



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Toni J. Taber, CMC
City Clerk

**SUBJECT: BOARDS AND COMMISSIONS
APPOINTMENTS**

DATE: August 10, 2018

RECOMMENDATION

Approve the following Boards and Commissions appointments:

- (a) Historic Landmarks Commission
 - (1) Appoint for a term ending June 30, 2022;
 - (2) Appoint for a term ending June 30, 2020;
- (b) Housing and Community Development Commission
 - (1) District 1 Seat: Appoint Justin Lardinois for a term ending June 30, 2021;
 - (2) Mobilehome Owner Representative Seat: Appoint Ryan Jasinsky to a term ending December 31, 2018;
- (c) Human Services Commission
 - (1) District 6 Seat: Appoint Joseph Herrity for a term ending December 31, 2020;
- (d) Library and Early Education Commission
 - (1) District 4 Seat: Appoint Pravir Ramtekkar for a term ending June 30, 2019;
and
 - (2) Early Education/Child Care Seat: Appoint Christina Dunbar for a term ending June 30, 2020.

OUTCOME

Appointment of the vacant seats will create a full membership for the Historic Landmarks, Housing and Community Development, Human Services, and Library and Early Education Commissions to continue conducting business.

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 Historic Landmarks Commission, Housing and Community Development Commission, Human Services Commission, and Library and Early Education Commission.

Section 2.08.180 of the San José Municipal Code (SJMC) indicates 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.

Historic Landmarks Commission

Pursuant to SJMC Section 2.08.2640, the Council Appointment Advisory Commission shall review the applicants and make a recommendation to the Mayor. The Mayor recommends members to the City Council for Council approval. There are currently two vacant seats on the Commission. One vacancy was due to the resignation of former Commissioner Daniels and the other was an unfilled vacancy after regular recruitment. At the end of the recruitment, the Clerk's Office received seven applications.

Housing and Community Development Commission

Pursuant to Section 2.08.2820, one member of the Housing and Community Development Commission shall be a person recommended by an organization of owners of San José mobilehome parks. This seat is vacant due to the resignation of former Commissioner Graves. At the close of the recruitment, the Clerk's Office received eighteen (18) applications. The Housing Department verified that only one applicant, Ryan Jasinsky, met the special eligibility requirement. Ryan Jasinsky was recommended by the Manufactured Housing Educational Trust of Santa Clara County.

Library and Early Education Commission

Pursuant to Section 2.08.3220 of the SJMC, at least four members of the Library and Early Education Commission shall have a background in early education or child care matters. Per SJMC 2.08.3240, those with the special eligibility requirement shall be reviewed and nominated by the Council Appointment Advisory Commission. There is currently one vacancy for the District 4 Seat and one vacancy for the special eligibility seat. Library and Early Education The nominee for the Early Child Care/Education seat meets the special eligibility requirements.

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.

If the member is filling the seat of an unanticipated vacancy, the member will fill the remainder of the former member's term.

On July 31, 2018, the Council Appointment Advisory Commission convened as two subcommittees to interview candidates for the Historic Landmarks Commission and Library and Early Education Commission, respectively. The Commission invited seven (7) candidates for the Historic Landmarks Commission and three (3) candidates for the Library and Early Education Commission to be interviewed.

Following the interviews, the recommendations from Subcommittee #1 for the Historic Landmarks Commission seats were forwarded to the Mayor for nomination. Subcommittee #2 for the Library and Early Education Commission nominated Christina Dunbar for the Early Child Care/Education Seat .

The applications of all nominated candidates are attached. Memoranda from various City departments, Office of the City Attorney, Department of Planning, Building, and Code Enforcement regarding their conflicts of interest and code enforcement reviews are also included.

EVALUATION AND FOLLOW-UP

A core duty of the Office of the City Clerk is to minimize vacancies on the Boards and Commissions.

PUBLIC OUTREACH

The Office of the City Clerk conducted an open recruitment for the vacancies from June 11, 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 21, 2018 City Council Meeting Agenda.

COORDINATION

This memorandum has been coordinated with the Office of the City Attorney and the Department of Planning, Building, and Code Enforcement.

COMMISSION RECOMMENDATION/INPUT

The Council Appointment Advisory Commission convened a subcommittee on July 31, 2018 to recommend candidates for the Historic Landmarks Commission to the Mayor and nominations for the Library and Early Education Commission. The nominations and recommendations of the Commission have been transmitted in this memorandum.

CEQA

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



TONI J. TABER, CMC
City Clerk

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