

**Council Meeting: October 22, 2013****SUBJECT: Discussion and Possible Action to Appoint a Member to the Planning Commission****DISCUSSION**

There is currently one vacancy on the Planning Commission for a term expiring June 30, 2015. Names of current applicants are as follows:

Planning Commission (1 vacancy)	Term
Ralph Durham Robert Miller	1 term to 6/30/2015

The term will be effective October 23, 2013. Following the appointment, the staff liaison will provide a commission-specific orientation and the new member is required to take the Oath of Office, sign the Model of Excellence, attend the Board and Commission Orientation hosted by the Office of the City Clerk, and complete ethics training. A ceremonial oath will be offered to the incoming member.

There is currently one vacancy on the Heritage Preservation Commission and one vacancy on the Housing and Human Services Commission; staff has no applications on file for these commissions.

EXISTING POLICY

On May 15, 2012, Council adopted revisions to Council Policy 7.2.19 *Boards and Commissions* regarding the appointment of board and commission members to allow for ranked-choice paper votes or individual candidate votes, at the discretion of the Mayor. On September 11, 2012, the issue of ranked-choice paper votes was referred back to the Council Subcommittee on Boards and Commissions for further discussion. The ranked-choice paper vote method will not be used at this time.

The individual candidate vote method is 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. The process is repeated for each board or commission.

Resolving ties: 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.

If vacancies still exist after the appointment process is conducted, staff shall inform Council of alternative courses of action.

CEQA REVIEW

N/A

PUBLIC CONTACT

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

ALTERNATIVES

1. Appoint a Planning Commissioner from the candidates listed in this report.
2. Provide other direction to staff on how to proceed.

RECOMMENDATION

Staff makes no recommendation.

Reviewed by:

Robert Walker, Assistant City Manager
Prepared by: Lisa Natusch, Deputy City Clerk

Approved by:

Gary M. Luebbers
City Manager