

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Maureen Benson, City Clerk *mb*

DATE: May 7, 2012 (CC Meeting of 5/16/12)

SUBJECT: Consider Vacancy on Citizens Transportation Advisory Committee

BACKGROUND AND DISCUSSION:

On May 7, 2012, an email communication was received from Valerie Sampson advising that Leonard Sampson, Alternate Representative on the Citizens Transportation Advisory Committee, has passed away. Mr. Sampson's term in office would have expired in December 2012.

CTAC acts as an advisory board to the Ventura County Transportation Commission (VCTC) on matters concerning transportation planning and the annual identification of possible unmet public transit needs. CTAC meets on the 2nd Tuesday of each month except for the months of July, August, and September.

The City appoints two representatives and one alternate to serve on CTAC and with the passing of Mr. Sampson there is a vacancy in the alternate position with more than six (6) months left in the term. VCTC By-laws indicate each city **may** have an alternate representative. It has been the City's practice to name a staff member as alternate when there are not enough applicants to fill this position.

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. Sampson's passing could begin as early as May 17, but no later than May 25 and would run for a 30-day period. Appointment to this position for a term ending December 2012 could be scheduled for the June 20 or July 18, 2012 regular City Council meeting.

The appointee would have the opportunity to attend three meetings (October, November, and December) of CTAC before the term expires. During the month of November recruitment would commence for the new 2013-2014 CTAC term.

There are three options for Council's consideration: 1) Determine recruitment to fill the vacancy for the alternate representative on CTAC not be pursued at this time due to the limited number of CTAC meetings to attend before the term expires; 2) Direct staff to begin recruitment to fill the vacancy for a term ending December 31, 2012; or 3) Waive rules and appoint a staff member who lives in the City of Moorpark to serve as the alternate.

Due to the relatively few number of meetings remaining in the term and anticipated CTAC agenda items, staff recommends option 1.

STAFF RECOMMENDATION

Determine recruitment to fill the vacancy for the alternate representative on CTAC not be pursued at this time due to the limited number of CTAC meetings to attend before the term expires.

Attachment: Email from Valerie Sampson

Honorable City Council
CTAC Vacancy
May 16, 2012, Regular Meeting
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ATTACHMENT

From: Shaun Kroes
Sent: Monday, May 07, 2012 9:12 AM
To: Maureen Benson
Cc: Dave Klotzle
Subject: FW: CTACmay12 and april 12 minutes

Maureen, the City's CTAC alternative, Lee Sampson passed away on February 9. The City's remaining CTAC representatives are DeWayne Jones and Sue Fitzgerald.

-Shaun

From: Mary Travis [_____]]
Sent: Monday, May 07, 2012 9:10 AM
To: Leonard Sampson
Cc: Shaun Kroes
Subject: RE: CTACmay12 and april 12 minutes

Hello – I'm so very, very sorry! I hadn't heard the news (I live in the west County) and apologize for disturbing you while you and the family are dealing with so many things – I copied Shaun Kroes at the City of Moorpark so don't worry about letting the city know...

Lee was a wonderful man, and his contribution and willingness to volunteer was much appreciated...

My sympathy to you and your family – peace be with you...

Mary

From: Leonard Sampson [_____]]
Sent: Saturday, May 05, 2012 8:45 AM
To: Mary Travis
Subject: Re: CTACmay12 and april 12 minutes

Mary,

Lee Sampson passed away on February 9. I have not had time to contact the City of Moorpark but will as soon as possible.

Valerie Sampson