



OFFICE OF THE CITY CLERK

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CITY COUNCIL STAFF REPORT

Meeting: October 19, 2021

Subject

Receive report on commission and committee members' terms expiring January, 30, 2022, and consider setting an application submittal deadline of Friday, January 7, 2022 and candidate interview dates of Monday and Tuesday, January 24 and 25, 2022.

Recommended Action

Receive report on commission and committee members' terms expiring January, 30, 2022, and set an application submittal deadline of Friday, January 7, 2022 and candidate interview dates of Monday and Tuesday, January 24 and 25, 2022.

Background

Outreach for the annual recruitment of all commission candidates will begin in November and City Council will interview applicants in January. Commissions with upcoming vacancies in January 2022 include: Fine Arts Commission (1), Housing Commission (1), Parks & Recreation Commission (1), Public Safety Commission (2) and Sustainability Commission (2). During the interviews, 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 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 (partial) term that is less than two years.

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

Vacancy notices are advertised through the Cupertino Courier, World Journal, social media, the Cupertino Scene, the City website, as well as at City Hall, Quinlan Community Center, the Senior Center, and the Library. Notices are emailed to CERT graduates, Neighborhood Block Leaders,

Leadership 95014 graduates, the Chamber of Commerce, commissioners who have expired terms and are eligible for reappointment, and previous candidates (whose applications are retained for one year).

In November the Council will also be receiving a staff report based on prior Council direction regarding Council committees and commissions. Any changes to the committees and commissions will be incorporated into the vacancy recruitment program at that time.

The attached Local Appointments List and Notice of Vacancies (Attachment A) describes all of the commissions and lists the names of incumbents whose terms are ending in January 2022. Applicants may apply for up to two commissions and each applicant is interviewed for their preferred commission(s).

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

Prepared by: Lauren Sapudar, Deputy City Clerk

Reviewed by: Kirsten Squarcia, City Clerk

Approved for Submission by: Greg Larson, Interim City Manager

Attachments:

A – Local Appointments List and Notice of Vacancies

B – Resolution Governing Recruitment