



**DATE:** March 17, 2020

**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 Leann Higgins due to absence from three consecutive Regular Meetings pursuant to City Charter Section 905 and Council Policy K-2, *Council Advisory Body Appointments*.

### **BACKGROUND**

Leann Higgins 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 Higgins was absent from the last three Regular Meetings of the Committee without contact to City staff: January 15, 2020, November 20, 2019, and October 16, 2019. Staff has made numerous attempts to contact Committee Member Higgins by phone and e-mail 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 Ms. Higgins by e-mail on February 24, 2020 that the next step regarding her absences on the Committee was a Consent Calendar item to declare the seat vacant at the City Council meeting on March 17, 2020. No response has been received.

In addition to absence at the last three Regular Meetings of the Committee without communication to staff, Ms. Higgins was absent from three additional meetings in 2019.

**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 Higgins.

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