



DATE: June 13, 2017

TO: Honorable Mayor and Councilmembers

FROM: Miranda Evans, Management Analyst

SUBJECT: Community Advisory Commission Interviews and Selection Process

ATTACHMENTS:

- A. Community Advisory Commission Position Description
- B. Community Advisory Commission Application
- C. Proposed Interview Questions

Summary:

The City Council created the CAC in September 2015 to act as a resident advisory/focus group to provide feedback to the City Council on a myriad of topics on an assignment-by-assignment basis. Each of the three commission positions will eventually serve a three-year term, but in the interim, staggered terms of one, two and three years will be offered to help ensure continuity on the Commission. Positions on the commission are open to Lemon Grove residents. The Community Advisory Commission has a staff liaison designated to assist with the administrative work of the Commission and to serve as the key link with other City staff.

Background:

On September 15, 2015, the City Council adopted Ordinance 431 to assign Planning Commission jurisdiction to the City Council and establish the Community Advisory Commission ("CAC"). The CAC is made up of three permanent members and a variable number of ad hoc or temporary members. The number and makeup of the temporary membership would change based upon the need for resident-members as determined on an issue-by-issue basis by the City Council. By resolution, the City Council can appoint additional members that serve for a limited duration (temporary) to assist the permanent members in the study of issues assigned to the CAC by the City Council. Limited duration members can be residents, business owners or property owners within the City.

The CAC's role is to serve as a resident-led Committee or Focus Group with the permanent members serving in the leadership positions for the Committee (i.e. Chair and Vice Chair of the overall committee or focus group and chairs of any sub-groups formed). The purpose would be to provide more stability to the Committee/Group with less reliance on staff to assume a leadership role. The CAC will operate under the spirit of the Brown Act and comply with all public noticing and open meeting requirements. Permanent CAC members will be required to submit conflict of interest forms and complete ethics training.

Throughout the application period from December 21, 2016 – January 9, 2017, a total of 16 completed applications were received. A total of 14 interviews have been scheduled. One former candidate withdrew their application and one former candidate serves in an incompatible office. The CAC member position description (**Attachment A**) and the application (**Attachment B**) are included for Council's reference.

June 13, 2017 Interview Process:

The steps below highlight the process for the June 13, 2017 special meeting.

- Conduct interviews;

- Interviews have been scheduled to last approximately 10 minutes in length for each of the 14 candidates.
- A list of proposed interview questions has been prepared (**Attachment C**).
- Deliberate on the selection of the three permanent CAC members;
- Direct staff as to which individuals should be appointed; and
- Staff will prepare a report for the June 20, 2017 City Council meeting for the formal appointment of permanent members to the Commission.

CITY OF LEMON GROVE COMMUNITY ADVISORY COMMISSION

Purpose:

The Community Advisory Commission acts as a resident advisory/focus group to the Lemon Grove City Council on myriad of topics and issues.

Membership:

The Community Advisory Commission (CAC) consists of three permanent Lemon Grove residents that are appointed to by the City Council to serve three-year terms.

Ad hoc members will be added depending on the topic/issue specified by Resolution of the Lemon Grove City Council. Ad hoc members are open to Lemon Grove residents, business owners and property owners.

Meeting Time/Location:

Tentatively scheduled for the second Monday of each month at 7:00 p.m. Additional meetings may be called on an as needed basis. Meeting will be held at the Lemon Grove Community Center, 3146 School Lane.

Compensation:

None

Financial Disclosure:

Permanent Members - Must submit a Conflict of Interest statements (FPPC Form 700)

Responsible Department:

City Manager's Department/Administration



APPLICATION FOR COMMUNITY ADVISORY COMMISSION

CONTACT INFORMATION

Name: [] Address: []
Phone: [] Email Address: []

WORK & COMMUNITY EXPERIENCE

Employer: [] Title: []

Statement of Occupational Experience: []

List any past or current community or public service appointments with dates served: []

What experience or special knowledge can you bring to the Community Advisory Commission? []

It is anticipated that the Community Advisory Commission will meet on a periodic basis as determined by the City Council. It is likely that the meetings will be on the second Monday of each month at 7:00 p.m. Does your schedule allow you to attend on this day at this time? (Circle one)

Yes No

Comment: []

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature: [] Date: []

PROPOSED INTERVIEW QUESTIONS

- 1) Please share with us a bit about yourself. What experience or special knowledge can you offer to the Community Advisory Commission?
- 2) What knowledge do you have about ongoing City projects or programs?
- 3) In your own words, please describe the mission of the Community Advisory Commission.
- 4) How do you interact with someone when you have a difference of opinion on an important matter?
- 5) In your opinion, what do you perceive as the top three most pressing concerns Lemon Grove faces?
- 6) Meetings are tentatively scheduled for the second Monday of each month at 7:00 p.m. Do you have any scheduling conflicts that may prevent you from attending meetings?