

**Council Meeting: October 28, 2008****SUBJECT: Board and Commission Appointments****REPORT IN BRIEF**

The Office of the City Clerk recently received four applications for current board and commission vacancies. Two applications for Child Care Advisory Board vacancies were forwarded to the Youth and Family Resources Manager, based upon Council action on October 14, 2008, designating this board as advisory to staff.

Council held interviews for the Board of Library Trustee applicants on October 21, 2008. Currently, there is one vacancy on this board.

Staff recommends that Council confirm appointments from the applicants listed in this report. The term for the newly appointed board and commission member will be effective as of October 29, 2008 and will continue until the specified term expires on June 30, 2012.

**BACKGROUND**

Staff continues to conduct continuous recruitment. Outreach efforts included: Council meeting announcements; advertising on the City's web site; news releases; Quarterly Report article; flyers distributed to all City facilities; advertisements on KSUN; board/commission informational meeting; notices to incumbents; two advertisements each in the *Sunnyvale Sun* and *San Jose Mercury*; announcements in the City's Volunteer Newsletter; email notification to present and past "City Skills" and "Leadership Sunnyvale" participants; recruitment information on the City's website under the Events Section for March, April and May; applications, flyers and announcements presented at quarterly meetings of Neighborhood Associations; and flyers distributed at City Skills classes.

**EXISTING POLICY**

Council Policy 7.2.19 outlines the appointment process as follows:

"The Mayor will announce by board or commission each vacancy including its term, and then will read each applicant's name. Council will vote on each applicant. The candidate receiving the most affirmative votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain.

Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, and the affected applicants each have received at least four affirmative votes, the Mayor would ask the City Attorney to draw the name of the person to be appointed. The process is repeated for each board or commission.”

**DISCUSSION**

The Office of the City Clerk verified that the following applicants met the residency and voter registration requirements as applicable.

Current board/commission vacancies, terms of appointments, and names of candidates are as follows:

<b>Board of Library Trustees</b>	<b>Vacancy (1)</b>	<b>Terms Expire</b>
Judi Miller Robert Philbrook		June 30, 2012
<b>Board of Building Code Appeals</b>	<b>Vacancy (2)</b>	<b>Term Expires</b>
No Applicants		June 30, 2011 June 30, 2012

The following boards and commissions did not receive enough applications to fill all of the current vacancies: Board of Building Code of Appeals.

Any remaining vacancies will be included in the continuous recruitment process. When eligible applications are received, staff will return to Council with options for filling the vacancies.

Following appointments, the staff liaison for each board and commission will provide an orientation and each new board/commission member is required to take the Oath of Office, sign the Model of Excellence, attend the Boards and Commissions Orientation, and complete Ethics Training. A ceremonial oath will be offered to all incoming board and commission members.

**FISCAL IMPACT**

There is no fiscal impact as a result of this report.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web

site; and making the report available at the Library and the Office of the City Clerk.

In addition, the public was notified of the recruitment for board and commission applicants as noted in the Background Section of this report.

**ALTERNATIVES**

1. Council confirms appointment from the candidates listed in this report, specifying the term.
2. Council directs the City Manager to include the remaining vacancies in the City's continuous recruitment and directs staff to notify Council when a verified application(s) has been received.
3. Council does not make appointments at this time and directs staff to include the current vacancies in the City's continuous recruitment process.

**RECOMMENDATION**

Staff recommends Alternative Nos.1 and 2.

Alternative No. 1 will fill the current vacancy on the Library Board of Trustees.

Alternative No. 2 will address the remaining vacancies by efficiently using available resources.

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