



## City of Murrieta City Council Policy

POLICY: APPOINTMENT OF  
COMMISSIONERS/COMMITTEE MEMBERS

POLICY NO.: 100-07

DATE: November 3, 2009

### ***I. PURPOSE***

To provide guidelines for appointing Commissioners/Committee Members as Commissions/Committees are created, terms expire and vacancies occur.

### ***II. PROCEDURES***

#### ***A. Formation of Commission/Committee***

A Commission is formed by adoption of an Ordinance, and a Committee may be formed by Resolution or Ordinance. The Ordinance/Resolution may include:

1. The purpose of the Commission.
2. The term of office for Commissioners.
3. Whether the Commission is advisory or has decision-making abilities.
4. The staff assistance that will be provided.
5. The duties of the Commission.
6. The time and place of meetings or an indication that the Commission would establish those.
7. The officers of the Commission.
8. The effective date of the Commission.
9. Whether there are filing requirements under the Political Reform Act.

Upon adoption of the Ordinance, a Notice of Vacancy shall occur in accordance with the Maddy Act (Government Code Section 54970 et. seq.).

#### ***B. Commission/Committee Membership***

##### ***1. Commission Membership***

- a. Unless otherwise provided by law, or by ordinance or resolution of the city council, all members of any board or commission of the city appointed by the city council shall initially, and during their incumbencies, be registered voters as defined at California Government Code section 56071, within the incorporated city limit boundaries of the city, and shall not at or during incumbency be an employee of the city (Murrieta Municipal Code 2.32.020 C, Ordinance 417-09).

Examples of exceptions to the registered voter requirement are the youth representative to the Community Services Commission and

members with specific expertise such as those on the Historic Preservation Advisory Commission.

- b. In addition to the registered voter requirement, Planning Commissioners should possess the knowledge, appreciation and comprehension of public issues and concerns related to the city as would be expected of a person who has resided within the city for three years (Murrieta Municipal Code 2.44.012, Ordinance 422-09).

## 2. *Committee Membership*

When a committee, either of a continuing nature or ad hoc, is formed by direction of the City Council, whether by ordinance, resolution or motion, the members selected shall be residents of the city of Murrieta. However, the residency requirement may be waived under the following circumstances:

- a. If the committee composition includes a public agency representative recommended for appointment by the legislative body of said agency; or
- b. If the committee composition includes an individual with specific professional expertise.

Notwithstanding the above, the City Council shall maintain the power to make and/or confirm all committee appointments.

## C. Application Process

1. The application period will be for 30 days to allow for advertisement and receipt of applications. It is the goal for appointments to be made by early June to allow time for education and an orderly transition beginning July 1.
2. An application form is attached as Exhibit A.
3. A supplemental questionnaire will be utilized for Commissions/Committee as directed by the City Council, including examples for the Planning Commission and the Historic Preservation Advisory Commission, attached as Exhibits B and C respectively.

## D. Appointment Process:

At the close of the application period:

1. A two-member City Council subcommittee, with a voluntary rotation of members, will interview all applicants. The subcommittee will utilize the applications, supplemental questionnaires, and uniform interview questions to assist in the selection process. Following conclusion of the interviews, the subcommittee will make recommendations.
2. For the Planning Commission, the City Council subcommittee will recommend those most qualified for final interview by the full City Council.

3. For all other Commissions, the City Council subcommittee will make recommendations for appointment.
4. The City Council may accept the subcommittee recommendations, appoint any applicant or make a nomination for appointment. Any appointment shall be made upon a majority vote of the City Council.

E. Term Interpretation

Murrieta Municipal Code Section 2.32.020 provides in part that "...no person shall be appointed to and serve substantially more than two full consecutive terms upon any single board or commission..." On May 2, 1995, the City Council made a determination for clarification purposes that an additional 18 months plus one day is deemed to be substantially more than two full terms, resulting in no more than seven and a half (7 ½) years of consecutive service.

