

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO: Honorable City Council**

**FROM: Maureen Benson, City Clerk**

**DATE: October 29, 2012 (CC Meeting of 11/7/12)**

**SUBJECT: Consider Scheduling Interviews for Moorpark Arts, Parks & Recreation, and Planning Commission Applicants; and Consider Cancellation of the January 2, 2013, Regular Meeting**

**BACKGROUND AND DISCUSSION**

Recruitment ended at 5:00 p.m. on October 26, 2012 for the Moorpark Arts Commission, Parks and Recreation Commission and the Planning Commission. Only four (4) applications were received for the Moorpark Arts Commission therefore a second recruitment has been initiated and applications are due by November 30.

The Council's appointment policy (Policy 2.2 of the City Council Policies Resolution) requires staff to schedule applicants to attend one or both of the regular meetings in December of each even numbered year to permit the applicants to make a brief presentation on qualifications and interest in the appointment.

Offering the option of two different meetings for conducting the Commission interviews is preferred due to potential scheduling conflicts for the five applicants. Potential dates the Council may wish to consider for scheduling Commission interviews include the following Wednesdays:

December 5	(not recommended due to election certification and reorganization)
December 12	(special meeting)
December 19	(regular meeting)
December 26	(not recommended due to holiday week)
January 2	(not recommended pending cancellation)
January 9	(special meeting)
January 16	(regular meeting)

The scheduling of the Commission interviews in January requires a vote to amend rules. The applicable language in Policy 2.2 for the scheduling of the Commission interviews is as follows:

*Applicants for the Arts Commission, Parks and Recreation Commission, and Planning Commission are required to attend a **regular or special City Council meeting in December** of each even-numbered year to make a brief presentation on qualifications and interest in the appointment (not to exceed three minutes). Use of PowerPoint will be permitted if the City Clerk has been provided with the PowerPoint file no less than 24 hours prior to the presentation. The City Clerk shall schedule the presentations at one or both of the December regular meetings, or at a special meeting, as directed by the Mayor. Failure to make a presentation shall result in disqualification for appointment. **The City Council may by majority vote extend the date for the presentations to the next calendar year.***

Staff is also recommending the City Council cancel the January 2, 2013, regular meeting as the holidays (December 24, December 25, December 31, and January 1) preceding this meeting impede agenda preparation.

No public hearings are scheduled for January 2, and staff does not anticipate the need for a special meeting prior to the next regular meeting on January 16.

#### **FISCAL IMPACT**

None.

#### **STAFF RECOMMENDATION**

- 1) Schedule the meeting dates for presentations from the applicants for the three commissions.
- 2) Direct staff to post a notice of cancellation for the January 2, 2013, regular meeting.