

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Lee Price

**SUBJECT: APPROVAL OF A PROCESS
FOR THE REAPPOINTMENT
OF ELIGIBLE INCUMBENTS
FOR BOARDS AND COMMISSIONS
WITHIN THE PROJECT DIVERSITY
PROGRAM**

DATE: January 21, 2005

RECOMMENDATION

As recommended by the Rules Committee, direct the City Clerk to amend the recruitment process for Boards and Commissions within the Project Diversity Program, as it relates to the re-appointment of eligible incumbents.

BACKGROUND

Several months ago the Rules Committee requested that the City Clerk bring back for discussion a process for streamlining appointments of eligible incumbents to Boards and Commissions within the Project Diversity Program. On January 19, 2005, the Rules Committee reviewed, considered and voted unanimously to recommend such a process. The analysis presented by this Office and the process proposed is as follows:

ANALYSIS

There will be 33 Board and Commission vacancies in June 2005. Of those 33 vacancies there are 31 incumbents eligible for re-appointment. Under the current process, my Office would open a recruitment and solicit applicants using a variety of methods, including sending out over 400 flyers to community groups, organizations, agencies, businesses, chambers of commerce, etc. The process also includes posting notices on the website, on Channel 26 and inviting the newspapers to publicize the recruitment. The recruitment process takes at least four weeks.

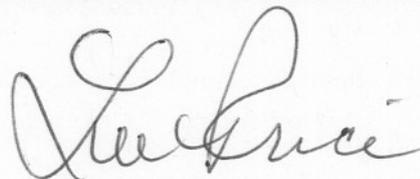
Once the recruitment closes, the 13-member Project Diversity Steering Committee (PDSC) interviews applicants. Two meetings are coordinated (one before interviews and one afterwards) and two weeks of interviews are scheduled. Once the PDSC completes its assessment and makes recommendations, this information is forwarded on to the Council Liaisons, who then formulate a recommendation to the Rules Committee.

Given the number of eligible incumbents this year, it is appropriate to consider this process to potentially avoid unnecessary expense, labor in the Office of the City Clerk, inconvenience on the part of PDSC members as well as applicants (both new and returning). The process may also eliminate frustration felt by some members of the public involved, as it can be time-consuming to apply and be interviewed, only to find later the position was filled by an incumbent. It is important that potential applicants understand that their desire to serve is valued and not a wasted effort on their part.

Recommended method for re-appointment of eligible commissioners:

1. Office of the City Clerk determines if a commissioner is eligible for reappointment.
2. Our Office would contact the incumbent/s to determine if there is continued interest and willingness in serving another term.
3. If the incumbent demonstrates interest in serving another term, the incumbent would be requested to submit an updated application.
4. The updated application would be reviewed to verify that the incumbent is still a San José resident.
5. The application would also be forwarded to the City Attorney's Office to be reviewed for any potential conflicts of interest, as is common practice.
6. Commission Support Staff would be requested to provide input as to the incumbent's attendance record and level of participation on the board or commission.
7. The updated application, along with the results of the internal reviews, would be forwarded to the Council Liaison for review and recommendation to the Rules Committee.
8. The Council Liaison would then recommend re-appointment of the incumbent/s; or alternatively recommend that the Office of the City Clerk be directed to formally solicit additional applications and convene the PDSC to conduct interviews.

Timing becomes a critical issue which would necessitate the Office to start the planning process earlier than in the past in order to allow sufficient opportunity to complete this process without creating delays in making appointments in the event that there are not a sufficient number of eligible incumbents recommended for reappointment.



LEE PRICE, CMC
CITY CLERK