F. Process for Filling Vacancies on Established Commissions

If a Commissioner resigns from a Commission before the term of office is over, the resignation will be in writing to the City Council. The vacancy will be filled in accordance with Government Code Section 54974.

G. Planning Commission Training

A training program for Planning staff and Commissioners will consist of a mandatory briefing with City Council and attendance at the City Council's goal-setting session, orientation by staff, and dissemination of appropriate materials (i.e. DVD, Development Code, Brown Act, etc.). In addition a feedback process will occur with an annual evaluation by City Council of all Commissioners, along with feedback to the City Manager from staff.

H. Senior Citizen Representative on Community Services Commission

For senior citizens, consensus was obtained for an annual forum, focused Commission meetings, Murrieta Senior Connects and definition of the role of the senior representative.

I. Recognition Program


The City Council will meet with each individual Commission annually to convey their appreciation and provide/receive feedback. Outgoing Commissioners will be recognized with presentation of a plaque.

**HISTORY**

SOP 5 Revised May 23, 1995 and August 3, 2004

SOP 19 February 4, 1997

Adopted November 17, 2009

  
GARY THOMASIAN  
Mayor



# COMMISSION/COMMITTEE APPOINTMENT APPLICATION

A Supplemental Questionnaire is required for both Planning and Historic Preservation Advisory Commissions. Your application will not be considered complete without submittal of both forms.

**Applicant Name:** \_\_\_\_\_

Please Print Clearly - First MI.  Last (your first AND last name will be posted)

**Primary Residence Address:** \_\_\_\_\_

Street Address Zip Code

**Telephone:** \_\_\_\_\_

Home:  Cell:  Work:

**e-Mail Address:** \_\_\_\_\_

e-mail

*If you are selected to serve on a commission, do you request to have any portion of your information listed above to be posted to our City Website? Check all the boxes (above) that you authorize the City to use.*

*If you wish that NO information be posted, please check here →  Note: This application is a public record.*

**COMMISSION/COMMITTEE YOU WISH TO SERVE ON:**

**BACKGROUND INFORMATION:**

- Are you registered to vote in Murrieta? \_\_\_\_\_ If yes, for how long? \_\_\_\_\_
- Are you now serving on a City Commission/Committee? \_\_\_\_\_  
If yes, which one(s)? \_\_\_\_\_
- Have you previously served on a City Commission? \_\_\_\_\_

**EDUCATION:**

Highest year completed \_\_\_\_\_ Degrees received \_\_\_\_\_

**EMPLOYMENT:**

Employer's name & address \_\_\_\_\_

Employer's phone number \_\_\_\_\_

Your position or title \_\_\_\_\_

**PLEASE INDICATE YOUR REASONS FOR WANTING TO SERVE:**

**APPLICABLE QUALIFICATIONS:**

*Please note that a Conflict of Interest Statement and ethics training may be required.*

I declare that the information furnished hereinabove is true and correct to the best of my knowledge.

Applicant Acknowledgement:

Date:

*Authorization to Post Information to  
City of Murrieta Website*

I, \_\_\_\_\_, do request that City of Murrieta post the following information about me to the City's website:

*(Check all the boxes of information that you authorize the City to post about you to its website)*

Name

Commission/Position

Address

Phone: This is my  Cell Phone:  Home Phone

City

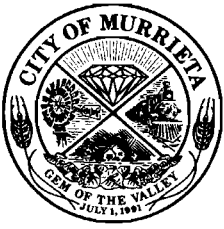
Zip

e-mail address

I understand that the information I authorize will become public information and viewable by anyone who accesses the City's website via the internet.



\_\_\_\_\_  
*Sign and date here*



**CITY OF MURRIETA**  
**Supplemental Questionnaire**  
**Planning Commissioner**

PRINT NAME: \_\_\_\_\_

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a primary tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been. RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETING ANY PORTION OF THIS FORM.

