



Council Agenda Report

Item 6h

Department: Administration
Cost Center: 1021
For Agenda of: 8/19/2025
Placement: Consent
Estimated Time: N/A

FROM: Greg Hermann, Deputy City Manager
Prepared By: Sara Armas, Deputy City Clerk

SUBJECT: ADVISORY BODY APPOINTMENT FOR AN UNSCHEDULED VACANCY
ON THE TREE COMMITTEE

RECOMMENDATION

Confirm the appointment of Kari Gephart to the Tree Committee (TC) for the remainder of the vacated term expiring March 31, 2026.

POLICY CONTEXT

The [Advisory Body Handbook](#) outlines the recruitment procedures, membership requirements, and term limits for City advisory bodies. The Handbook also contains the bylaws for each City advisory body, some of which include additional membership requirements. The Tree Committee is a seven-member advisory body. One member must be a representative from the Architectural Review Commission, and the remaining six members are selected from the general public (two of whom shall be horticultural experts, if possible). If appointed, Kari Gephart would be a general public member.

The [City Council Policies and Procedures Manual](#) 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 lists for their boards, commissions, and committees whose members serve at the pleasure of the legislative body. This obligation was met and is on-going.

DISCUSSION

The City's Clerk Office received notice on February 24th of an impending resignation of a member of the TC after the April 28th meeting. The annual advisory body recruitment period had identified three additional candidates that potentially could have filled this vacancy, but after reaching out to gauge their interest and tentatively scheduling interviews for June 16th, all potential candidates withdrew from consideration due to personal obligations.

A recruitment was promptly opened to seek a new pool of potential applicants for consideration. After a month long recruitment, two applications were received for the unscheduled vacancy. Both applicants were invited to interview, but only one confirmed and was interviewed by the Council Liaison Subcommittee consisting of Mayor Stewart and Council Member Boswell.

Upon completion of the interview, the Council Liaison Subcommittee recommended Kari Gephart to fill the unscheduled vacancy through March 2026.

Public Engagement

Following Maddy Act guidelines, notices were posted in the City Information kiosk outside City Hall and on the Advisory Body Vacancies page of the City's website alerting the public that the City was accepting applications for the vacancy on the TC. The public will also have the opportunity to provide public comment before or at the City Council meeting on August 19, 2025.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

Budgeted: No

Budget Year: 2025-26

Funding Identified: No

Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	\$ N/A	\$	\$	\$
State				
Federal				
Fees				
Other:				
Total	\$ N/A	\$0	\$0	\$0

There is no fiscal impact associated with this action.

ALTERNATIVES

Council could recommend changes to the recommended appointment or direct staff to re-open recruitment for additional candidates.