



City Council Staff Report

Report Type: SPECIAL ORDERS OF THE DAY

Lead Department: City Clerk

Meeting Date: November 4, 2024

Report #:2409-3434

TITLE

Appointment of Candidate for the Parks and Recreation Commission

RECOMMENDATION

Staff recommends City Council vote to appoint one candidate to the Parks and Recreation Commission with an expiring term on March 31, 2026.

BACKGROUND

Boards and Commissions are established as advisory bodies to the City Council, made up of community volunteers that provide essential feedback on matters of importance to the community. The City Clerk's office advertises and recruits for vacancies, the Council considers the applications, interviews desired candidates, and makes appointments for the open positions.

Commissioner Joy Oche resigned from the Parks and Recreation Commission effective August 26, 2024. As such, the current vacancy staff is requesting to be filled is:

- One (1) position on the Parks and Recreation Commission, with term expiring March 31, 2026

A total of 6 applications were submitted during the recruitment period. At the October 21, 2024 City Council meeting, Council selected to interview all candidates and interviews are scheduled for the October 28, 2024 City Council meeting. Video recordings of the interviews are available on our [City of Palo Alto YouTube Channel](#).¹

Membership Requirements

Per [PAMC 2.25.010](#),² the Parks and Recreation Commission requires that each member shall have demonstrated interest in parks, open space and recreation matters. Additionally, members of the commission shall at all times be residents of Palo Alto.

¹ City of Palo Alto Youtube Channel: [City of Palo Alto YouTube Channel](#).

² Palo Alto Municipal Code 2.25.010: https://codelibrary.amlegal.com/codes/paloalto/latest/paloalto_ca/0-0-0-61402#JD_2.25.010

PUBLIC OUTREACH

Palo Alto Municipal Code 2.16.060 requires public notification regarding vacancies of the Commissions as follows, “The City Clerk shall exercise their discretion in choosing the method of advertisement that will most effectively reach potential candidates.” Based on the September 14, 2021 Policy & Services Committee meeting report regarding Board and Commission Member demographics and community representation the City Clerk’s office expanded recruitment efforts through additional means to “most effectively reach potential candidates.”

The Parks and Recreation Commission special recruitment invited applications from September 5, 2024, to October 6, 2024. The vacancy was advertised through various methods in partnership with the City Manager’s Office, Communications Office. This included paid digital/print advertisements in the Daily Post, Palo Alto Weekly, and social media; City communications channels including the website, social media, Nextdoor, LinkedIn, and digital newsletter; in physical locations of the Palo Alto Libraries and Community Centers; and, distributed by e-mail to community-based organizations and community member networks.

APPROVED BY:

Mahealani Ah Yun, City Clerk