



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** October 25, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Jennifer Dianos, Assistant to the City Manager

**SUBJECT:** Re-appoint Expired Members and Make New Appointments to Fill Current Vacancies on Commissions Boards and Committees

**BACKGROUND:** The City of San Bruno has 10 citizen 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.

In October of every even year, half of the City’s current 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 to the committee, board, or commission that they currently serve. 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.

At present, there are several vacant positions on CBCs (listed below) and, on October 31, 2022, the four-year terms for 23 terms of 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.

Staff presented the appointment process at a Special City Council meeting on October 11, 2022 and received direction from the City Council to schedule interviews as soon as possible for the Boards, Commissions, and Committees that may be in jeopardy of a quorum and to proceed with the remaining interviews.

**DISCUSSION:** A summary of the 10 Citizen Advisory Commissions, Boards and Committees is noted below:

- Bicycle & Pedestrian Advisory Committee, 7 Members
- Citizen’s Crime Prevention Committee, 7 Members
- Citizens 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

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.

The City Council conducted or will conduct interviews at Special City Council meetings scheduled on:

- Saturday, October 22, 2022
- Tuesday, October 25, 2022
- Wednesday, October 26, 2022

The interviewees are invited to attend through the City Clerk’s Office, and have the option of interviewing in-person or connecting via Zoom. The process for the reappointment is fully detailed in attachment number 1 to this report, Section 8 of the DRAFT City Council Policies and Procedures Manual.

**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:** Re-appoint Expired Members and Make New Appointments to Fill Current Vacancies on Commissions Boards and Committees.

**ALTERNATIVES:** Make appointments to vacancies on Boards, Commissions and Committees at a later date.

**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