



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: February 14, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Lupita Huerta, City Clerk

SUBJECT: Receive Report and Confirm Appointment of City Councilmembers to City Council Subcommittees

BACKGROUND:

Each calendar year the City Council confirms assignment of each City Councilmember to serve on City Council Subcommittees.

Under State Law (Brown Act), the City Council may establish subcommittees consisting of less than a quorum of the full City Council to review and discuss City business in two ways:

- (1) A temporary advisory subcommittee, or “ad hoc” subcommittee may be established to serve a limited purpose and must be reauthorized every 12 months. A temporary advisory subcommittee may meet more than one time but is expected to be dissolved once the specific task is completed. Such a subcommittee is not subject to the Brown Act’s requirements for public notice, and the opportunity for public participation. Staff support required for ad hoc committees vary significantly depending on the scope, objective(s), meeting frequency and policy analysis required by the committee. Some ad hoc committees can accomplish their objective(s) with little to no staff support, however, such bodies are typically limited to short duration bodies with a specific purpose (often consisting of information gathering and presenting such information to the full City Council for further guidance).
- (2) A subcommittee which is assigned a continuing subject matter jurisdiction is considered by the Brown Act to be a “standing committee.” The Brown Act’s requirements for public notice of meetings and the opportunity for public participation apply to standing subcommittees, even if the subcommittee is comprised of less than a quorum of the full City Council. Standing committees typically require moderate to significant staff support given their purview over a specific subject matter and the ongoing need to provide policy analysis and administrative support for the body.

The City Council has previously established subcommittees consisting of two Councilmembers each to support a variety of City Council policy issues, and to provide review and recommendations on issues that will be presented to the City Council for action. These ad hoc City Council subcommittees meet on an as-needed, and in most cases, infrequent basis. As discussed below in this report, the City Council has also previously established standing subcommittees that meet on an as-needed basis on recurring topics of City Council business.

The San Bruno Municipal Code section 2.04.120(A) calls for the Mayor to make all appointments to and removals from Commissions, Boards and Committees, subject to the approval of the City Council.

DISCUSSION:

In accordance with San Bruno Municipal Code section 2.04.120(A), the Mayor has informed staff of his desire to make appointments to the following ad hoc committees:

- Recreation & Aquatic Center (RAC) Advisory Committee
- Quarterly Homeless Committee
- Cyber Security Committee

Prior ad hoc committees that were not proposed for reactivation at the time of this report include:

- Clean San Bruno Action Committee
- Downtown Committee
- Heart Committee
- Open Space, Parks and Recreation Facility Planning related to the Former Crestmoor High School Site Redevelopment
- San Bruno Park School District (SBPSD) and City Executive Committee
- San Bruno School Roundtable

Should the City Council desire to reactivate any of the aforementioned committees, that can be accomplished at the February 14 meeting through a majority vote of the City Council. Additionally, the City Council may wish to examine the need and/or structure of the committees during their Strong Governance Study Session in Q2/Q3 of 2023.

Additionally, acting upon a request from Councilmember Sandy Alvarez on January 10, 2023, the City Council directed staff to examine the re-establishment of the former Beautification Taskforce.

Prior to 2020, the Beautification Taskforce included one councilmember, supported by various community volunteers (14+). Together, the councilmember and volunteers supported various community aesthetic and cleanup efforts. For example, the Taskforce helped to organize residents and business to participate in the City's annual Operation Clean Sweep Day and issued Beautification Awards for residential and commercial façade/landscape improvements.

Prior to ceasing operations, the City's website contained the following *Description of Duties and Purpose* and *Mission Statement* for the Beautification Taskforce.

Prior Beautification Taskforce Description of Duties and Purpose - The Beautification Taskforce supports and advocates a public arts policy, tree ordinances, and other Council policies that encourage the beautification of the City. The Taskforce also organizes several City-wide events including Operation Clean Sweep (held the first Saturday in May each year) and the Beautification Awards. They also serve in an advisory capacity to the City Council.

Prior Beautification Taskforce Mission Statement - The Beautification Task Force of the City of San Bruno promotes the quality of life in San Bruno by creating, supporting and participating

in activities and programs that improve the physical and aesthetic environment of our community. We accomplish this by:

- *Educating the community about enhancing and protecting San Bruno's environmental assets*
- *Advocating a high standard of community responsibility, cleanliness, maintenance and attractiveness for our developed and natural environment*
- *Creating and promoting partnerships and resident participation in improving our community*
- *Monitoring neighborhood and citywide cleanups, Earth Day activities, Beautification Awards, and similar programs.*

Should the City Council elect to re-establish the Beautification Taskforce, staff recommends the taskforce/committee be comprised of two councilmembers and that the Taskforce obtain direction from the City Council for activities/programs, including but not limited to the establishment volunteer programs and prior authorization for grant applications (including from the San Bruno Community Foundation). Additionally, consistent with City Council Policies and Procedures, staff should provide the City Council with an assessment of required staff support and the operational impact of proposed Taskforce activities and programs.

While the prior Beautification Taskforce had a formal description of duties and a mission statement, the City has not routinely established a written scope and clear objectives for ad hoc and standing bodies of the City Council. Going forward, staff recommends that the City Council take a formal action to approve a scope and objectives for each committee. This will document the rationale of the committee, assist the public and staff to understand the role of the committee, and provide parameters to ensure that the City Council has authorized the activities and policy areas covered by the committee.

FISCAL IMPACT:

There is no direct or anticipated fiscal impact of the proposed action to confirm City Councilmember subcommittee assignments.

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:

Receive report and make appointment of City Councilmembers to City Council committees. Additionally, it is requested that the City Council provide specific direction on the re-establishment of the Beautification Taskforce.

ALTERNATIVES:

Do not make changes to the standing subcommittees.

ATTACHMENTS:

1. Council Ad-Hoc Committees