



# AGENDA REPORT

## CITY OF SAN CLEMENTE

### CITY COUNCIL MEETING

910 Calle Negocio  
2nd Floor  
San Clemente, California  
www.san-clemente.org

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**Meeting Date:** April 16, 2024

Agenda Item: 13A(1)

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**Submitted By:** City Clerk

**Prepared By:** Laura Campagnolo, City Clerk

**Subject:**

**SCHEDULING OF MEETINGS TO INTERVIEW AND APPOINT INDIVIDUALS TO SERVE ON VARIOUS CITY COMMISSIONS AND COMMITTEES**

**Fiscal Impact:**

None.

**Summary:**

The City's Municipal Code requires that the City Clerk report to the City Council at least 60 days prior to the expiration of terms of City appointees. The purpose of this provision is to enable the City Council to authorize the City Clerk to advertise the vacancies and to schedule a date(s) for the City Council to interview applicants and make appointments. Accordingly, this item is agendized for City Council consideration at this time.

The terms of 22 individuals who serve on City Commissions and Committees will expire on June 30, 2024, and resignation of a Coastal Advisory Committee member whose term was set to expire on June 30, 2025, are as follows:

Beaches, Parks and Recreation Commission – 4 Vacancies

Coastal Advisory Committee – 4 Vacancies (1 term expires on June 30, 2025 due to the resignation of Suzie Whitelaw whose term was set to expire on June 30, 2025).

Golf Course Committee – 3 Vacancies

Human Affairs Committee – 4 Vacancies

Investment Advisory Committee – 1 Vacancy

Planning Commission – 4 Vacancies

Public Safety Committee – 3 Vacancies

Attachment 1 of this Administrative Report is a Local Appointments List that identifies the current position incumbents whose terms are due to expire on June 30, 2024.

The City Council may wish to allow the current City Commission and Committee members whose terms are set to expire the opportunity to stay on their respective Commissions/Committees without the need to reapply and interview, in which case, Staff would contact the individuals whose terms are set to expire and let them know they are able to remain on their respective Commissions/Committees without the need to reapply and interview. Those individuals would need to make their decision no later than May 4, 2024, to give the City Clerk time to advertise to fill the vacant positions.

**Council Options:**

- Direct the City Clerk to advertise to fill the vacancies on the Commissions and Committees and set interview dates.
- Allow current Commission/Committee members whose terms are set to expire the opportunity to stay on their respective Commission/Committee without the need to reapply.
- Direct Staff to return with additional information.
- Take no action.

**Environmental Review/Analysis:**

This is not a “project” under the California Environmental Quality Act.

**Recommended Actions:**

Staff Recommendation

1. Should the City Council choose to allow current City Commission and Committee members whose terms are set to expire the opportunity to stay on their respective Commissions/Committees without the need to reapply and interview, direct Staff to contact the Commission/Committee members and provide direction to notify us no later than April 22, 2024 with their decision. Staff would then advertise only for vacant positions on each of the Commissions and Committees.

OR

2. Authorize the City Clerk to advertise to fill 22 vacancies on the Beaches, Parks and Recreation Commission, Coastal Advisory Committee, Golf Course Committee, Human Affairs Committee, Investment Advisory Committee, Planning Commission, and Public Safety Committee. All positions are for two-year terms to expire June 30, 2026.
3. Authorize the City Clerk to advertise to fill 1 vacancy on the Coastal Advisory Committee for a one-year term to expire June 30, 2025, to fill the position of Suzie Whitelaw, who recently resigned.
4. Establish two meeting dates in June 2024 to interview and appoint individuals to fill the upcoming vacancies.

