

City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 28, 2016**
FROM: CITY CLERK'S OFFICE **WARDS: ALL**
SUBJECT: HUMAN RELATIONS COMMISSION

ISSUE:

The issue for City Council consideration is declaration of the Human Relations Commission Ward 7 seat as vacant.

RECOMMENDATION:

That the City Council (1) declare the Human Relations Commission Ward 7 seat as vacant; and (2) request the City Clerk to notify Ms. Lieb and commence recruitment to fill the position for a term ending March 1, 2018.

BACKGROUND:

On May 20, 2016, the City Clerk's Office was notified of regular meeting unexcused absences for the past eleven months of Human Relations Commissioner Audrey Lieb. The Mayor and City Council appointed Ms. Lieb to the Ward 7 seat on the Commission on April 16, 2013, and reappointed her on March 1, 2014, for a term ending March 1, 2018. Councilmember Burnard contacted Ms. Lieb a few months ago to reconfirm her availability to serve.

Charter Section 805 provides that if a member of a board or commission absents himself/herself from three consecutive regular meetings, unless by permission of such board or commission expressed in its official minutes, the office shall become vacant and shall be so declared by the City Council.

On May 6, 2014, the City Council amended the board and commission attendance policy to read:

"Board/commission members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the board/commission from exercising its discretion to excuse said absence as outlined in Charter Section 805 of the City Charter. The term of any member of the board/commission shall expire and the position vacated subject to either of the following conditions: (a) he or she is absent unexcused from three consecutive regular meetings of the board of the board/commission; or (b) he or she is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meeting in any calendar year."

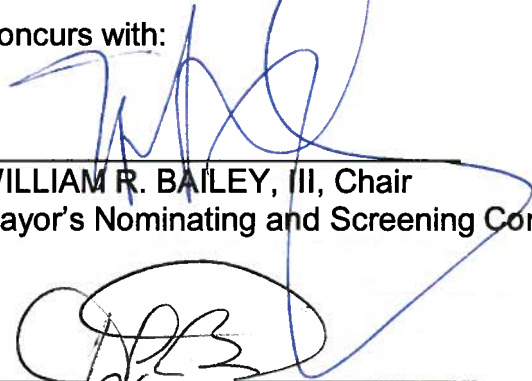
Following numerous unsuccessful attempts to contact Ms. Lieb, the Chair of the Human Relations Commission requested City Council consideration of declaring the seat vacant and consideration of a new appointment to fill the Ward 7 seat.

FISCAL IMPACT:

Recruitment and appointment costs are included annually in the City Clerk's budget.

Prepared by: Colleen J. Nicol, City Clerk
Approved as to form: Gary G. Geuss, City Attorney

Concurs with:



WILLIAM R. BAILEY, III, Chair
Mayor's Nominating and Screening Committee



JOHN BURNARD
Councilmember, Ward 7