



Department: Administration
Cost Center: 1021
For Agenda of: 9/7/2021
Placement: Consent
Estimated Time: N/A

FROM: Greg Hermann, Deputy City Manager
Prepared By: Kevin Christian, Deputy City Clerk

SUBJECT: ADVISORY BODY APPOINTMENTS FOR UNSCHEDULED VACANCIES

RECOMMENDATION

Confirm the appointment of Stephanie Carlotti to the Human Relations Commission (HRC) and Kris Roudebush to the Parks and Recreation Commission (PRC), as recommended by the respective Advisory Body Council Liaison Subcommittees.

DISCUSSION

Annual appointments to the various City Advisory Body Committees were made at the March 16, 2021 City Council meeting. The process for those appointments included recruitment by the City Clerk's office, interviews, and recommendations by the respective City Council sub-committees, with final confirmation of those recommendations made by the full Council. The applications of qualified candidates who are not chosen for immediate appointment are held for one-year for possible consideration in the event an unscheduled vacancy occurs.

Human Relations Commission:

The commission has an unscheduled vacancy due to a resignation in July. Using a combination of applicants from the annual recruitment and additional outreach recruitment for the position, four qualified candidates were considered for the position. The Council Liaison Subcommittee members, Mayor Harmon and Vice Mayor Stewart, recommend Stephanie Carlotti for appointment to fulfill the vacant four-year term, with the term ending March 31, 2023.

Parks and Recreation Commission:

The commission has an unscheduled vacancy due to a resignation in July. Using qualified applicants from the annual recruitment, the Council Liaison Subcommittee members, Vice Mayor Stewart and Councilmember Marx, recommend Kris Roudebush for appointment to fulfill the vacant four-year term which ends March 31, 2022, as well as appointment to the full four-year term, April 1, 2022 - March 31, 2026.

The following City Council Advisory Bodies have current vacancies with recruitment ongoing:

Area Agency on Aging – Due to a resignation in August, there is an unscheduled vacancy. Rather than a City Council Advisory Body, this is a regional advisory body, with the city holding one appointed citizen seat.

Cultural Heritage Committee – Recruitment has been ongoing since April as there was one unfilled position following the annual recruitment/appointment process.

Jack House Committee – Recruitment is ongoing for the Cal Poly College of Agriculture position which was unable to be filled during the annual recruitment.

Promotional Coordinating Committee - Due to a resignation in July, there is an unscheduled vacancy for this advisory body with recruitment currently ongoing.

Policy Context

The Advisory Body Handbook, last adopted by City Council in February 2018, outlines the recruitment procedures, membership requirements, and term limits for all advisory bodies. Additionally, the City Council Policies and Procedures Manual, last updated April 2021, describes the “Appointment Procedure” and “Process” for Advisory Body appointments. Recruitment and appointment recommendations were performed in conformance with all recruitment procedures, processes, and bylaws found in these resources.

California Government Code Section 54972, Local Appointments List (Maddy Act), requires that on or before December 31st of each year, each legislative body shall prepare an appointments list for their boards, commissions, and committees whose members serve at the pleasure of the legislative body. This obligation was met and is on-going.

Public Engagement

Notices that the city was accepting applications for City Advisory Bodies were placed in The New Times, on the City’s website and “e-notification” service, listed in the annual Local Appointments List (Maddy Act Notice – GC 54972) on the City Website and City Information kiosk, and distributed via City social media outlets, in November 2020 for the annual recruitment. Additional outreach for the HRC vacancy was done in June via email lists provided by the Cal Poly American Indian and Indigenous, Asian and Pacific Islander, Black, Chicanx Latinx, Disability, Pride, and Women’s, Faculty Staff Associations

CONCURRENCE

The Council Liaison Subcommittees concur with the recommendations.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a “Project” under CEQA Guidelines Sec. 15378.

FISCAL IMPACT

Budgeted: Yes/No

Budget Year: 2021-22

Funding Identified: N/A

Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	N/A	\$	\$	\$
State				
Federal				
Fees				
Other:				
Total	\$	\$	\$	\$

Advisory body members for these bodies serve as volunteers and donate their time. The costs related to recruitment is accounted for in the annual budget appropriation in the City Clerk program.

ALTERNATIVES

Council could recommend changes to the sub-committee recommended appointments or direct staff to re-open recruitment for additional candidates. This is not recommended as there were sufficient qualified candidates for the positions, and the Council Liaison Subcommittees feel that they have been quite thorough in their consideration of applicants and the Council’s needs in their selection process.