



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: September 26, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Darcy Smith, Assistant City Manager

SUBJECT: Consider Adoption of a Resolution Rescinding Resolution No. 2018-73 and Appointing a Director and an Alternate Director to Serve on the Board of Directors of the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) on Behalf of the City of San Bruno

BACKGROUND:

The City Council approved the City's participation in the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) on November 28, 2017. PLAN JPA provides a stable, cost-effective self-insurance, risk sharing, and risk management program for the City. They provide risk management services related to liability, property, automobile, physical damage and other ancillary lines of insurance coverage. PLAN membership currently includes 28 municipalities located in the bay area of Northern California

The City Council is required to formally adopt a resolution appointing the City's representatives to serve on the Board of Directors of PLAN JPA on behalf of the City. The resolution must indicate which City positions within the City are to serve on the PLAN JPA Board of Directors as the Primary Representative and the Alternate Representative. PLAN JPA members have generally appointed individuals in a variety of positions to the Board as voting members and alternates, such as city managers, assistant city managers, city attorneys, CFOs, human resources directors, or administrative services managers.

On August 28, 2018, the City Council adopted Resolution No. 2018-73 rescinding Resolution No. 1986-34 and appointing Directors to PLAN JPA on behalf of the City of San Bruno. The City Council appointed the City Attorney as the Primary Representative and the Finance Director (now CFO) as the Alternate Representative.

DISCUSSION:

This agenda item serves to present a Resolution for City Council consideration that would rescind Resolution No. 2018-73 and appoint a Primary Director and an Alternate Director to serve as City representatives on the Board of Directors of PLAN JPA on behalf of the City of San Bruno.

The Assistant City Manager is currently serving as the Primary Director. It is recommended that the Assistant City Manager continue as the Primary Director. Staff recommends the CFO would be an appropriate person to be the alternate because much of the Board's work involves review and analysis of financial and actuarial issues.

Accordingly, at this time, staff recommends that the Assistant City Manager be appointed as the Primary Director and the CFO be designated as the Alternate Director to Serve on the PLAN JPA on Behalf of the City of San Bruno.

FISCAL IMPACT:

There is no fiscal impact from the adoption of the resolution.

ENVIRONMENTAL IMPACT:

Adoption of the proposed resolution is not considered a "project" under the California Environmental Quality Act (CEQA) Guidelines and is therefore exempt from CEQA requirements. As provided by CEQA Guidelines Section 15378(b)(5), a "project" does not include "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment." Adoption of the resolution is therefore exempt from CEQA and no further environmental analysis is required.

RECOMMENDATION:

Adopt a Resolution Rescinding Resolution No. 2018-73 and Appointing a Director and an Alternate Director to Serve on the Board of Directors of the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) on Behalf of the City of San Bruno.

ALTERNATIVES:

1. Request additional information before adopting the resolution;
2. Direct that different City staff positions be designated as the voting member and alternate.

ATTACHMENTS:

1. Resolution No. 2018-73
2. Resolution