

**CITY OF FOSTER CITY/
ESTERO MUNICIPAL IMPROVEMENT DISTRICT
CITIZEN ADVISORY COMMITTEE
APPOINTMENT PROCEDURE**

1. Clerk's Office sends news releases to local newspapers, posts on the City's website, FCTV, marquee, and posting sites on an on-going basis stating vacancies on the various committees.
2. As applications are received they are date-stamped and the City Clerk prepares a letter inviting the applicant to attend an upcoming citizen advisory committee meeting to become familiar with the committee as well as an upcoming Council meeting to introduce themselves and be considered for formal appointment. A copy of the invitation letter along with the application is sent to the Staff Liaison and Council Liaison. Attendance at the committee meeting is mandatory except as noted below. Attendance at the City Council meeting is mandatory for first-time appointees and for reappointments unless waived by the City Council.
3. At the citizen advisory committee meeting, the committee meets the applicant but takes no action regarding the appointment of the applicant to the committee.
4. For committees that meet less frequently, the requirement to attend a committee meeting may be waived by the Council Liaison assigned to the committee if the Liaison has personally met with the applicant and deems that a waiver is appropriate.
5. Once the applicant has attended the citizen advisory committee meeting or for committees that meet less frequently, has had this requirement waived by the Council Liaison, the Clerk's Office then prepares a staff report for Council consideration of appointment of the applicant.
6. The Clerk's Office sends the Council meeting agenda to the applicant and invites the applicant to the Council meeting.
7. At the Council meeting, the Council Liaison makes a recommendation and the City Council, as a whole, votes to appoint or not appoint the applicant.
8. After appointment by the City Council, the Clerk's Office prepares an official appointment and congratulatory letter signed by the Mayor, and sends out the appropriate oath of office forms and other information including the Ralph M. Brown Act, Municipal Code regarding Committees, and Committee Handbook.