

# City of Los Alamitos

## Agenda Report Consent Calendar

December 21, 2009  
Item No: 8D

**To:** Mayor Marilyn Poe & Members of the City Council

**Via:** Jeffrey L. Stewart, City Manager

**From:** C. Darleen Cordova, Interim City Clerk

**Subject:** Recruitments for City Commissions

**Summary:** In accordance with City Council policy, staff opened the recruitments for the Planning and Traffic Commissions in November for a 30-day period. The recruitment period expired on December 16, 2009.

**Recommendation:** Extend the recruitment periods for the Planning and Traffic Commissions to January 21, 2010 and schedule interviews for February 1, 2010.

## Background

On January 16, 2007, the City Council adopted the following procedures for Commission appointments:

1. An Availability Notice, detailing the Commission/Board's purpose, meeting location/time and current vacancy would be prepared. The Notice would specify a thirty (30) day filing period in which applications would be accepted. The Notice would be sent to the local newspaper and posted at City Hall, the City's Recreation Center and the Museum; and,
2. Rather than continuing the practice of keeping previous applications on file for two years and sending letters of interest to prior applicants, only new applications would be considered for current vacancies. Residents who are not current appointees and are interested in serving on a Commission/Board would complete and submit a new application during the thirty (30) day filing period. Each Commission application will be specific to that Commission. Letters, accompanied with a new application, will still be sent to incumbents interested in reappointment; and,
3. Once the application deadline is met, a date will be scheduled for City Council to interview all applicants for the vacancy under consideration. Thereafter, the appointment will be agendized for City Council consideration.

Staff has followed the process for the seven terms expiring in December 2009 but has had a low response. However, this is normally the case during vacation and holiday periods and usually the recruitment period has to be extended.

During the recruitment period, which ended December 16, 2009, staff received five applications to the Planning Commission, and two for the Traffic Commission. Staff did not recruit for the four expired terms (one student and three regular), for the currently inactive Cable Television Commission, pending Council's review in mid-2010. The following indicates the status of the Commissions as of December 15, 2009:

### **Planning Commission (3 Openings)**

One Unscheduled Opening (DeBolt...no applications received during earlier recruitment)  
Two Scheduled Openings (Andrade and Loe)

Applications received: 5

Wendy Grose, Larry Andrade (incumbent), Klaus Wojak (Traffic Commissioner), Warren Kusumoto (Traffic Commissioner), and Gary Loe (incumbent)

### **Traffic Commission (4 Openings)**

Four Scheduled Openings (Clausen, Kusumoto, Wojak and Wray)  
(Note: Commissioner Kusumoto has resigned effective December 31, 2009, the date of his expiring term)

Applications received: 2

Klaus Wojak (incumbent) and Norman Wray (incumbent)

### **Cable Television Commission (4 Openings)**

Four Scheduled Openings (Kaylor (student) Hibard, two vacancies)  
Currently inactive; recruitment not conducted.

The Interim City Clerk recommends that the City Council direct staff to extend the filing periods for both recruitments to January 21, 2010, and schedule interviews for February 1, 2010.

### **Fiscal Impact**

None.

Submitted By:

Approved By:

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C. Darleen Cordova  
Interim City Clerk

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Jeffrey L. Stewart  
City Manager