



Agenda Report

18-1388

Agenda Date: 11/13/2018

REPORT TO COUNCIL

SUBJECT

Action on Resignation of Senior Advisory Commissioner; Declare a Vacancy on the Senior Advisory Commission; and Set Process for Filling the Vacancy

BACKGROUND

Alma M. Garcia submitted the attached resignation from the Senior Advisory Commission on October 25, 2018. Ms. Garcia was appointed to serve on May 24, 2016. Therefore, one vacancy now exists on the Commission for a partial term ending June 30, 2020.

On October 16, 2018, the City Council conducted interviews during its regular meeting for a different vacancy on the Senior Advisory Commission. A total of six candidates were interviewed with one appointment made that evening.

DISCUSSION

Advertising of the vacancy will be communicated via the City's website, social media and the City Manager's blog. The City Clerk's Office will also notify current commissioners, previous commissioners/committee and board members, as well as those on the interest list. Because interviews were conducted so recently, and in order to balance upcoming agendas, two options have been prepared for Council's consideration:

Option 1 - Appoint from Candidate Pool interviews on October 16, 2018

Council may revisit the applications and consider one of the candidates interviewed on October 16 in lieu of conducting a new recruitment process and holding additional interviews. If so directed, the City Clerk's Office could contact those interviewed from the previous recruitment and confirm continued interest to serve on the Senior Advisory Commission. In turn, a report would be brought to a future Council meeting with confirmed interested candidates and Council could take action to appoint a member to the Senior Advisory Commission without further interviews.

Option 2 - Open a New Recruitment and Set Interviews and Appointment For a Future Council meeting

A new recruitment to fill the partial term vacancy could be opened. If so directed, the City Clerk's Office would begin advertisement for a vacancy recruitment and set an applications deadline with interviews scheduled for 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>> or at the public information desk at any City of Santa Clara public library.

ALTERNATIVES

1. Accept the resignation of Alma M. Garcia and declare one vacancy on the Senior Advisory Commission for the partial term ending June 30, 2020.
2. Direct staff to contact the previous candidates that were interviewed at the October 16, 2018 Council meeting and solicit their interest for appointment to the vacancy.
3. Open a new recruitment and direct staff to determine an application deadline and advertise the vacancy through the City's standard notification channels, including the City Manager blog, social media, the City's website, and posting in City facilities.

RECOMMENDATION

Alternative 1 and staff makes no recommendation regarding Alternatives 2. or 3.

1. Accept the resignation of Alma M. Garcia and declare one vacancy on the Senior Advisory Commission for the partial term ending June 30, 2020.

Reviewed by: Nora Pimentel, Assistant City Clerk

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resignation