



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: March 17, 2026

STAFF REFERENCE: Alice Atkins, City Clerk

AGENDA LOCATION: CC-9

GOVERNMENT CODE SECTION 84308 APPLIES: No

TITLE: Extension of Application Period to Fill an Unscheduled Vacancy on the Library Board

OBJECTIVE: To extend the application period for a vacancy on the Library Board

BACKGROUND: On October 7, 2003, the City Council adopted Resolution No. 2003-67, establishing procedures governing the selection process for appointments to boards and commissions, including application solicitation, form of application, interview of applicants, nomination process, and approval of appointees. With regard to application solicitation, it provides a timeline for advertising related to regular terms (sixty calendar days prior to the expiration) as well as unexpected vacancies (within seven calendar days following notice of the vacancy). In addition, the procedures include the period in which applications will be accepted; 30 days from date of posting for regular terms, and 10 days for other vacancies.

On March 11, 2026, Board member Shelly Caterino formally resigned from her position due to the fact that she is moving from Monrovia and therefore no longer eligible to serve. This leaves an unexpired term ending June 30, 2028. Pursuant to City Council policy, the City Clerk is required to post a notice of the vacancy no later than March 18, 2026. If posted on that date, applications would be due no later than March 30 (as the 10th day falls on a weekend).

Concurrently, the application period for all of the City's Boards and Commissions is in process for regular terms beginning July 1, 2026. Applications were solicited through the Monrovia Today publication, City Manager's weekly update, social media, and direct email to all past applicants and interested parties. Applications for terms beginning July 1 are due on May 1, 2026. The timing of the unexpected vacancy and the shortened application period could create confusion and inefficiency in the process of making appointments to the Library Board unless the application periods are consistent.

ANALYSIS: During the shortened application period established for unexpected vacancies, there are typically fewer applications received to fill the remainder of an unexpired term. In addition, using the shortened application period would require the Selection Committee to convene twice in a short period of time. By extending the application period for the current vacancy, staff anticipates a larger pool of applicants and a more efficient selection and onboarding process.

Extending the application period for the unexpected vacancy to May 1 allows for receiving applications, convening the respective selection committees, forwarding nominations to the City Council, and approving appointments prior to the commencement of new terms on July 1. There is no negative consequence of extending the application period for this vacancy, since the extension will allow prospective applicants more time to file an application.

ENVIRONMENTAL IMPACT: There is no environmental impact associated with this action.

FISCAL IMPACT: There is no fiscal impact associated with this action.

OPTIONS: The following options are presented for consideration:

1. Extend the application deadline for the unexpected vacancy on the Library Board to May 1, 2026
2. Do not extend the application period and direct the City Clerk to proceed with the established procedures with the Selection Committee.

RECOMMENDATION: Staff recommends Option 1.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to extend the application period for the unscheduled vacancy on the Library Board to May 1, 2026.