



"The City With a Heart"

Rico E. Medina, Mayor
Tom Hamilton, Vice Mayor
Sandy Alvarez, Councilmember, District 1
Marty Medina, Councilmember, District 4
Michael Salazar, Councilmember

AGENDA
SAN BRUNO CITY COUNCIL SPECIAL MEETING
August 22, 2023
5:30 PM

City Councilmembers and members of the public may attend in person at the San Bruno Senior Center, or by teleconference, via Zoom or telephone.

<p>IN PERSON* MEETING LOCATION San Bruno Senior Center 1555 Crystal Springs Road San Bruno, CA 94066</p> <p>*Please turn off all electronic devices before the start of the meeting to prevent disruptions*</p>	<p>Zoom Link https://sanbruno-ca-gov.zoom.us/j/82865655749?pwd=UnFyTnBmTExMTWF2d0p4cEVxbUhuZz09</p> <p>Phone Line: 1-646-558-8656 Webinar ID: 828 6565 5749 Webinar Password: 645342</p> <p>*Teleconference participation is offered in the meeting via Zoom as a courtesy to the public. If no members of the City Council are attending the meeting via teleconference, and a technical error or outage occurs on the teleconference feed, the City Council will continue the meeting in public in the San Bruno Senior Center.</p>
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PUBLIC COMMENT: In person attendees who want to provide public comment, will be asked to fill out a speaker card and turn it into the City Clerk. Virtual attendees can comment by using the "Raise Hand" feature in Zoom to request to speak. For dial-in comments press *9 to "Raise Hand" and *6 to unmute. Public comment may also be emailed to CityClerk@sanbruno.ca.gov. Comments received via email will not be read aloud during the meeting.

ACCESSIBILITY: In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or modifications to participate in this meeting should contact the City Clerk's Office 48 hours prior to the meeting at (650) 616-7061 or CityClerk@sanbruno.ca.gov.

*Any disclosable public writings related to an open session item on a regular meeting agenda and distributed by the City to at least a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at the City Clerk's Office at City Hall located at 567 El Camino Real, San Bruno, California during normal business hours. In addition, the City may also post such documents on the City's Website at sanbruno.ca.gov/AgendaCenter.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendized pursuant to State Law.
- 4. STUDY SESSION**

Public comment will be requested after each topic in this section

a. Conduct a Study Session and Discuss City Council's Strategic Initiative on Good Governance of the City's Commissions, Boards & Committees

5. **ADJOURNMENT** – The next Regular City Council Meeting Will be Held on August 22, 2023 at 7:00 p.m.

POSTING: I declare a copy of this agenda was posted at City Hall, 567 El Camino Real, San Bruno, among other locations in the city limits of San Bruno, on August 18, 2023, by 5:00 p.m.


Lupita Huerta, City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: August 22, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Lupita Huerta, City Clerk

SUBJECT: Conduct a Study Session and Discuss City Council's Strategic Initiative on Good Governance of the City's Commissions, Boards & Committees

BACKGROUND:

At its March 25, 2023 City Council retreat, the Council discussed its Strategic Initiative on Good Governance of the Commissions, Boards and Committees (CBCs). One goal of good governance is to develop a strong, effective, and efficient organizational structure to create transparent and inclusive decision and policy making. The intent of this study session is to start a conversation on our current governance structure and how, if necessary, to improve upon it. Staff want to explore with the Council ideas we have to adjust the current governance structure, if any. Of course, staff would like to hear Council's and the public's ideas as well.

In most communities, Council appointed CBCs are meant to provide a level of focus and support on general and high-profile topics within a community. CBC members are typically community volunteers who bring expertise and/or interest to the CBC they serve. They typically provide studied advice to the Council in advance of Council deliberation on a topic. In many cases, CBCs have the burden of taking the "deeper dive" on items in support of the Council's request.

High functioning governance would have the CBCs and the Council working lockstep with one another. As the Council sets its goals for an upcoming year, where appropriate, CBCs should then develop their own workplan to help the Council achieve those goals. Council can also task CBCs with assignments to explore and develop recommended actions.

