



OFFICE OF THE CITY CLERK

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: September 6, 2016

Subject

Accept resignation of Technology, Information, and Communications Commissioner Shishir Chavan and direct staff to fill the unscheduled vacancy in January; and set application deadline and interview dates for commissions with terms expiring in January, or provide further direction to staff.

Recommended Action

- a) Accept the resignation of Technology, Information, and Communications Commissioner Shishir Chavan and direct staff to fill the unscheduled vacancy in January 2017; and
- b) Set the application deadline of 4:30 p.m. on Friday, January 13, 2017 and interviews beginning at 5:00 p.m. on Monday and Tuesday, January 23 and 24 for commissions with terms expiring January 30, 2017, or provide further direction to staff.

Background

Commissioner Chavan was serving his second term on the Technology, Information, and Communications Commission (TICC) which expires in January 2020. He submitted his resignation to staff on August 14 thereby creating an unscheduled vacancy for the unexpired portion of his term. The TICC Commission meets 12 times annually and is scheduled to meet again in October, November, and December. The Special Notice of Vacancy was posted on August 15 in accordance with Government Code 54974.

Outreach for the annual recruitment of all commissions begins in October and the City Council will interview applicants in January. Commissions with upcoming vacancies in January include: Audit Committee (1), Bicycle Pedestrian Commission (2), Fine Arts Commission (2), Housing Commission (1), Library Commission (3), and Planning Commission (3).

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 30th of the year their term is due to expire. No commissioner shall serve more than two consecutive terms except if he or she has 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. 10-048, and Government Code sections 54970-54974. The Teen Commission is governed by Resolution No. 09-115 and follows a different appointment schedule and structure.

Vacancies will be announced in October in the local news 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 the commissions, and lists the names of incumbents whose terms are ending in January 2017. Applicants may apply for up to two commissions and each applicant is interviewed for his or her preferred commission(s).

Sustainability Impact

None

Fiscal Impact

None

Prepared by: Kirsten Squarcia, Deputy City Clerk

Reviewed by: Grace Schmidt, City Clerk

Approved for Submission by: David Brandt, City Manager

Attachments:

A – Resignation Letter

B - Appointments List and Vacancy Notice