



OFFICE OF THE CITY CLERK

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: March 15, 2016

Subject

Accept resignation of Housing Commissioner Krista Wilson and consider options for filling the unscheduled vacancy.

Recommended Action

Accept resignation of Housing Commissioner Krista Wilson and direct staff to fill the unscheduled vacancy by one of the following options:

- a.) Appoint from the existing list of applicants that were interviewed in January (Attachment A); or
- b.) Hold a special recruitment and set an application deadline of 4:30 p.m. on Friday, April 15, 2016 and an interview date of May 3, 2016 beginning at 5:30 p.m.

Background

Housing Commissioner Krista Wilson resigned her seat effective March 10, 2016, leaving an unscheduled vacancy for a full term expiring on January 30, 2020. There is a Cupertino residency requirement for this commission member position.

Cupertino Resolution No. 10-048 states that unscheduled vacancies shall be handled in the following manner:

1. If a vacancy occurs for an unexpired term and interviews for appointment to that advisory body have been conducted within the previous ninety days, the unexpired term may be filled from those applications following the required posting of the vacancy.
2. The notice of unscheduled vacancy shall be posted no earlier than 20 days before nor later than 20 days after the vacancy occurs, and at least 10 working days before appointment. The notice of unscheduled vacancy must be posted in the Office of the City Clerk, at the City Hall bulletin board, at the Cupertino Library, and in other places designated by the City Clerk.

The notice of unscheduled vacancy was posted on February 22, 2016 in accordance with the posting requirements.

Sustainability Impact

No sustainability impact.

Fiscal Impact

If Council chooses option b to hold a special recruitment, an additional notice would be published in the Cupertino Courier and World Journal noting the application deadline and interview date. The cost for the publications would be approximately \$430.

Prepared by: Kirsten Squarcia, Deputy City Clerk

Reviewed by: Grace Schmidt, City Clerk

Approved for Submission by: David Brandt, City Manager

Attachments:

A – Krista Wilson Resignation Letter

B – Previously interviewed Housing Commission Applications