



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

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

**SUBJECT: BOARDS AND COMMISSIONS  
APPOINTMENT**

**DATE:** March 2, 2021

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## **RECOMMENDATION**

Approve the following Boards and Commissions appointment:

- (a) Human Services Commission
  - (1) District 7 Seat: Linda Nguyen to a term ending December 31, 2024.
- (b) Neighborhoods Commission
  - (1) District 1 Seat: Helen Kassa to a term ending June 30, 2021.
- (c) Charter Review Commission
  - (1) District 7 Seat: George Sanchez.

## **OUTCOME**

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

## **BACKGROUND**

This memo was updated to include those positions with nominated candidates. 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 with no issues found. A supplemental memorandum will be posted should additional names be submitted for vacancy nominations.

## **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 and City Council Offices are still recruiting for additional vacancies.

### **PUBLIC OUTREACH**

The Office of the City Clerk created a graphic for use in council office newsletters and sent the graphic to all council offices for distribution in their district newsletters. Additionally, notice was posted on Facebook, Twitter and the Boards and Commissions page. Due to COVID -19 and the City Hall closure, flyers could not be distributed in City Hall or community centers.

The memorandum has been posted on the City Clerk's website as part of the March 2, 2021 City Council Meeting Agenda.

### **COORDINATION**

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

### **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.