



CITY OF GLENDALE, CALIFORNIA REPORT TO THE SPECIAL CITY COUNCIL

AGENDA ITEM

Report: Revisions to Nomination and Selection Process for Boards and Commissions; Term Limits for Members of Boards and Commissions; Addition of Youth Commissioners to Arts & Culture Commission, Parks, Recreation & Community Services Commission, and Transportation & Parking Commission

1. Introduction of Ordinance Amending Glendale Municipal Code Pertaining to Term Limits for Boards and Commissions and Youth Commissioners
2. Resolution Amending the Recruitment and Selection Process for Appointment of Individuals to Boards and Commissions
3. Resolution Amending the Procedure to Address Complaints or Allegations of Misconduct Against Members of Boards and Commissions

COUNCIL ACTION

Item Type: Action Item

Approved for March 7, 2023 **calendar**

EXECUTIVE SUMMARY

Staff presents an ordinance that will amend the Glendale Municipal Code ("Code") to amend the term limits for boards and commissions to two terms per board or commission. The Code amendment will also add up to two youth/student seats to the Arts & Culture Commission, the Parks, Recreation & Community Services Commission, and the Transportation & Parking Commission.

Staff also presents a resolution to amend the nominating process for boards and commissions to reinstitute the interview panel process. The interview panel process will take effect immediately for nominations to the Civil Service Commission, and in 90 days for all other boards and commissions. Staff also presents a resolution to revise the procedure to address complaints and allegations against members of the boards and commissions.

COUNCIL PRIORITIES

N/A.

RECOMMENDATION

That the Council adopt a proposed ordinance revising term limits for boards and commissions and adding student commissioner seats to the Arts & Culture Commission, Parks, Recreation & Community Services Commission and the Transportation & Parking Commission. Further, that the Council adopt the proposed resolutions revising the recruitment and selection process for members of the boards and commissions and revising the procedure for addressing complaints and allegations against members of the boards and commissions.

BACKGROUND

On January 31, 2023, the Council provided direction to staff to prepare the necessary Code amendments to revise term limits for boards and commissions, from three 4-year terms in the aggregate (all boards and commissions) to two 4-year terms per board or commission. The Council also directed staff to prepare a Code amendment to add up to two student commissioners to the Arts & Culture Commission, Parks, Recreation & Community Services Commission and the Transportation & Parking Commission.

Additionally, the Council directed staff to prepare the necessary resolutions to: (1) reinstitute the interview panel system for nominations to the City's boards and commissions, and (2) amend the procedure to address complaints and allegations against the members of the boards and commissions.

ANALYSIS

Terms and Term Limits

In accordance with the Council's direction, the proposed ordinance amends Section 2.36.010 addressing term limits for the members of the boards and commissions as follows:

- Amends the term limits from three (3) 4-year terms in the aggregate (all boards and commissions) to two (2) 4-year terms per board or commission.
- Provides that the two-term limit applies regardless of whether or not a commissioner's or board member's service of a term has commenced or occurred prior to the effective date of the ordinance.
- Will allow board members and commissioners who have commenced a term which exceeds the term limit to complete their term.
- To address partial terms, keeps in place an existing provision that a board member or commissioner who serves twenty-four (24) months or more of a term shall be deemed to have served a full term.
- Will provide four-year terms from the date of appointment and removes the

provision that terms are coterminous with an individual nominating councilmember since the Council is proposing

Nomination Process

As directed by Council on January 31, 2023, a proposed resolution is submitted for Council that would implement an interview panel system for the nomination of members to the boards and commissions. The panels would be selected on a rotating basis as set forth in the resolution and would implement the panel system as follows:

- There will be only one panel assigned to each vacant/open board or commission seat.
- With the exception of appointments to the Civil Service Commission, from the time the Council adopts a resolution reestablishing the panel system, individual councilmembers will have three months (90 days) to nominate individuals to fill vacancies or open seats assigned to them under the current nominating system.
- Thereafter, vacancies or open seats will be filled by nomination through the panel system through attrition, as seats became vacant or subject to replacement due to expiration of a term.
- From the time of adoption of a resolution approving the panel system, nominations to the Civil Service Commission shall be made through the panel system.

Procedure for Reviewing Complaints or Allegations

Pursuant to Resolution Numbers 99-141 and 07-184, the City has established a procedure to address written and verbal complaints against members of the boards and commissions. Serious complaints are to be investigated and addressed through a committee of the city manager, department head and councilmembers. Under the practice after the institution of the single nominating councilmember, serious issues related to commissioner misconduct were addressed through the nominating councilmember. With the return to the interview panels, serious issues will be addressed to a review committee of the city manager, department head, mayor and a councilmember selected by the mayor, with a reporting to the full council as appropriate. The policy is intended to guide the review but does not prevent the Council from removing a board member or commissioner when it finds it is in the City's best interests to do so.

Youth/Student Seats on Boards and Commission

The Council also directed staff to prepare a Code amendment to add student commissioners to the Arts & Culture Commission, the Parks, Recreation & Community Services Commission, and the Transportation & Parking Commission. The proposed

ordinance will amend the Code to add up to two student commissioner seats to these commissions as follows:

- The student commissioners will be nonvoting members of the commissions.
- The student commissioners will be enrolled in high school or college and may not be older than 25 years old at the time of appointment.
- The student commissioners must be residents of Glendale.
- The commissions with student commissioners will have the responsibility delegated to it to select and appoint its student commissioners, including developing procedures to select the student commissioners.
- To the extent that there are two student commissioners on a commission, the commissions with student commissioners will endeavor to appoint one high school student and one college student.

With respect to the Arts & Culture Commission, the current Code provides for one of the commissioners to be an employee, student or volunteer at GUSD, and another to be an employee, student or volunteer at a community college, state university, University of California, a private higher education institution or a trade/vocational school. The other three positions are required to be filled by an artist, designer, or arts administrator in the fields of the performing, visual folk or literary arts, or architecture; or a community leader with an acknowledged record of stewardship of the arts.

In conjunction with adding specific student commissioners to the Arts & Culture Commission, staff recommends removing the GUSD and college representatives. The Council could also revise them to remove these categories altogether and simply require the specified arts background (as detailed above) for three of the voting positions, and general interest and knowledge in the arts for the other two voting positions. Sample language for both options is provided in the draft ordinance.

STAKEHOLDERS/OUTREACH

N/A.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This matter is exempt from CEQA under State CEQA Guidelines §15378(b)(5) as an organizational or administrative activity that will not result in direct or indirect significant physical impact in the environment.

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES

1. Introduce and adopt the ordinance that will amend the Glendale Municipal Code to amend the term limits for board and commissions to two (2) terms per board or commission and add youth/student seats to three boards and commissions; the Council may also adopt the resolutions to reinstate the interview panel selection system for boards and commissions and revise the complaints procedure.
2. Do not to introduce the ordinance or adopt the resolutions.
3. Select another alternative not identified by staff.

ADMINISTRATIVE ACTION

Prepared by:

Michael J. Garcia, City Attorney

Approved by:

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

EXHIBITS/ATTACHMENTS
