



**DATE:** May 25, 2021

**CATEGORY:** Consent

**DEPT.:** City Clerk's Office

**TITLE:** **Declaration of Vacant Seat on the Senior Advisory Committee**

### **RECOMMENDATION**

Declare vacant the Senior Advisory Committee seat held by Tom Jones due to absence from three consecutive Regular Meetings pursuant to the City Charter Section 905 and Council Policy K-2, Council Advisory Body Appointments.

### **BACKGROUND**

Tom Jones was appointed to the Senior Advisory Committee ("Committee") on November 27, 2018 for an unexpired term November 27, 2018 through December 31, 2021. Committee member Jones was absent from the last three Regular Meetings of the Committee without contact to City staff on March 17, 2021, February 17, 2021, and January 20, 2021. Staff has made numerous attempts to contact Committee member Jones by phone and email and has not received a response.

### **ANALYSIS**

Per City Charter Section 905 and Council Policy K-2, Council Advisory Body Appointments, absence from three consecutive Regular Meetings without a qualified excuse requires a seat to become vacant upon declaration of the City Council. The City Council may, for good cause, determine that a vacancy has not been created. The City Clerk notified Committee member Jones by email on May 12, 2021 that the next step regarding absences from the Committee was a Consent Calendar item to declare the seat vacant at the City Council meeting on May 25, 2021. No response has been received.

In addition to the absences from the last three Regular Meetings of the Committee without communication to staff, Committee member Jones was absent from four additional meetings in 2020.

**FISCAL IMPACT** – None.

**ALTERNATIVES**

1. Determine that a vacancy has not been created.

**PUBLIC NOTICING**

Agenda posting and a copy of the report sent to Committee member Jones.

Prepared by:

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