



## Staff Reports

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**File #:** 1700-2019, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Tiffany Carranza, City Clerk

**Prepared By:** Paulette Cooper, Office Assistant

**TITLE:**

Parks, Recreation and Tree Advisory Commission Membership

**RECOMMENDED ACTION:**

Appoint new member, Kevin Hansen, to the to the Parks, Recreation and Tree Advisory Commission to fill the unexpired remaining term of Mr. Pare-Mayer plus an additional full two-year term ending September 30, 2021.

**DISCUSSION:**

**COMPOSITION AND PURPOSE OF THE COMMISSION**

The Parks, Recreation and Tree Advisory Commission is advisory to City Council and the Parks and Recreation Services Director on matters affecting the acquisition, development and maintenance of parks within the city; public recreation; cultural activities of public interest; matters affecting development of privately and publicly landscaped areas within the city; and matters related to trees, tree preservation and arboriculture, including the review of city tree ordinances, policies and programs. The commission is also authorized to act as the decision-making body for specified actions set forth in the Municipal Code, particularly related to appeals of decisions regarding planting and removal of city trees under chapter 12.44 and the consideration of permits for activities affecting significant trees and appeals of determinations regarding activities affecting protected trees pursuant to chapter 12.45.

At least three of the seven voting members shall be a person who demonstrates experience in one of the following identified fields: urban planning, park planning, park operations, park maintenance, recreation programming, horticulture, or arboriculture. Commissioner Bordona, Commissioner Reeves and Commissioner Sauer satisfy the requirement.

The Commission consists of seven voting members appointed by the City Council. One member is a non-voting high school student in the City of Napa.

**NUMBER AND TIMING OF VACANCIES INCLUDING SPECIAL QUALIFICATIONS**

There was one vacancy due to the resignation of Commissioner Seth Pare-Mayer on October 26, 2018.

## RECRUITMENT PROCESS

The City Clerk accepted applications for the Committee from November 2, 2018 through November 30, 2018. Recruitment announcements were published on the City's website, posted at various locations at City Hall, Human Resources, and the Community Services building, and sent to the Napa County Library, Napa Valley College, Napa Chamber of Commerce, Napa Valley Unified School District, Napa County Board of Supervisors, Napa County Administration, Napa County Hispanic Chamber of Commerce, Napa Valley Coalition of Non-Profit Agencies, Napa Valley Community Housing, Puertas Abiertas Community Resource Center, and Leadership Napa Valley.

## APPLICATIONS RECEIVED

Two applications were received: Kevin Hansen and Marla Tofle.

## NOMINATION COMMITTEE RECOMMENDATIONS

Vice Mayor Sedgley and Councilmembers Gentry, serving as the Council-appointed Nomination Committee, reviewed the applications that were submitted.

The Committee recommends the appointment of Kevin Hansen.

Pursuant to Section 4.7.2 of Policy Resolution 10, the City Council may either approve the nominations from the Committee as submitted or take further action to evaluate the applicants in accordance with Sections 4.5 of Policy Resolution 10.

## SPECIAL NOTES

On October 26, 2018, Seth Pare-Mayer provided notice that he was resigning from the Parks, Recreation and Tree's Advisory Commission effective immediately, prior to the end of his term which ends September 30, 2019.

With regard to Mr. Pare-Mayer's appointment, since the remaining term is less than one year, Council has the authority to:

- a) Appoint a Commission member for the unexpired remaining term; or
- b) Appoint a Commission member for the unexpired remaining term plus an additional two-year term.

It is staff's recommendation to appoint Mr. Hansen for the unexpired remaining term plus an additional two-year term.

## FINANCIAL IMPACTS:

None.

## CEQA:

The City Clerk has determined that the action described in this agenda report is not subject to CEQA Guidelines Section 15060(c).

## DOCUMENTS ATTACHED:

ATCH 1 - Applications

**NOTIFICATION:**  
Applicants