomination and appointment process for the boards and commissions and maintain the nomination system providing for one nomination for each councilmember
2. Council could provide direction on an alternative not identified by staff.

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

1. Nomination Panels for Initial Appointments for Title 2 Boards and Commissions
2. Strike-out/Underline Version of Ordinance Amending GMC Section 2.36.010
3. Strike-out/Underline Version of Resolution Establishing a Recruitment and Selection Process for Appointment of Individuals to Boards and Commissions
4. Strike-out/Underline Version of Resolution Establishing the Procedure to Address Complaints or Allegations of Misconduct or Poor Performance Against Members of Boards and Commissions