

## REPORT TO THE CITY COUNCIL



**DATE:** July 7, 2020

**TITLE:** (Continued from June 16, 2020, June 2, 2020, and May 19, 2020) Appointment to the Planning Commission

**Prepared by:** Russell Betts, Council Member

### RECOMMENDATION

Continue the appointment to September 1, 2020.

### DISCUSSION

In keeping with the Council direction of that May 12, 2020 be set as the deadline for applications, a review of all applications was made and a list of potential candidates to fill the vacancy on the City Planning Commission was developed. All Council members were provided a copy of that list (below) via email from the City Clerk dated May 12, 2020. The list contains twenty-two (22) applicants who had indicated their interest in serving on the Planning Commission.

	Name		Commission Preference	Date Submitted
	First	Last	Planning	
1	Kent	Andersen	1st	January 14, 2020
2	Wayne	Clemons	2nd	January 25, 2020
3	Jacqueline	Devereaux	2nd	January 27, 2020
4	Michaelangelo	Drago	1st	January 23, 2020
5	Amin	El	2nd	January 30, 2020
6	Ellen	Finan	2nd	January 30, 2020
7	Mirna	Flores	1st	January 30, 2020
8	Quana	Hall-Beverly	1st	January 28, 2020
9	Nicholas	Horn	1st	January 22, 2020
10	Eugene	Huffman	1st	January 20, 2020
11	Karen	Johnson	3rd	January 10, 2020
12	Thomas	Ongalibang	1st	January 10, 2020
13	Terisa	Price	1st	January 30, 2020
14	Vanessa	Schussler	2nd	January 30, 2020
15	Deby	Shoemaker	2nd	January 28, 2020
16	Mary-Kate	Stoever	2nd	January 17, 2020
17	John	Tinker	1st	January 30, 2020
18	Peter	Tsachpinis	1st	January 24, 2020
19	Ashley	Verral	3rd	January 9, 2020
20	James	Wilson	2nd	January 23, 2020
The following were new applicants for this recruitment that applied by the May 12, 2020 deadline.				
21	Roger	Nunez	1st	May 12, 2020
22	Margarita	Prado	2nd	April 26, 2020

Following receipt of the list, Council Member Betts reached out to individuals with technical expertise in city planning and Planning Commission functions and duties and the roles and duties for the purpose of developing a questionnaire, with the questionnaire serving as means by which to screen applicants and gauge their level of knowledge and understanding regarding matters coming before them as a Planning Commissioner. In addition to the expert input, further input was gathered in the development of the questionnaire through a survey of several cities throughout California and where appropriate, to incorporate their methods in the Planning Commission selection process into the questionnaire. The final result of this effort was the development of a questionnaire to be presented to all twenty-two applicants (Exhibit 1).

On June 22, 2020, each applicant was sent a copy of the questionnaire via email to the email address each had provided with their initial application. Further, in an effort to ensure each applicant had received the questionnaire, all twenty-two applicants were called and alerted that an email containing the questionnaire had been sent to them. As it turned out, this was beneficial as several applicants indicated the email had been delivered to their junk mail folder rather than their regular email inbox and without the phone call they would not have been aware of the questionnaire.

The effort to contact all twenty-two applicants by phone was successful either by message delivered to a voice mailbox or live phone conversation. A phone number was left for all applicants should they have questions. A deadline for return of the questionnaire was set for Friday, June 26, 2020 at midnight.

By the deadline, a total of 12 questionnaires had been returned in a timely manner. Those questionnaires have been reviewed and the process to call each of the remaining 12 applicants is now in process but was not able to be completed in time for the posting of the agenda for the July 7, 2020 council meeting. Thus, it is recommended that they City Council continue this item to a date certain of September 1, 2020, that being the next regularly scheduled City Council meeting.

**FISCAL IMPACT**

None.

**EXHIBIT(S)**

1) Questionnaire