

City of Placerville
M E M O R A N D U M

DATE: May 18, 2005

TO: City Council

FROM: Susan Zito, City Clerk/Human Resource Officer

SUBJECT: **PLANNING COMMISSION VACANCY**

Recommendation:

That the Council confirm an interview process date, following the closing of the application period on June 3, 2005 for one unexpired Planning Commission term to end 12/31/06. Suggested dates would be prior to the Council meeting of June 14, 2005, or on a date and time separate from a regularly scheduled Council meeting, when all five Councilmembers were available.

Background:

The City received a written resignation from Planning Commissioner M. Jordan Kennedy on May 11, 2005. According to Municipal Code § 2-2-3 (B), the Interview Vacancy Procedures require that the interview time shall be set by the Mayor. Resolution 6411, attached, outlines the Policy for Interviewing and Selecting Planning Commission Candidates. A tentative date of Tuesday, June 14, 2005 has been suggested.

The Code also requires that a notice of the vacancy be published at least once in a newspaper of general circulation. The media release was sent to the Mountain Democrat for publication on May 12th and should have appeared by the date of this Council meeting. Due to the receipt of the letter of resignation following the May utility billing, delay of recruitment for this vacancy until the next utility bill mailing in July 2005, would not be in keeping with either past practice or the Code requirements of an expeditious appointment process. The notice of vacancy and the application form were posted to the new City website on Friday, May 13th.

On January 25, 2005, the Council held Planning Commission interviews for full-term seats expiring 12/31/08. There were seven candidates for two seats. At that time, Manny DeAquino and Michael Frenn were re-appointed to four-year terms. Of the remaining five candidates not selected during this process, Frank Hainley and Michael Hendren were subsequently appointed to the Recreation & Parks Commission and Community Pride Committee, respectively. The remaining three candidates would be welcome and

encouraged to apply again, however, the Maddy Act and past practice requires that the City advertise all vacancies in order to fully inform our citizens of opportunities to serve the city in a volunteer or advisory board capacity.

The Planning Commission qualification requirements are stated in Municipal Code Section 2-2-3 (C) and are noted on the attached Application for Appointment to Planning Commission.

Submitted for Council Consideration: Reviewed and Approved for Council Agenda:

Susan Zito, City Clerk

John W. Driscoll, City Manager/Attorney

Attachments:

Resolution 6411

Application for Appointment to Planning Commission