
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Board and Commission Appointment Process**
DATE: August 31, 2021

There are terms across all Boards and Commissions that expire December 31, 2021. Staff would like to start the appointment process sooner rather than later. If the Council concurs, the following process would be followed:

1. Poll current members as to their desire to be reappointed (September).
2. Advertise for applicants regardless of vacancy if the Council desires to expand the quantity of applicants (October).
3. Schedule Council interviews with applicants (November/December).
4. Appoint members.

In regards to Step #4, going forward, does the Council want to appoint prior to the end of the year (there is no election in 2021, so no "new" Council in 2022) or consider changing the start and end of terms to June 1/May 31 so that appointments can occur after the start of the new year. As the terms currently expire at the end of the calendar year, waiting to appoint has the potential to leave a board or commission without a quorum.

Request

Staff requests that the Council discuss the above plan and provide additional direction as needed.