**A Supplemental Questionnaire is required for both Planning and Historic Preservation Advisory Commissions. Your application will not be considered complete without submittal of both forms.**

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. How long have you been a resident of the City of Murrieta?

2. Please describe your experience as it relates to this position.

3. Have you participated in local government as a committee member, commissioner, council member, or staff? What was your role and what did you learn from it?

4. Why did you apply for Planning Commission and what do you hope to accomplish by your participation?

5. What qualities or experience would you bring that would be an asset to the Planning Commission?

6. What is the role and responsibility of the Planning Commission?

7. How do you feel about participating in a fast-paced and progressive team of Staff, Planning Commission, and City Council?

8. What do you feel are some of the key issues facing the City in the next 5 to 10 years?



9. Name two things you believe are important to protecting and enhancing the character of Murrieta?

10. When are property owner's rights secondary to those of the neighborhood?

11. How would you balance residents concerns with overall City goals and long term benefits?

12. The Planning Commission regularly meets on the second and fourth Wednesdays of the month at 6pm. Additionally, special meetings may be scheduled from time to time on other evenings. Are you available to attend the regular meetings and is your schedule flexible to allow for occasional special meetings?

13. Please provide three personal references:

(1) \_\_\_\_\_  
(Name) (Relationship) (Phone)

\_\_\_\_\_  
(Address) (City) (State)

(2) \_\_\_\_\_  
(Name) (Relationship) (Phone)

\_\_\_\_\_  
(Address) (City) (State)

(3) \_\_\_\_\_  
(Name) (Relationship) (Phone)

\_\_\_\_\_  
(Address) (City) (State)

**Thank you for your interest in the Planning Commission.**



**CITY OF MURRIETA  
Supplemental Questionnaire**

**Historic Preservation Advisory Commissioner**

PRINT NAME: \_\_\_\_\_

**PLEASE TYPE OR PRINT LEGIBLY**

This Supplemental Questionnaire will be a primary tool in the evaluation of your qualifications for this position. Please answer each question in sufficient detail so that we can understand precisely what your **qualifying** experience and accomplishments have been. **RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETING ANY PORTION OF THIS FORM.**

**A Supplemental Questionnaire is required for both Planning and Historic Preservation Advisory Commissions. Your application will not be considered complete without submittal of both forms.**

Commission members shall be persons who, as a result of their training, knowledge, and experience, are qualified to analyze and interpret architectural and site planning information, including but not limited to, licensed landscape architects and architects, urban planners, engineers, and licensed general contractors. At least two of the members shall have professional experience in urban planning, architectural history or historic preservation, archeology, American studies, cultural geography, cultural anthropology and shall have general knowledge of architectural styles prevalent in the Murrieta Historic Specific Plan or Historic Downtown Murrieta.

Please use the space provided for your response. If more space is necessary, one additional page per question may be attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. Are you a member in a local, state, or national preservation-oriented organization? \_\_\_\_\_

If yes, what is the name of the organization? \_\_\_\_\_

Describe your involvement in this organization:

2. Describe how you are interested in preservation, such as, restoring a home or business, or participation in Historic Downtown Murrieta: \_\_\_\_\_

3. Do you have professional experience in one or more of the following fields or disciplines:

\_\_\_\_ Architecture

\_\_\_\_ History

\_\_\_\_ Architectural History

\_\_\_\_ Planning

\_\_\_\_ Urban Planning

\_\_\_\_ American Studies

\_\_\_\_ American Civilization

\_\_\_\_ Cultural Geography

\_\_\_\_ Cultural Anthropology

\_\_\_\_ Other historic preservation related discipline (Describe) \_\_\_\_\_

Describe your experience: \_\_\_\_\_

4. Name two things you believe are important to protecting and enhancing the character and history of Murrieta.

**Thank you for your interest in the Murrieta Historic Preservation Commission.**