

CITY COUNCIL AGENDA ITEM NO. E.1
01/28/2025

SUBJECT: Interview and consider selection of applicants, and, by motion, make appointments to the Planning Commission

DEPARTMENT: City Manager's Office

STAFF: Tim Ogden, City Manager
Amanda McVey, City Clerk

TITLE/RECOMMENDATION

Following an application period, the applicants for the Planning Commission are interviewed by the City Council; candidates are then nominated by the Mayor and approved by the City Council. Following the interviews this evening, consistent with the Brentwood Municipal Code, the Mayor will nominate three applicants to fill the vacancies with terms that expire on December 31, 2026.

Staff recommends that the City Council conduct interviews and consider the selection of applicants, and, by motion, make up to three appointments to the Planning Commission.

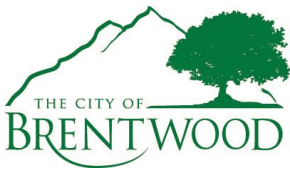
FISCAL IMPACT

There is no fiscal impact associated with this item.

BACKGROUND

The purpose of the meeting is to conduct interviews for members of the Planning Commission and to provide recommendations to the Mayor as to appointments. There are currently three (3) positions on the Planning Commission that expired on December 31, 2024. The City received a total of thirty-one (31) applications, and as outlined in the procedures below, the members of the City Council were provided copies of the applications. Each Council Member was then asked to provide the City Clerk with their selection of up to five applicants to interview.

Following the interview process and the Mayor's recommendation, the Council may vote on the appointment of up to three members to the Planning Commission for two-year terms. The interview and appointment process is as follows:



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Parameters

The selection and appointment of members to City commissions is subject to both state and local laws. At the state level, Government Code § 40605 provides that:

In general law cities where the office of mayor is an elective office pursuant to Article 5 (commencing with Section 34900) of Chapter 7 of Part 1 of Division 2 of Title 4, the mayor, with the approval of the city council, shall make all appointments to boards, commissions, and committees unless otherwise specifically provided by statute.

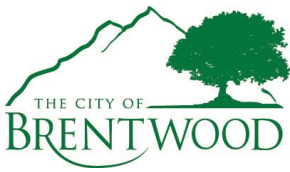
Brentwood is a general law city with a directly elected mayor, and is thus bound by the state requirement. In addition, Brentwood's own Municipal Code sets out processes that must be followed for appointments to the City's commissions. As relevant here, the Planning Commission process as set out in BMC Section 2.44.020 includes the following:

- A. Qualifications. To be eligible for appointment to the planning commission a person must, at the time of the appointment, be a city resident. If a member ceases to be a resident, his or her position becomes immediately vacant.
- B. Appointment. The mayor appoints the members of the planning commission, with the approval of the city council, and through an interview process that includes the city council.
- C. Term. The term of office for each member is two years. Each member, unless removed by the city council, serves until a successor is appointed. Appointments will be made to staggered terms to provide that no more than three appointments expire in the same year.

Process

At the meeting of February 9, 2021, the City Council approved the following framework, with amendments made at the meeting of December 12, 2023:

1. Selection of applicants to be interviewed
 - a. Unless an applicant has withdrawn their application, a compilation of all received applications will be provided to the City Council.
 - b. The Mayor and City Council members will each choose up to five (5) candidates to be interviewed from among the applications submitted. The Mayor and each Council member will email their individual selections to



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the City Clerk. Each applicant that is selected by at least two (2) Mayor/Council members will be advanced for an interview.

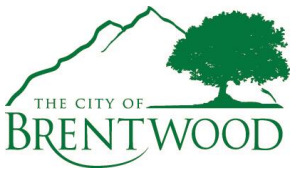
- c. In the alternative to Section 1.b., the Mayor and City Council may agree to interview all applicants for a particular commission.

2. Interviews

- a. Regular or special meetings may be held for the interview and/or selections of applicants for each commission. Unless the number of candidates otherwise permits, there will be one meeting for each commission.
- b. The purpose of each meeting is to allow City Council members to interview applicants, to provide recommendations to the Mayor on who could be considered for appointment, and for the City Council to consider approval of the Mayor's recommended appointees.
- c. Each special meeting will be held in-person or virtually, and will be properly noticed and open to the public. Redacted applications and resumes of each applicant will be attached to the meeting agenda.
- d. Public comment will be received on the special meeting's agenda item.
- e. For virtual meetings, at the meeting's start, the applicants will be in a separate private "room" or "lobby" (without access to the video or audio of the public meeting); for meetings held in person, the applicants will be seated in a room where there is not audio/video of the City Council meeting; and be brought in to the public meeting in sequence. (The order of sequence will be randomly selected by the City Clerk drawing names.)
- f. The Mayor and each Council Member will have the opportunity to ask one (1) question each of the applicants. Each Council Member will submit up to three (3) questions, in order of preference to the City Clerk no later than twenty-four (24) hours before the special meeting. In case of multiple Council Members having the same first or second preference question, a second or third preference question may be used. The City Clerk will review the final questions with the City Manager or designee to ensure there are no duplicate questions. The questions will not be shared with other Council Members prior to the meeting. The same questions must be asked of all applicants. Each applicant will be limited to three (3) minutes for each question. Limited follow up questions may be permitted by the Mayor, based on available time.

3. Appointments

- a. After all interviews are complete, the Mayor, with the assistance of the City Clerk, will poll the City Council members on their top three choices, in order from first to last. The Mayor will then state his or her top three



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choices, in order of first to last, indicating which applicant(s) will be appointed to a full term, or to complete an unexpired term, if applicable, and submit them to the City Council for approval.

- b. Following submittal of the Mayor's recommended applicant(s), there will be City Council discussion and then a vote on each applicant, until all open seats are filled. If an applicant receives the majority of the City Council votes (including those of the Mayor), then they are approved. If any applicant does not receive a majority vote, they are not selected, and the Mayor could either make another recommendation or ask staff to advertise the Commission opening(s) again, seeking additional applicants.

In accordance with the procedure set forth above, the City Council will conduct the interviews of the selected candidates for the three Planning Commission seats and select new members. Until such time as new members are appointed and sworn in, the Planning Commissioners, whose terms expired on December 31, 2024, are authorized to continue serving until replaced. The candidates selected for interviews are:

- Brayden Haena
- Jeremy Jones
- Jon Elam
- Kristopher Brand
- Narayana Krishna
- Rod Flohr
- Shauna Polk

The next planned Planning Commission meeting is February 18, 2025, at which new members are anticipated to be sworn in, assuming the selection process is finalized.

CITY COUNCIL STRATEGIC INITIATIVE

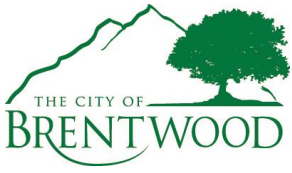
Not Applicable

PREVIOUS ACTION

None

DATE OF NOTICE

Not Applicable



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ATTACHMENT(S)

1. Applications