



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

SUBJECT: YOUTH COMMISSION
APPOINTMENT

FROM: Toni J. Taber, CMC
City Clerk

DATE: July 27, 2018

RECOMMENDATION

Appoint Sofia Jaquez to the District 5 Youth Commission Seat for a term expiring May 31, 2019.

OUTCOME

Appointment of the vacant seat will create a full membership on the Youth Commission for its upcoming retreat on August 10, 2018.

BACKGROUND

On May 7, 2013, the City Council approved the Boards and Commission Consolidation Ordinance. Among the changes implemented in the ordinance were updates to the nomination process for the Youth Commission, a Council-Nominated Commission.

Section 2.08.180 of the San José Municipal Code (SJMC) provides that each Councilmember, including the Mayor, shall nominate one Commissioner to each Council-Nominated Commission. In the event that a Councilmember or Mayor fails to provide a nominee or request additional recruitment, the Council Appointment Advisory Commission shall be authorized to submit a nominee to the City Council for formal appointment.

ANALYSIS

Per Section 2.08.150 of the San Jose Municipal Code, "*...a member may be appointed to serve a term of less than four years or a term of less than the number of years established by this chapter for the particular board of commission if the council determines that it is in the best interest of the board or commission that a member serve a shorter term in order to provide for appropriate staggered terms to preserve a continuity of membership on the board or commission.*" Due to the consolidation of a number of Boards and Commissions, their varying term end dates, and the extension of Council-Nominated Commission terms all to four years, the City Clerk's Office realigned term end dates to more equally spread out vacancies, establish staggered term end

dates, and preserve a continuity of membership on the boards or commissions. The members will be appointed to a term ending on the established realigned term end date for that respective seat.

The Office of the City Clerk opened recruitment for the District 5 Youth Commission seat from January 31, 2018 through April 22, 2018. At the end of the recruitment period, the Clerk's Office did not receive any eligible candidates for the District 5 seat. The recruitment was extended to July 4, 2018. At the end of the recruitment, the Clerk's Office received two eligible candidates.

The application of the nominated candidate is attached.

EVALUATION AND FOLLOW-UP

A core duty of the Office of the City Clerk is to minimize vacancies on the Boards and Commissions. The Office of the City Clerk will return to City Council with additional nominations at the end of August.

PUBLIC OUTREACH

The Office of the City Clerk conducted an open recruitment for this vacancy from January 31, 2018 through July 4, 2018 with the following recruitment efforts:

- Council Offices and Board and Commission secretary's newsletters and distribution tools
- Posted on City Manager's Weekly Report
- Posted on the City's main website and Clerk Office's webpage
- Posted on City Calendar
- Distributed to all community centers and library branches

The memorandum has been posted on the City Clerk's website as part of the August 7, 2018 City Council Meeting Agenda.

COORDINATION

This memorandum has been coordinated with the Office of the City Attorney.

COMMISSION RECOMMENDATION/INPUT

The recommended action has no commission input or recommendation.

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CEQA

Not a Project, File No. PP17-010, City Administrative Activities, resulting in no changes to the physical environment.

A handwritten signature in black ink, appearing to read 'Toni J. Taber', written in a cursive style.

TONI J. TABER, CMC
City Clerk

For questions, please contact Elaine Trinh, Deputy City Clerk, at (408) 535-1260.