



CONSENT CALENDAR

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Action to Remove Shay Manor from the Youth Commission and Declaring a Vacancy

Prepared by: William Wells, Recreation Coordinator

Reviewed by: Donna Legge, Recreation & Community Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

None

Initiated by:

City Staff

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Is the request to remove Commissioner Manor from the Youth Commission consistent with the Commission Handbook and therefore, Council's established position on required attendance?

Summary:

- Commissioner Manor has missed six (6) consecutive commission meetings.
- City Staff have made multiple attempts to contact Commissioner Manor by phone, email, and in-person, with no response.

Staff Recommendation:

Remove Commissioner Manor from the Youth Commission and declare a vacancy.

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Action on Removal of Commissioner Shay Manor from the Youth Commission and Declaring a Vacancy

Purpose

Seek Council approval for the removal of Commissioner Shay Manor from the Youth Commission and declare a vacancy.

Background

Per the Municipal Code, the Youth Commission is an eleven-member body (LAMC 2.08.010) that shall act in an advisory capacity to the city council on matters relating to youth interests, youth concerns, and the need for outreach services. The city council's youth commission interview committee shall interview commission applicants and recommend appointments (LAMC 2.08.100).

Regular attendance at Commission meetings is important to the functioning and effectiveness of the of the Youth Commission. Page three (3) of the Commission Handbook states that:

A majority of members is necessary to conduct business. As such, Commission members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office. At the end of each year, the City Council reviews an annual attendance report for each Commission. A Commissioner may be removed for failing to attend the required minimum number of meetings or after a third consecutive absence. If a Commissioner must miss a meeting, he/she should advise the staff liaison as soon as possible.

Discussion/Analysis

In June 2020, the City Council appointed Shay Manor to a two-year term on the Youth Commission expiring on in June 2022. Following his appointment, Commissioner Manor missed the following Commission meetings:

December 6, 2020
January 4, 2021
February 1, 2021
March 1, 2021
April 5, 2021
May 3, 2021

On November 16, 2020, the Staff Liaison reached out to Commissioner Manor after his subcommittee members indicated that he was not responding to emails. No response was received from Commissioner Manor.

On November 18, 2020, the Staff Liaison requested a virtual meeting with Commissioner Manor via email. Staff followed up with a phone call and voice message. No response was received from Commissioner Manor.



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On November 23, 2020, Commissioner Manor was invited to participate in a virtual subcommittee meeting via email. No response was received from Commissioner Manor.

On January 14, 2021, the City Clerk called Commissioner Manor's phone number and spoke with a person who answered and identified themselves as his friend. The City Clerk was informed that Commissioner Manor was no longer interested in serving on the Youth Commission. His friend took a message, but Commissioner Manor never called back. The City Clerk sent a follow up email which recounted the phone call and indicated her outreach with regard to Commissioner Manor's continued absence from the Youth Commission meetings. The City Clerk encouraged him to participate again, however if he was no longer interested in serving on the Youth Commission until the end of the term in June 2022, to please notify the City by submitting a letter of resignation so that the seat can be opened to another interested Los Altos youth. No response was received from Commissioner Manor. Commissioner Manor continues to receive all correspondence sent to the Commission including volunteer opportunities and monthly meeting invitations.

Again, on May 7, 2021, late afternoon, the City Clerk attempted to speak with Commissioner Manor at his residence, but he was not available. The City Clerk left a letter with the teen who answered the door. The letter requested that Commissioner Manor resume participating with the Youth Commission or sign and return in the addressed, stamp envelope provided, the preprinted letter of resignation. To date the City has had no response.

Options

- 1) Remove Commissioner Manor from the Youth Commission

Advantages: Commissioner Manor's seat can be opened to another interested Los Altos youth

Disadvantages: Commissioner Manor will no longer be able to serve as a member of the Youth Commission

- 2) Allow Commissioner Manor to remain on the Youth Commission.

Advantages: Commissioner Manor will remain on the Youth Commission

Disadvantages: Commissioner Manor's seat will not be filled by another interested Los Altos youth

Recommendation



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The staff recommends Option 1.