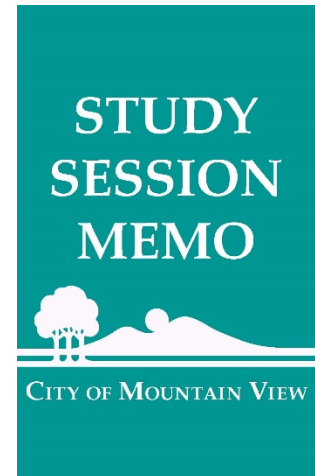


DATE: November 12, 2019

TO: Honorable Mayor and City Council

FROM: Wanda Wong, Deputy City Clerk
Lisa Natusch, City Clerk

TITLE: **Conduct Environmental Planning
Commission Applicant Interviews and
Provide Direction on Upcoming Absences for
a Current Commissioner**



PURPOSE

1. Interview three applicants for upcoming Environmental Planning Commission vacancies.
2. Discuss and provide direction regarding a current commissioner's upcoming absences.

DISCUSSION

Recruitment

In September 2019, the City Clerk's Office conducted a recruitment process for two upcoming openings on the Environmental Planning Commission (EPC): two four-year terms January 1, 2020 to December 31, 2023. Four applications were received; one applicant indicated she was no longer interested when contacted to schedule an interview.

Based on the established EPC selection process, the entire Council will interview the three applicants. At the conclusion of the interviews, the Council will determine its appointment recommendations for final consideration and action at the November 18 City Council meeting.

Upcoming Absences for a Current Commissioner

Current Environmental Planning Commissioner Margaret Capriles (serving a term to December 31, 2021) notified the City Council that she will be absent approximately eight times in January 2020 to May 2020 and requested consideration of a leave of absence (Attachment 4).

Existing Policy

City Charter Section 905, "Compensation; vacancies" states: If a member of a board or commission is absent from three regular meetings of such board or commission, consecutively, or within a calendar quarter, or is convicted of a crime involving moral turpitude, or ceases to be a qualified elector and resident of the city, that office shall become vacant upon the declaration of council. The council may, for good cause, determine that a vacancy has not been created.

Council Policy K-2(2)(b), Council Advisory Body Appointments, states: The City Charter requires an office to become vacant if an advisory body member has been absent from three regular consecutive meetings without a qualified excuse. A qualified excuse occurs if any of the following apply:

- The advisory body consents to the absence either before, or at the meeting immediately after the absence, for the advisory board member to attend to official duties of the City, including, but not limited to, representing the City at conferences or official functions;
- The advisory board member is ill;
- The advisory board member is on bereavement leave due to the death of a family member as defined in the City's Personnel Rules;
- The meeting was not on the advisory board members formally adopted annual schedule of meetings if an annual schedule was adopted.

Following Council discussion and direction, staff will bring an item back to Council for final consideration and action at the November 18 City Council meeting.

PUBLIC NOTICING – Agenda posting.

WW-LN/6/CAM
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190463

- Attachments:
1. November 12 Interview Schedule
 2. Incumbent Attendance Report
 3. Current EPC Roster
 4. October 21, 2019 Letter from Commissioner Margaret Capriles
 5. Environmental Planning Commission Members Selection Process
 6. Board/Commission/Committee Members Selection Guidelines