



**AGENDA REPORT**  
**SAN CLEMENTE CITY COUNCIL MEETING**  
Meeting Date: December 16, 2014

Agenda Item 11A(1)  
**Approvals:**  
City Manager \_\_\_\_\_  
Dept. Head \_\_\_\_\_  
Attorney \_\_\_\_\_  
Finance \_\_\_\_\_

**Department:** City Clerk  
**Prepared By:** Joanne Baade, City Clerk/Executive Analyst

**Subject:** **VACANCIES ON THE CITY PLANNING COMMISSION, INVESTMENT ADVISORY COMMITTEE AND COASTAL ADVISORY COMMITTEE**

**Fiscal Impact:** None.

**Summary:** Kathy Ward was recently elected to the San Clemente City Council, and consequently, has submitted the attached letter resigning from the Planning Commission. This resignation creates a vacancy on the Planning Commission for a term to expire June 30, 2015.

Additionally, Les Wells, the Industry Specialist on the Investment Advisory Committee, has resigned from the Committee, thereby creating a vacancy for a term to expire June 30, 2016. A copy of Mr. Wells' resignation letter is attached.

Lastly, a vacancy exists on the Coastal Advisory Committee that was created by the resignation of Ken Nielsen earlier this year. The Coastal Advisory Committee requests that this vacancy (which is for a term to expire June 30, 2015) be filled at this time because another member of the Committee is on extended medical leave and the Committee is experiencing difficulty achieving a quorum for its meetings.

Staff is requesting that Council determine whether it wishes to fill the aforementioned vacancies at this time, or defer filling the vacancies until the annual appointment of Commission and Committee members in June 2015. If Council determines to fill the positions at this time, Staff recommends that Council authorize the City Clerk to advertise the vacancies for a minimum 10-day recruitment period as required by State Law and that Council select a date in January 2015 to interview candidates and make appointments.

**Recommended**

**Action:** STAFF RECOMMENDS THAT the City Council determine whether it wishes to fill the Planning Commission, Coastal Advisory Committee and/or Investment Advisory Committee vacancies at this time, or whether it prefers to defer filling the vacancies until the annual Commission/Committee selection process in June 2015. If Council desires to fill the positions at this time, Staff recommends that Council authorize the City Clerk to advertise the vacancies, and that Council schedule a meeting date in January 2015 to interview candidates and make appointments.

**Attachments:** 1. Kathy Ward's letter of resignation from the Planning Commission  
2. Les Wells' letter of r esignation from the Investment Advisory Committee

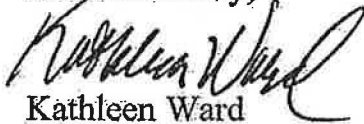
November 20, 2014

Joanne Bade  
City Clerk  
City of San Clemente  
100 Avenida Presidio  
San Clemente, California 92672

Re: Resignation of Planning Commissioner Kathleen Ward

Please accept this letter of resignation from my planning commission position effective December 1, 2014.

Most Sincerely,

A handwritten signature in black ink, appearing to read "Kathleen Ward", written over the printed name below it.

Kathleen Ward

Mark Taylor,  
City Treasurer  
City of San Clemente  
November 14, 2014

Mark,

I have had the great pleasure of serving the City of San Clemente as the Industry Specialist on the Investment Committee for the past 13 years, however per our earlier discussions, I humbly, but officially submit to you this Letter of Resignation.

I retired from D. A. Davidson & Co., in August of this year and am no longer active within the industry. It is my perspective that the City of San Clemente should have an Industry Specialist that is active and currently licensed. I would not want to create any type of negative impact on the City in any way.

It has been my pleasure to serve with such a fine group of individuals, who are truly concerned about the fiscal responsibilities of the City. Please pass this information on to the City Clerk, the City Manager, the Council and all other concerned parties.

Once again, I thank you for the privilege and the pleasure of serving and getting to know all the wonderful people that I was blessed to come in contact with at the City.

I wish you all the very best now and in the years to come.

Sincerely,

Leslie G. Wells, Retired