



OFFICE OF THE CITY CLERK

CITY HALL
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CITY COUNCIL STAFF REPORT

Meeting: March 19, 2019

Subject

Resignation of Housing Commission member (Financial Representative) Poonam Goyal and initiation of recruitment process for filling the unscheduled vacancy.

Recommended Action

1. Accept the resignation of Housing Commission member (Financial Representative) Poonam Goyal; and
2. Direct staff to initiate the recruitment process and approve the application deadline and interview date for filling the unscheduled vacancy:

Deadline for applications: 4:30 p.m., Friday, May 3, 2019

Applicant interview date: 5:30 p.m., Tuesday, May 21, 2019

Discussion

Commissioner Goyal resigned her position as the Housing Commission Financial Representative effective February 11, 2019 (Attachment A) thereby leaving an unscheduled vacancy with a term ending January 30, 2022. The remainder of this (partial) term is more than two years so it would count as a full first term. The Financial Representative is not required to be a Cupertino resident but must represent a financial institution that is located in Cupertino. This requirement excludes any of the alternate appointments who were selected for the Housing Commission during the January, 2019 commission interview cycle. The Financial Representative 1st Alternate from the January, 2018 cycle declined to accept the appointment.

As required by law (GC 54970), the City Clerk's office posted a special notice of unscheduled vacancy within 20 days of the occurrence of the vacancy (Attachment B). The notice was posted in various locations including City Hall, Senior Center, Quinlan Community Center, Library, Chamber of Commerce, and the City's web site. If Council wishes to initiate the recruitment process, staff would publicize the unscheduled vacancy in the local news media and Cupertino Scene, as well as notify CERT graduates, Neighborhood Block Leaders, Leadership 95014 graduates, service organizations, and other interested parties as per resolution (Attachment C).

Sustainability Impact

None

Fiscal Impact

None

Prepared by: Kirsten Squarcia, Deputy City Clerk

Reviewed by: Grace Schmidt, City Clerk

Approved for Submission by: Timm Borden, Interim City Manager

Attachments:

A - Resignation Letter

B – Special Vacancy Notice

C – Resolution Governing Recruitment