

TO: James L. App, City Manager

FROM: Ed Gallagher, Community Development Director

SUBJECT: Schedule Dates for Applicant Interviews/Appointments for Planning Commission and Housing Authority Board Vacancies

DATE: January 21, 2014

Needs: For the City Council to consider setting a date for interviews of candidates for filling vacancies on the Planning Commission and the Housing Authority Board of Commissioners.

Facts:

1. The Planning Commission consists of seven (7) appointed members who are each assigned in staggered three-year terms.
2. Three of the Commissioners' terms will expire February 28, 2014. The seats are currently occupied by Margaret Holstine, Doug Barth, and Bob Rollins. Margaret Holstine has served the maximum number of terms set by Council policy and cannot re-apply; Doug Barth, and Bob Rollins are eligible for additional terms and would therefore be able to reapply.
3. The Housing Authority Board of Commissioners consists of seven (7) appointed members who are each assigned in staggered four-year terms. Five members are appointed from the community at large; two members must be residents of Oak Park Public Housing; one of the two resident members must be a senior citizen of 62 or more years of age.
4. There are presently two openings on the Housing Authority Board:
 - a. The at-large position, presently held by Steve Sylvester, who has given notice that he will be resigning and not seeking an additional term;
 - b. The senior citizen resident position, formerly held by Nancy Rakovitz, who resigned in December 2013 due to health issues. Her seat was due to expire on February 28, 2017.
5. Recruitment notices for both advisory bodies were placed in local newspapers and posted on the City's website. The application deadline for both bodies is January 31, 2014. Due to the timing of this report, staff will provide a final listing of applicants prior to the scheduled interview dates.

Analysis and

Conclusion: City Council Policies & Procedures governing advisory bodies adopted 12/18/01 govern composition and term limits for both advisory bodies. Municipal Code Section 2.20.020 provides that Planning Commissioners may either be residents of the City or reside in the surrounding area, but have a vested interest in the City.

Housing authorities operate under Sections 34200 et seq of the Health and Safety Code. Section 34270 sets forth the requirement for a seven member board with the composition outlined in Fact #1, above. This section also requires that the Mayor appoint the members of the Board, subject to confirmation by a majority of the City Council.

Health and Safety Code Section 34208 provides that at large Housing Authority board members may either be residents of the City or reside in a five mile radius.

Policy

Reference: Municipal Code Section 2.20.020; City Council Policies & Procedures governing advisory bodies adopted 12/18/01; Health and Safety Code Sections 34200 et seq. (for the Housing Authority Board of Commissioners)

Options:

- a. Set two dates: Thursday, February 13, and Thursday, February 20, 2014 at 7:00 PM as the dates and time for interviewing applicants and making appointments to the Planning Commission and Housing Authority Board; the second date would be used if the number of applicants for one or both advisory bodies are sufficient to warrant two interview dates.
- b. Set two dates: Thursday, February 20, and Thursday, February 27, 2014 at 7:00 PM as the dates and time for interviewing applicants and making appointments to the Planning Commission and Housing Authority Board; the second date would be used if the number of applicants for one or both advisory bodies are sufficient to warrant two interview dates.
- c. Amend, modify, or reject the above options.