



**OFFICE OF THE CITY CLERK**

CITY HALL

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**CITY COUNCIL STAFF REPORT**

Meeting: October 3, 2017

Subject

Receive report on commissions and committees with terms expiring January 30, 2018, and select an application deadline date of January 12, 2018 and interview dates of January 22 and 23, 2018.

Recommended Action

- a.) Receive report on commissions and committees with terms expiring January 30, 2018; and
- b.) Set the application deadline date of 4:30 p.m. on Friday, January 12, 2018 and interviews beginning at 5:00 p.m. on Monday and Tuesday, January 22 and 23 for commissions with terms expiring January 30, 2018.

Background

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 2018 include: Fine Arts Commission (1), Housing Commission (1), Parks and Recreation Commission (1), Public Safety Commission (2), and Sustainability Commission (2). Council will also have the option to designate alternates at the time of the appointment of regular members.

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. 16-137, and Government Code sections 54970-54974. The Teen Commission is

governed by Resolution No. 17-033 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 2018. 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

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Prepared by: Kirsten Squarcia, Deputy City Clerk

Reviewed by: Grace Schmidt, City Clerk

Approved for Submission by: David Brandt, City Manager

Attachments:

A - City of Cupertino Local Appointments List and Notice of Vacancies for 2018