

February 20, 2003

City Council Meeting  
February 25, 2003

Mayor and Members  
of the City Council

**VACANCIES - BOARDS AND COMMISSIONS - UNEXPIRED TERM  
PUBLIC WORKS COMMISSION - TERM ENDING OCTOBER 31, 2004**

**Recommendation:**

It is recommended that the City Council direct the City Clerk to do one of the following:

- 1) Bring the item back at the March 25 meeting for appointment from among the applicants on file at that time, with interviews held prior to the meeting; or
- 2) Advertise the Public Works Commission vacancy with newspaper publications and normal posting procedures, with interviews and appointment in April.

**Background:**

An unscheduled vacancy has arisen on the Public Works Commission due to the resignation (effective February 25) of Brian Koch, who is moving out of the City due to family obligations (see attached letter). The special vacancy notice required by State law will be posted tomorrow (February 26) in the City Clerk's office and the Library, as well as in the City Hall outdoor display case.

Pursuant to Government Code Section 54974, appointment to fill a special vacancy may be made 10 working days after the posting of the notice in the Clerk's office, allowing appointment to be made as early as the March 25 meeting. That Code Section further states that Council "may, if it finds that an emergency exists, fill the unscheduled vacancy immediately. A person appointed to fill the vacancy shall serve only on an acting basis until the final appointment is made pursuant to this section." There appears to be no emergency that requires filling the vacancy this evening.

As you know, the Council appointed Brian on December 10 to fill an unexpired term. Two members of the Commission were appointed October 22, following interviews. If the Council approves the first option, a filing deadline of 6 p.m., Wednesday, March 19 is recommended for new applications. There are two applications on file from the previous recruitment, if the applicants are still interested. Those, and any new applications that may be submitted, would be considered for appointment March 25.

If the Council directs the additional advertising called for in the second option, a notice inviting applications will be published twice (March 6 and 13) in the Easy Reader, with a 6 p.m. Wednesday, April 2 deadline for submitting applications, which would allow for appointment at the April 14 meeting at the earliest, if interviews were scheduled for that evening prior to the regular meeting.

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Elaine Doerfling, City Clerk

Noted:

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Stephen R. Burrell, City Manager