



Council Agenda Report

Item 5g

Department: Administration
Cost Center: 1021
For Agenda of: 11/15/2022
Placement: Consent
Estimated Time: N/A

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

SUBJECT: ADVISORY BODY APPOINTMENT DUE TO AN UNSCHEDULED
VACANCY – CULTURAL HERITAGE COMMITTEE

RECOMMENDATION

Confirm the appointment of Sabin Gray to the Cultural Heritage Committee (CHC).

POLICY CONTEXT

The Advisory Body Handbook, last adopted by City Council in September 2021, 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.

DISCUSSION

Annual appointments to the various City Advisory Body Committees were made at the March 15, 2022, 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. An unscheduled vacancy occurred on the CHC in August when member Valerie Butterbredt resigned. Two applicants from the annual recruitment were invited to interview for this opening. Additionally, as described under “Public Engagement,” outreach was conducted to recruit for this vacancy with the following recommendation for appointment resulting.

The Council Liaison Subcommittee members assigned for the CHC, Councilmembers Christianson and Marx, recommend Sabin Gray to fill the remainder of the vacant term, ending March 31, 2025.

Public Engagement

Notices that the City was accepting applications for City Advisory Bodies were placed 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 2021, for the annual recruitment. Notices that the City was specifically recruiting for the current unscheduled vacancy on the CHC were posted in the City Information kiosk outside City Hall and on the Advisory Body Vacancies page of the City website on August 24, 2022, following Maddy Act guidelines.

An update on City Advisory Body openings was published via “City News” (City website e-notification) and City Social Media outlets on August 30, 2022. Current openings were also announced mid-year during the 2022 Community Academy and most recently included in the Council Agenda Report for Advisory Body Appointments in the September 6, 2022, City Council Agenda report.

CONCURRENCE

The Council liaisons for the CHC concur with the recommendation.

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
 Funding Identified: Yes/No

Budget Year: 2022-23

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

Advisory body members 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 Council Liaisons for the committee feel that they have been quite thorough in their consideration of applicants and the Council's needs in their selection process.