



## OFFICE OF THE CITY CLERK

CITY HALL  
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### CITY COUNCIL STAFF REPORT

Meeting: October 16, 2018

#### Subject

Receive report on commission and committee members' terms expiring January 30, 2019 and set application submittal deadline date of January 11, 2019 and candidate interview dates of January 28 and 29, 2019.

#### Recommended Action

- a.) Receive report on commission and committee members' terms expiring January 30, 2019; and
- b.) Set the application submittal deadline date of 4:30 p.m. on Friday, January 11, 2019 and candidate interviews beginning at 5:00 p.m. on Monday and Tuesday, January 28 and 29 for commission and committee members' terms expiring January 30, 2019.

#### Background

Outreach for the annual recruitment of all commission candidates will begin in late October and City Council will interview applicants in January. Commissions with upcoming vacancies in January 2019 include: Fine Arts Commission (2), Bicycle Pedestrian Commission (3), Housing Commission (1), Library Commission (2), Parks and Recreation Commission (2), Planning Commission (2), and TICC (3). Council will also have the option to designate alternates at the time of the appointment of regular members during the interviews.

#### Discussion

The City Council appoints members to 11 advisory commissions. Members serve staggered, four-year terms with a two-term limit and must wait two years before they can reapply for the same commission. The Cupertino Municipal Code specifies that the term of office for the members of each commission shall end on January 30 of the year their term is due to expire. No commissioner shall serve more than two consecutive terms except if they have been appointed to fill an unscheduled vacancy for a term that is less than two years.

Recruitment, appointment, and reappointment are governed by City Council Resolution No. 16-137, and Government Code sections 54970-54974. The Teen Commission is governed by Resolution No. 18-019 and follows a different appointment schedule and structure.

Vacancies will be announced in October in the local media, posted at City Hall, Senior Center, Quinlan Community Center, and the Library, and included in the Cupertino Scene and the City's

web site. Notices are also mailed to CERT graduates, Neighborhood Block Leaders, Leadership 95014 graduates, the Chamber of Commerce, service organizations, and other interested parties. Commissioners who have expired terms and are eligible for reappointment are notified as well as those with applications on file.

The attached list describes all of the commissions and lists the names of incumbents whose terms are ending in January 2019. Applicants may apply for up to two commissions and each applicant is interviewed for their preferred commission(s).

Sustainability Impact

None

Fiscal Impact

None

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Prepared by: Kirsten Squarcia, Deputy City Clerk

Reviewed by: Grace Schmidt, City Clerk

Approved for Submission by: Amy Chan, Interim City Manager

Attachments:

A – 2019 Local Appointments List and Notice of Vacancies

B – Resolution Governing Recruitment