



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

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

**SUBJECT:** BOARD AND COMMISSION  
APPOINTMENTS

**DATE:** July 29, 2016

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## **RECOMMENDATION**

Approve the following Board and Commission appointments:

1. Council Appointment Advisory Commission:
  - a. District 4 Seat: Appoint to a term expiring 12/31/16;
  - b. District 6 Seat: Appoint to a term expiring 12/31/19;
2. Historic Landmarks Commission
  - a. One Seat: Appoint to a term expiring 6/30/19;
3. Housing and Community Development Commission:
  - a. District 5 Seat: Appoint to a term expiring 12/31/19;
  - b. District 6 Seat: Appoint to a term expiring 6/30/19;
  - c. Citywide Seat: Appoint to a term expiring 12/31/19;
4. Human Services Commission:
  - a. District 3 Seat: Appoint to a term expiring 12/31/16;
5. Library and Early Education Commission:
  - a. Early Education/Childcare Seat: Appoint to a term expiring 6/30/18;
  - b. Early Education/Childcare Seat: Appoint to a term expiring 6/30/20;
  - c. Early Education/Childcare Seat: Appoint to a term expiring 6/30/20;
6. Neighborhoods Commission:
  - a. District 7 Seat: Appoint to a term expiring 6/30/18;
7. Senior Citizens Commission:
  - a. District 3 Seat: Appoint to a term expiring 6/30/17;
8. Youth Commission:
  - a. District 3 Seat: Appoint to a term expiring 5/31/17;
  - b. District 7 Seat: Appoint to a term expiring 5/31/17.

## **BACKGROUND**

On May 7, 2013 the City Council approved the Boards and Commissions Consolidation Ordinance. Among the changes implemented in the ordinance were updates to the nomination process for the Airport Commission, Arts Commission, Council Appointment Advisory Commission, Housing and Community Development Commission, Human Services Commission, Library and Early Education

Commission, Parks and Recreation Commission, Senior Citizens Commission and the Youth Commission. The aforementioned Commissions are now Council-Nominated Commissions.

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, the Council Appointment Advisory Commission shall be authorized to submit a nominee to the City Council for formal appointment.

Per past practice, nominations to the Historic Landmarks Commission are made by the Council Liaison to that Commission. San Jose Municipal Code Section 2.08.2620 requires Historic Landmarks Commission members to have “demonstrable interest and expertise in historic preservation,” and, “Whenever possible, at least three members shall have professional expertise in one of the following disciplines: architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, to the extent such professionals are available in the community.” All candidates provided responses to qualify having demonstrable interest to serve on the Historic Landmarks Commission.

Pursuant to Section 2.08.2820 of the San Jose Municipal Code, the current vacancies on the Housing and Community Development Commission are for members that can represent low or moderate income households. The current candidates for the two vacant seats meets these requirements as cited in San Jose Municipal Code Section 2.08.2820.E.

The Office of the City Clerk conducted an open recruitment from June 14, 2016 through July 14, 2016 for the open seats and received 92 eligible applications. Applications will be submitted to the Mayor and City Council on August 1, 2016 for their review, and those who will be appointing will be asked to submit a nomination for their open seats.

### **ANALYSIS**

Per Section 2.08.150 of the San José 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.

The applications of all nominated candidates will be attached to the supplemental memorandum. Memoranda from the Office of the City Attorney and the Department of Planning, Building, and

Code Enforcement regarding their conflicts of interest and code enforcement reviews will also be included with the supplemental memorandum. At the time of this writing, nominations to the various Boards and Commission has not started. A supplemental memorandum will be issued transmitting all nominations.

**PUBLIC OUTREACH**

The memo has been posted on the City Clerk's website as a part of the August 9, 2016 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**

CEQA: Not a Project, File No. PP10-069(c), City Administrative Activities.



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TONI J. TABER, CMC  
City Clerk

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