



City of Rochester Hills
AGENDA SUMMARY
NON-FINANCIAL ITEMS

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Legislative File No: 2020-0106

TO: Mayor and City Council Members
FROM: Members of the Citizen Appointment Process Technical Review Committee
DATE: August 19, 2020
SUBJECT: Citizen Appointment Process Technical Review Committee Recommendations

In March 2020 the Citizen Appointment Process Technical Review Committee (CAPTRC) was created by the Rochester Hills City Council with the purpose to review and recommend changes to the City Council citizen appointment process. The committee reviewed the current appointment process and determine opportunities to improve the process. This includes but is not limited to:

- Update the citizen application, what committee the citizen is interested in applying for, terms of appointment and number of committee appointments
- Nominating process
- Recordkeeping of citizen involvement
- Redundant committees

Membership: Susan Bowyer, Theresa Mungoli and David Walker were appointed to the committee. Leanne Scott and Christine Wissburn provided support for the committee.

The CAPTRC met several times and worked by email to develop the following recommendations:

- Update the Citizens Application. The updated application includes requesting specific information regarding which committee is requested and provides clarity on the committee time commitment.
 - The CAPTRC recommends the city administration review possible technical solutions that allow the online form to be imported easily into a data repository that enables easy search and reporting.
- Redundant committees – upon review it was determined that many committees are required by law or city charter and cannot be changed. Some committees will change focus to include city staff or change the number of committee members, which will change during the regular appointment process.
- Nominating process – the CAPTRC recommends the formation of a Nominating TRC to develop and implement a nominating process that would be implemented with the Q4 2020 committee appointment process. The CAPTRC recommends the CAPTRC members transition to the Nominating TRC.
- Solicit volunteers – the CAPTRC recognizes the need to solicit more volunteers for the committees in order to expand the volunteer base in the community. CAPTRC suggested the following options to identify additional volunteers:
 - Add information in the water bill on how to apply for a city committee
 - Promote the committee volunteer options on the city’s website and social media channels
 - City Council reach out to residents and solicit their participation.

The CAPTRC appreciates the opportunity to review the committee process and recommend these changes. Please contact any of the committee members with questions.