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Background

- Council recently held a work session on Boards and Commissions Annual Recruitment process.
- Two processes were discussed as needing adjustment:
 - Councilor selections for candidate interviews
 - Candidate statement interview format



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Current Interview Selections Process

- Councilors select up to 3 applicants for every 1 open seat
- Non-incumbents who receive 4 or more selections are invited to interview/provide a three-minute candidate statement at a work session
- Incumbents that receive 5 or more selections move directly to the nomination process
 - Incumbents with less than 5 selections are invited to provide a three-minute candidate statement



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Current Process – Concerns & Potential Solutions

- Some Councilors expressed a concern regarding the number of candidates invited to interview, especially when there are large candidate pools.
- Potential Solutions:
 - Lowering the threshold number required for an interview
 - Lowering the threshold number required for an interview when the number of total applicants for a specific board or commission is large
 - For large pools, hold a second round of selections with a narrower pool of candidates based on a first round of selections



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Current Process – Another Potential Solution

- Staff suggestion:
 - Increase the number of selections Councilors can make based on the number of applicants in the pool
 - 1-10 applications = 3 selections per 1 open seat
 - 11-20 applications = 4 selections per 1 open seat
 - 21-30 applications = 5 selections per 1 open seat
 - 31+ applications = 6 selections per 1 open seat



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Possible Motions – Interview Selections

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Move to change the number of Councilor selections required for a non-incumbent candidate to receive an invitation to interview to 3

2

Move to change the number of Councilor selections required for a non-incumbent candidate to receive an invitation to interview to 3 when the number of total applicants for a specific board or commission reaches 15

3

Move to increase the number of selections Councilors can make for interviews based on the number of applicants in the pool, as follows:

1-10 applications = 3 selections per 1 open seat
 11-20 applications = 4 selections per 1 open seat
 21-30 applications = 5 selections per 1 open seat
 31+ applications = 6 selections per 1 open seat

4

Move to change the process to incorporate a second round of Councilor selections for interviews using Councilor top choices based on the first round of selections.



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Candidate Statement Format

- Candidates are invited to provide a three-minute statement during a Work Session repurposed for Interviews
 - In-person is the standard and strongly encouraged
 - Virtual is offered when the candidate cannot make the meeting in-person
 - Written statement is offered when the candidate cannot appear in-person or virtually



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Candidate Statement Format – Concerns & Potential Solutions

- Some Councilors expressed a preference for in-person or virtual statements over written statements
- Time Constraints
 - 90-minute work session = about 25 candidate statements at 3 minutes each
 - Including buffer time at the top/bottom of the meeting and transitions between candidates
 - Options:
 - Schedule a second meeting time for interviews
 - Reduce the length of candidate statements down to 2.5 minutes



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Possible Motions – Candidate Statements

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Move to direct the City Manager to evaluate secure technology solutions for pre-recorded statements and return with a cost estimate and timeline for implementation.

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Move to reduce the amount of time each candidate has to speak from 3 minutes to 2.5 minutes.

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Move to direct the City Manager to schedule candidate interviews over two work sessions instead of one.



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Operating Agreements

Continued Discussion

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Order of Speakers for Land Use Public Hearings

- Feb. 18 – idea was raised to remove the randomization of speakers for quasi-judicial land use public hearings.
- If Council has an interest in removing the randomization process for quasi-judicial land use public hearings only, update operating agreements:

Section 1.06: *“In general, speakers will be limited to two-and-a-half minutes and called in a random order **except for quasi-judicial land use public hearings, where speakers will be called based on their identified-position (proponent/neutral/opponent) and in the order they signed up to speak.**”*



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Possible Motion – Land Use Public Hearings

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Move to amend Section 1.06, of the Operating Agreements to state as follows: “In general, speakers will be limited to two-and-a-half minutes and called in a random order **except for quasi-judicial land use public hearings, where speakers will be called based on their identified-position (proponent/neutral/opponent) and in the order they signed up to speak.**”



