



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: October 11, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

SUBJECT: Discuss and Provide Direction on the Interview and Appointment Process for Various Advisory Commission, Board and Committee Members

BACKGROUND: The City of San Bruno has ten Advisory Commissions, Boards and Committees, commonly referred to as “CBCs”. As the governing body for the City of San Bruno, the City Council appoints all members to CBCs. At present, there are several vacant positions on CBCs (listed below) and, on October 31, 2022, the four-year terms for 23 existing appointees will expire. Several existing members have applied to be reappointed, some members have elected not to be reappointed, and there are new applicants for some vacant and expiring CBC positions. As such, the City Council will need to embark on a robust interview and appointment process for CBC positions.

Staff has calendared a Special Meeting on October 11, 2022 at 6:00 p.m. with the City Council to discuss and seek direction from the City Council on the desired interview and appointment process for the vacant and expiring CBC positions. Additionally, given the limited amount of time between when the terms of existing members will expire and the fact that there is an upcoming City Council election on November 8, 2022, staff requests direction on if the City Council desires to appoint new CBC members before or after the seating of any new City Council members that are elected on November 8, 2022. Should the City Council desire to wait until after the seating of new City Council members, staff recommends the “limited-term” reappointment of existing CBC members if the body will not have a quorum if new members are not seated due to the expiration of four-year terms that expire on October 31, 2022.

DISCUSSION: There are a total of 69 members on the ten Advisory Commissions, Boards and Committees. Appointees to CBCs are not compensated by the City and service on the bodies is voluntary. CBCs are “standing” bodies, which are different from “ad hoc” bodies in that they have a regular meeting schedule. Ad hoc bodies/committees do not have a regular meeting schedule, are typically established for a limited duration and their authorization must be renewed on an annual basis by the City Council. Below is a list of the CBCs and the number of members on each body.

- [Bicycle & Pedestrian Advisory Committee](#), 7 Members
- [Citizen Crime Prevention Committee](#), 7 Members
- [Citizen’s Revenue Measure Oversight Committee](#), 7 Members
- [Culture & Arts Commission](#), 7 Members
- [Emergency Preparedness Committee](#), 5 Members
- [Parks & Recreation Commission](#), 8 Members plus 1 Youth
- [Planning Commission](#), 7 Members

- [Recreation and Aquatics Center Advisory Committee](#), 8 Members
- [Senior Citizens Advisory Board](#), 7 Members
- [Traffic, Safety & Parking Committee](#), 5 Members

It is important to note that three committees are not listed above. These are:

- Architectural Review Committee (*not a CBC because the body is a subcommittee of the Planning Commission and its membership is comprised of three of seven Planning Commissioners*)
- Heart Committee (*not a CBC because the body is an ad hoc committee, without a regular meeting schedule*)
- Homeless Advisory Committee (*not a CBC because the body is an ad hoc committee without a regular schedule and its membership is comprised of agencies that support homelessness and key community partners such as business owners*)

In October of every even year, half of the City's CBC members' terms expire, and a recruitment to fill those seats occurs. At that time, expiring members who wish to be reappointed to serve another term are invited to submit a new application for possible reappointment. Additionally, positions on CBCs become vacant from time to time. When this occurs, the City Clerk's Office administers a recruitment for the vacant position and notifies the City Council of the vacancy.

Over the last year, the City Council has discussed changes to how members of CBCs are appointed. Attachment 1 includes the proposed new process that is included in the draft City Council Policies and Procedures document, which the City Council is anticipated to ratify later this calendar year.

In October 2022, 23 seats on seven CBCs are set to expire. The City Clerk's Office contacted the members serving in those seats and 18 of the 23 members submitted an application to be considered for reappointment. Three of the expiring 23 seats are vacant and two members did not submit an application for reappointment. Staff conferred with these two members and confirmed that they do not desire to be reappointed. Additionally, there are a total of 19 new applications and 11 applications on file for the various vacant and expiring CBC positions. Some of the applications are from the same individual, seeking appointment on multiple bodies.

Attachment 2 is a matrix of the CBC bodies that includes the following data:

- Name of CBC
- Current Appointees and Vacancies
- No. of Members
- No. of Members Required for a Quorum
- Term Expiration Date for Each Member
- No. of Members Seeking Reappointment
- No. of New Applications for Each CBC & No. of Applications on File* for Each CBC

* "Applications on File" are candidates that were considered for appointment within the last 2 years but not selected.

Should the City Council desire to wait until after the seating of new City Council members, staff recommends the “limited-term” reappointment (through February 2023) of existing CBC members that desire to be reappointed so that there will remain a quorum of appointees to the following CBCs:

- Culture & Arts Committee
- Parks and Recreation Committee
- Planning Commission

Action on these reappointments will be needed prior to October 31, 2022.

FISCAL IMPACT: There is no fiscal impact.

ENVIRONMENTAL IMPACT: There is no environmental impact. The action is not a project subject to CEQA. City Council’s action is not considered a “Project” per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Provide direction on the interview and appointment process for various advisory Commission, Board and Committee members.

ALTERNATIVES:

Potential Options:

- Direct staff to schedule interviews and appointments for all vacant and expiring positions prior to October 31, 2022.
- Direct staff to schedule the appointment and/or interviews for only CBCs that will lose a quorum when existing member terms expire on October 31, 2022 and direct staff to schedule all other interviews and appointments after the seating of Council members elected on November 8, 2022.
- Provide alternative direction.

ATTACHMENTS:

1. Section 8 of DRAFT City Council Policies and Procedures Manual
2. Matrix of Advisory Commissions, Boards and Committees (CBCs) with Details on Vacant and Expiring Terms as Well as New Applications