**Attachment:**

1. Local Appointments List
2. 2024 City Council Meeting Calendar

**Notification:**

City Commissions and Committees

## Local Appointments List Commission and Committee Member Terms to Expire in 2024

| Commission/Committee                            | Date of Appointment | Date Term Expires | Qualifications |
|---|---------------------|-------------------|----------------|
| <b>Beaches, Parks and Recreation Commission</b> |                     |                   |                |
| Jennifer Elliott                                | July 2022           | <b>June 2024</b>  | City Resident  |
| Rob Feurstein                                   | July 2022           | <b>June 2024</b>  | City Resident  |
| Shari Grace                                     | October 2023        | <b>June 2024</b>  | City Resident  |
| Teri Rousseau                                   | October 2023        | <b>June 2024</b>  | City Resident  |
| <b>Coastal Advisory Committee</b>               |                     |                   |                |
| John Dolegowski                                 | December 2023       | <b>June 2024</b>  | City Resident  |
| Matthew Schmitt                                 | October 2023        | <b>June 2024</b>  | City Resident  |
| Aaron Washington                                | October 2023        | <b>June 2024</b>  | City Resident  |
| <b>Golf Course Committee</b>                    |                     |                   |                |
| Nick Azzolini                                   | July 2022           | <b>June 2024</b>  | City Resident  |
| Mandy Hamilton                                  | July 2022           | <b>June 2024</b>  | City Resident  |
| Ben Page  | July 2022           | <b>June 2024</b>  | City Resident  |
| <b>Human Affairs Committee</b>                  |                     |                   |                |
| Stuart Anderson                                 | July 2022           | <b>June 2024</b>  | City Resident  |
| Rosemary Salas                                  | July 2022           | <b>June 2024</b>  | City Resident  |
| <i>Jill Schachter (Resigned)</i>                | July 2022           | <b>June 2024</b>  | City Resident  |
| Dick Veale                                      | July 2023           | <b>June 2024</b>  | City Resident  |
| <b>Investment Advisory Committee</b>            |                     |                   |                |
| Amanda Conley                                   | July 2023           | <b>June 2024</b>  | City Resident  |
| <b>Planning Commission</b>                      |                     |                   |                |
| Cameron Cosgrove                                | July 2022           | <b>June 2024</b>  | City Resident  |
| Gary McCaughan                                  | July 2022           | <b>June 2024</b>  | City Resident  |
| Scott McKhann                                   | July 2022           | <b>June 2024</b>  | City Resident  |
| Karen Prescott-Loeffler                         | July 2022           | <b>June 2024</b>  | City Resident  |
| <b>Public Safety Committee</b>                  |                     |                   |                |
| Michael Greenwald                               | September 2022      | <b>June 2024</b>  | City Resident  |
| Scotland Roeber                                 | September 2022      | <b>June 2024</b>  | City Resident  |
| Gary Walsh                                      | July 2023           | <b>June 2024</b>  | City Resident  |

## 2024 Council Meeting Agenda Calendar

| January |   |   |   |   |   |   | February |   |    |    |    |    |    | March |    |    |    |    |    |    | April |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---------|---|---|---|---|---|---|----------|---|----|----|----|----|----|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| S       | M | T | W | T | F | S | S        | M | T  | W  | T  | F  | S  | S     | M  | T  | W  | T  | F  | S  | S     | M  | T  | W  | T  | F  | S  |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1       | 2 | 3 | 4 | 5 | 6 | 7 | 8        | 9 | 10 | 11 | 12 | 13 | 14 | 15    | 16 | 17 | 18 | 19 | 20 | 21 | 22    | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |

| May |   |   |   |   |    |    | June |    |    |    |    |    |    | July |    |    |    |    |    |    | August |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| S   | M | T | W | T | F  | S  | S    | M  | T  | W  | T  | F  | S  | S    | M  | T  | W  | T  | F  | S  | S      | M  | T  | W  | T  | F  | S |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5   | 6 | 7 | 8 | 9 | 10 | 11 | 12   | 13 | 14 | 15 | 16 | 17 | 18 | 19   | 20 | 21 | 22 | 23 | 24 | 25 | 26     | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September |   |   |   |   |   |   | October |   |    |    |    |    |    | November |    |    |    |    |    |    | December |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| S         | M | T | W | T | F | S | S       | M | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1         | 2 | 3 | 4 | 5 | 6 | 7 | 8       | 9 | 10 | 11 | 12 | 13 | 14 | 15       | 16 | 17 | 18 | 19 | 20 | 21 | 22       | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Dark Fridays
  Holidays
  Furlough
  Staff Reports Due
  Council Meeting
  Cancelled City Council Meeting