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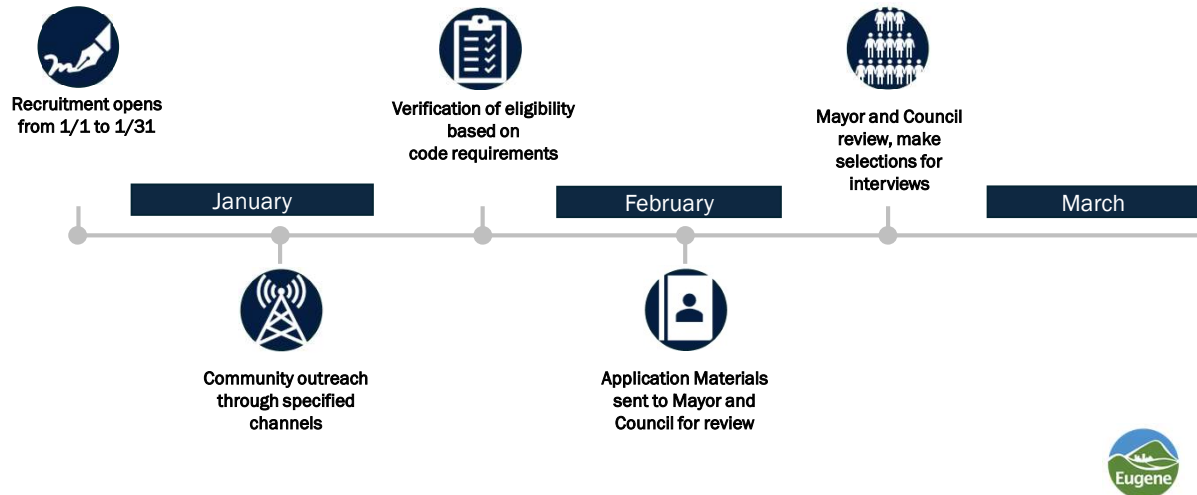
Interview Selections – 2026 Data

Board/Commission	Applications Received	Open Seats	Invited to Interview
Budget Committee	12	2	5
Human Rights Commission	15	4	6
Civilian Review Board	16	3	7
Planning Commission	25	2	2
Toxics Board	5	3	3
Totals	61	14	23



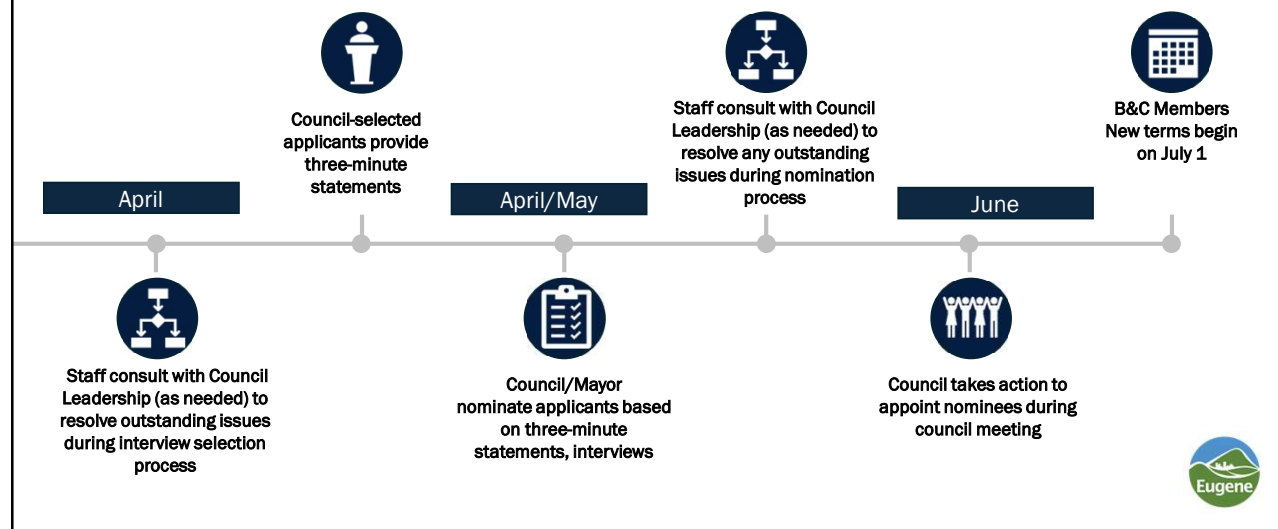
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Recruitment Timeline



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Timeline End



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