

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council
FROM: Maureen Benson, City Clerk *MB*
DATE: April 2, 2012 (CC Meeting of 4/18/12)
SUBJECT: Consider Vacancy on Parks and Recreation Commission

BACKGROUND AND DISCUSSION:

On March 29, 2012, an email communication was received from Parks and Recreation Commissioner, Patrick Ellis, tendering his resignation. Mr. Ellis' term in office would have expired in December 2012.

An excerpt from Policy 2.2 No. 4 of Council Policies Resolution No. 2012-3091 adopted on March 7, 2012, states:

“When an unscheduled vacancy occurs for any City Council citizen appointment, and six (6) months or less will remain in the citizen appointment term following a thirty (30)-day recruitment, the City Clerk will request the City Council give direction on whether to recruit or leave the appointment position vacant.

When more than six (6) months will remain in the appointment term following a 30-day recruitment, recruitment will be initiated and notice of the vacancy will be posted not later than twenty (20) days after the vacancy occurs in the office of the City Clerk, at the Moorpark Library, on the City's website, on the local government channel, and at the City Community Center (in compliance with the Maddy Act requirements).”

Recruitment to fill the vacancy created by Mr. Ellis' resignation must begin no later than May 18th and run for a 30-day period, which would end June 17th. Interviews for this position could take place at the July 18th and/or August 1st Council meetings or later depending upon the Council's summer recess. Based on the uncertainty of the schedule it is likely that the appointee would not be seated as a Commissioner until the September or October meeting; and with the current anticipated agenda items, the Commission will probably meet only once or twice between September and December.

Recruitment to fill all five Parks and Recreation Commission positions for the 2012-2014 term will begin in mid-October and end in mid-November. Interviews would be scheduled in December.

There are two options for Council's consideration: 1) Determine recruitment to fill the vacancy on the Parks and Recreation Commission not be pursued at this time due to the timing of the recruitment for the 2012-2014 Commission; or 2) Direct staff to begin recruitment to fill the vacancy for a term ending December 31, 2012.

STAFF RECOMMENDATION

Determine recruitment to fill the vacancy on the Parks and Recreation Commission not be pursued at this time due to the recruitment scheduled in October for the 2012-2014 term.

Attachment: Resignation email from Mr. Ellis

Honorable City Council
Parks and Recreation Commission Vacancy
April 18, 2012, Regular Meeting
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ATTACHMENT

From: Patrick Ellis [mailto:_____]
Sent: Thursday, March 29, 2012 1:44 PM
To: Janice Parvin; David Pollock; Roseann Mikos; Keith Millhouse; Mark VanDam; Hugh Riley; Patty Anderson
Subject: Parks & Recreation Commission

Madam Mayor and Honorable City Council Members,

I am sad to say that I must resign from the Parks & Recreation Commission for the City of Moorpark. I wanted to stay on while still a resident of Moorpark, but the time constraint with my new position with the Murrieta Chamber of Commerce will not allow me what I believe to be ample time to effectively help the Parks & Recreation for the City of Moorpark. Thank you for the opportunity to serve the community of Moorpark, I cherish the time that I was able to be a part of the process.

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Patrick W. Ellis