



Council Agenda Report

Item 6f

Department: Administration
Cost Center: 1021
For Agenda of: 9/21/2021
Placement: Consent
Estimated Time: N/A

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

SUBJECT: ADVISORY BODY APPOINTMENT FOR UNSCHEDULED VACANCY

RECOMMENDATION

Confirm the appointment of Brian Kragh to the Mass Transportation Committee (MTC) as recommended by the Advisory Body Council Liaison Subcommittee.

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.

The vacant MTC position is for the Cal Poly Associated Students Inc. (ASI) representative. This position requires that the individual be a registered Cal Poly student and that they have an endorsement by the ASI to represent the ASI. It does not require residency in the City of San Luis Obispo. This position has been vacant since June 2020. Due to the COVID-19 pandemic, in-person classes at Cal Poly were dramatically reduced and consequently, outreach for this position failed to yield candidates for the 2020-2021 school year. This position does not have a defined term length date as it follows the ASI endorsement for the position. Members are typically assigned the four-year default length as described in the Advisory Body Handbook, starting at the date of appointment by Council.

The MTC Council Liaison Subcommittee members, Mayor Harmon and Councilmember Pease, recommend Brian Kragh to fill the vacant student representative position, with a term length of four years beginning upon appointment.

The following City Council Advisory Bodies also have current vacancies with recruitment ongoing or in-process as noted:

Area Agency on Aging – Due to a resignation in August there is an unscheduled vacancy. Recruitment has yielded an eligible candidate. The Council Liaison review, interview, and recommendation process is pending.

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. Recruitment has yielded two eligible candidates. The Council Liaison review, interview, and recommendation process is pending.

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.

CONCURRENCE

The Council Liaison Subcommittee concurs 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

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 appointment or direct staff to re-open recruitment for additional candidates. This is not recommended as the candidate is endorsed by the ASI to represent them and the Council Liaison Subcommittee feels that their consideration of the applicant's qualifications has been thorough.