



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 15, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Lupita Huerta, City Clerk

SUBJECT: Re-appoint Expired Members and Make New Appointments to Fill Current Vacancies on the Culture & Arts Commission, Parks & Recreation Commission, and Traffic Safety & Parking Committee

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 expired. 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.

At the October 25, 2022 Regular City Council meeting, City Council re-appointed and appointed the following CBC members to the respective commission, boards and committees:

Bicycle & Pedestrian Advisory Committee

- Cecile Riborozo
- Nina Stupi
- Matthew Cheng-Zedler
- 1 Vacancy

Citizens Crime Prevention Committee

- Rhonda Boone
- Robert Riechel
- Deanna Robinson
- 1 Vacancy

Planning Commission

- Rick Biasotti
- Marco Durazo
- Gerard Madden
- 1 Vacancy

DISCUSSION:

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

- Bicycle & Pedestrian Advisory Committee, 7 Members
- Citizen 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
- Wednesday, November 30, 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 1 to this report, Section 8 of the *DRAFT City Council Policies and Procedures Manual*.

At the November 15, 2022 meeting, the City Council will consider appointments to the Culture & Arts Commission; Parks & Recreation Commission; and Traffic Safety & Parking Committee.

Individuals seeking reappointment and new applicants to these bodies can be found on Attachment 2.

FISCAL IMPACT:

There is no fiscal impact.

ENVIRONMENTAL IMPACT:

There is no environmental impact.

RECOMMENDATION:

Re-appoint Expired Members and Make New Appointments to Fill Current Vacancies on Culture & Arts Commission, Parks & Recreation Commission, and Traffic Safety & Parking Committee.

ALTERNATIVES:

ATTACHMENTS:

1. Section 8 of DRAFT City Council Policies and Procedures Manual
2. Matrix of Applicants for the three Commissions, Boards and Committees being Re-appointed/Appointed.
3. Matrix of Advisory Commissions, Boards and Committees (CBCs) With Details on Vacant and Expiring Terms as well as New Applications