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MEMO

To: City Council
From: John A. Haila, Mayor
Date: March 8, 2024
Subject: Board and Commission Appointment Criteria

It has come to my attention that there are inconsistent criteria regarding whether an employee of the City may be eligible for appointment to a City board or commission. Currently, the ordinances for five boards specifically prohibit City staff from serving: Building Board of Appeals, Parks and Recreation Commission, Planning and Zoning Commission, Property Maintenance Appeals Board, and the Public Nuisance Appeals Board. The rest do not have guidance regarding the appointment of employees.

This can be confusing to applicants and to City staff when the question of eligibility arises. In addition to confusion, I am concerned about the potential for a conflict of interest if a City employee was to be appointed.

Therefore, I am proposing that the Council direct staff to prepare an ordinance that applies to all appointments to boards and commissions. The proposed ordinance would state that, **except where required by statute or ordinance, no City employee may hold or be confirmed by the City Council to hold a position on a City board or commission.**

The exception in the proposed ordinance would be necessary to accommodate the City Manager's appointment to the Transit Board, which is a specific position required to be appointed according to the Ames Transit Agency ordinance.

JAH:bp