



## Legislation Details (With Text)

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**Title:** Action on Reappointment of Commissioners, Declaring Commissioner Vacancies, and Setting Dates for Recruitment and Interviews [Council Pillar: Enhance Community Engagement and Transparency]

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**Attachments:** 1. Commissioner's Attendance List 2019-2020

Date	Ver.	Action By	Action	Result
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## REPORT TO COUNCIL

### SUBJECT

Action on Reappointment of Commissioners, Declaring Commissioner Vacancies, and Setting Dates for Recruitment and Interviews [Council Pillar: Enhance Community Engagement and Transparency]

### BACKGROUND

Board, Commission and Committee members are generally appointed to a four-year term (full term) and may serve a maximum of two consecutive full terms. In the case where an existing member is eligible for another term, past City practice has been for staff to contact those existing members and request if they would like to be re-appointed to another term. The Council then takes formal action to reappoint those existing members who indicate a desire to serve a second term. If an individual is appointed to fill a partial term, he or she may serve an additional two full terms. Full terms are effective July 1<sup>st</sup> of the appointing year and expire on June 30<sup>th</sup> of the fourth year.

### DISCUSSION

Due to COVID-19 and the onset of Shelter-in-Place, which began on March 16, 2020, Board and Commission meetings were suspended unless essential actions were required. As a result, the Annual Board and Commission recruitment process was delayed as staff focused on State/County ordered “essential” services and pivoted to new work approaches during COVID.

Under normal circumstances, the annual recruitment process would have started the second half of March and interviews would have taken place in May for new members to begin July 1. Since we are still focused on “essential services” and slowly entering Phase 2, staff is recommending that the recruitment period begin June 24 and close on July 31, 2020. Although the recruitment takes place past the end of the term, the Charter states “the members of such boards and commissions shall serve for a term of four years and until their respective successors are appointed and qualified.” Therefore, the four commissioners that term out on June 30, 2020 would stay on until the new members are appointed.

Staff has continued with the past practice of reaching out to the incumbents eligible for reappointment and inquiring if there is a desire to continue to serve a second term. Staff reached out to all those incumbents on June 5, 2020 and the following eight (9) commissioners have indicated a desire to be reappointed a full-term each ending June 30, 2024 as their current terms end June 30, 2020:

Board of Library Trustees (2) Leonne Broughman  
Jan Hintermeister

Cultural Commission (2) Harbir K. Bhatia  
Candida Diaz

Historical and Landmarks Commission (1) Stephen Estes

Planning Commission (1) Lance Saleme

Senior Advisory Commission (2) Judy Hubbard  
Grant L. McCauley

Housing Rehabilitation Committee (1) Tahir Naim

Regular attendance is one of the requirements to serve on a Board or Commission, staff has attached an attendance roster (Attachment 1) of all Boards and Commissions for Council's review.

The following commissioners have served two full terms and are not eligible for reappointment. Therefore, there is now a total of four vacancies for a full-term ending June 30, 2024, see each commission listed below:

Civil Service Commission (1) Mario Bouza

Parks and Recreation Commission (2) Roseann Alderete LaCoursiere  
Kevan Michael Walke

Planning Commission (1) Steve Kelly

Due to these vacancies, staff recommends that the Council declare vacancies for full-term appointment to these commissions, set an application deadline of July 31, 2020; and set August 17, 2020 as the date to conduct interviews.

Staff will also bring forward Special Orders of Business to recognize outgoing commissioners at a future Council meeting.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no additional cost to the City other than administrative staff time and expense.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

### **RECOMMENDATION**

1. Reappoint the nine (9) eligible commissioners for the term ending June 30, 2024;
2. Declare vacancies for full-term appointments to the following: 1) Civil Service Commission; 2) Parks and Recreation Commission; 3); and Planning Commission, with an application deadline of July 31, 2020; and
3. Set August 17, 2020 as the date to conduct interviews.

Reviewed by: Nora Pimentel, Assistant City Clerk

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENT**

1. Commissioner's Attendance List 2019-2020