



# *Memorandum*

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**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT: BOARDS AND COMMISSIONS  
APPOINTMENTS**

**DATE:** August 9, 2019

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## **RECOMMENDATION**

Approve the following Boards and Commissions appointments:

(a) Parks and Recreation Commission:

(1) District 4 Seat: Kelly Snider to a term ending June 30, 2023;

(b) Housing and Community Development Commission:

(2) District 4 Seat: Shavell Crawford to a term ending June 30, 2023.

## **OUTCOME**

Appointment to the vacant seats on each of the Commissions will allow the commission to continue conducting business.

## **BACKGROUND**

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.

## **ANALYSIS**

The applications of all nominated candidates are attached. Memoranda from the Office of the City Attorney regarding their conflicts of interest and code enforcement reviews are also included. The applicants were also reviewed by Planning Building and Code Enforcement.

## **EVALUATION AND FOLLOW-UP**

A duty of the Office of the City Clerk is to minimize vacancies on the Boards and Commissions. The Office of the City Clerk is still recruiting for additional vacancies.

## **PUBLIC OUTREACH**

The Office of the City Clerk began an annual recruitment program in 2019, and posted flyers throughout City Hall, distributed flyers to City Departments and sent electronic copies of the flyer to all council districts requesting it to be included in newsletters. The flyer was also posted on Facebook and Twitter and the City Clerk's main page.

The memorandum has been posted on the City Clerk's website as part of the August 6, 2019 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.

### **CEQA**

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



TONI J. TABER, CMC  
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.