

**MEETING DATE: 4/11/2018**

**TITLE:**

**Interview Applicants for the Parks and Community Events Commission**

**FROM:**

Tracey R. Martinez, CMC  
Deputy City Clerk

**RECOMMENDATION:**

Staff recommends that the City Council interview the applicants that have submitted applications for possible appointment to fill the vacant seat on the Parks and Community Events Commission.

**BACKGROUND:**

On March 14, 2018 the City Council accepted the resignation of Karyn Barnes from the Parks and Community Events Commission.

Pursuant to the California Government Code Section 54974, a Notice of Unscheduled Vacancy on the Parks and Community Events Commission was posted in the three designated posting locations as well as the City's Website and Face Book.

The unexpired term on the Parks and Community Events Commission will expire on June 30, 2019.

**DISCUSSION:**

The following individuals submitted an application to the City Clerk's Office for the Parks and Community Events Commission:

Amanda Burr  
Gary Marshall

Staff recommends that the following be the procedure for the interview process:

- Both applicants will assemble in the Council Chambers at 4:30 p.m.
- A computerized random number draw will be conducted for the order of the interviews.
- All applicants, other than the one being interviewed first, will be asked to wait outside the Chambers until their turn to interview so that no applicant has access to the interview questions prior to his/her interview.

- The interviews will be conducted in the Council Chambers in an open public meeting.

All applicants have been notified that interviews will be held this evening during the Study Session portion of the Meeting. An item has also been placed on the Regular Meeting Agenda for consideration of appointments, in the event that it is the desire of the Council to appoint two individuals to fill the unexpired terms on the respective Commissions.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

Applications