The City of San Bruno has 9 advisory standing Commissions, Boards and Committees. Each CBC has adopted by-laws that include the purpose, rules, procedures, meeting management and process it is to follow. An overview of the governing policies and procedures for each of the CBCs can be found on Attachment 1.

DISCUSSION:

Staff has expressed interest in restructuring some of the CBCs and a few of the suggestions are outlined below. It also requests the City Council provide feedback on how to effectively and efficiently lead the CBCs to contribute to timely and fruitful goals and actions.

In reviewing the CBCs, a few things to consider are:

- Merging CBCs to create more effectiveness?
- Sunsetting any CBCs?

Logistically, should CBCs:

- Meet jointly with the City Council on an annual basis?
- Develop CBC workplans?
- Receive CBC annual reports?
- Modify the number of members on any of the CBCs?
- Adjust the meeting schedule for any of the CBCs?

Staff Ideas:

Bicycle & Pedestrian Advisory Committee and Traffic, Safety & Parking Committee:

Over the years, there has been confusion involving the roles and duties surrounding the Bicycle & Pedestrian Advisory Committee (BPAC) and the Traffic, Safety & Parking Committee (TSPC).

BPAC's purpose and intent is to provide comprehensive resident insight into bicycle and pedestrian issues. The committee comments on capital improvement projects that address bicycle and pedestrian access or safety issues; receives input from residents regarding bicycle and pedestrian activities; and conducts educational awareness campaigns to improve the safety of bicyclists and pedestrians; and assists with the San Bruno Walk and Bike Plan.

The TSPC acts in an advisory capacity and makes recommendations to City Council regarding traffic safety, parking, and local traffic issues. In summary, it suggests the most practicable means for coordinating the activities of all officers and agencies of the City responsible for administration or enforcement of traffic regulations; receive complaints regarding traffic matters; recommends methods of improvement of traffic conditions to the city council and the city traffic engineer; and recommends designation, establishment, or enactment of one-way streets, stop signs, parking restrictions, speed limits, or other traffic control measures to the City Council.

At the committee level, certain matters are referred to the TSPC, while issues related to pedestrians and bicyclists are partitioned off and dealt with by the BPAC. At the staff level, planning issues are referred to the Community Development Department, while design issues are referred to Public Works, and enforcement issues are referred to the Police Department. Both BPAC and the TSPC's main focus is the public's safety on public streets. Combining the committees' functions into one committee could create an opportunity for a more integrated review of issues facing the city and provide a single place to consider issues affecting pedestrians (including the different needs of children, seniors, youth, and families), bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, and so forth. Merging the two committees could also create efficiencies for staff and allow the single committee to review and provide recommendations on items with a more holistic perspective.

Staff suggests any newly-established committee consist of 5 members and that meetings be held every 2nd Wednesday of every odd month. Should an item arise that requires immediate attention the committee may schedule a special meeting.

The new committee's duties could include:

- Serve in an advisory capacity to the City Council and City Manager;
- At the request of the City Council, City Manager, Public Works Director, or their designee:
 - Provide general input and assistance on policies, plans, and programs regarding traffic, bicycling, walking, other micro-mobility, and parking from the perspective of transportation users.
 - Provide a public forum for discussion regarding transportation matters.
 - Assist with public outreach and education to improve safety for all modes of transportation.
 - Review grant applications for various transportation and traffic related infrastructure improvements.
- Provide other assistance as requested by the City Council or the City Manager.

Crime Prevention Committee and Emergency Preparedness Committee:

Combining the San Bruno Crime Prevention Committee and the Emergency Preparedness Committee could result in a more comprehensive and cohesive approach to community safety. By merging these two committees, a unified effort can be established to address both crime prevention, emergency response and safety, maximizing the efficiency and effectiveness of resources, strategies, and communication within the community. This integrated committee would foster collaboration among stakeholders, enabling a holistic approach to safeguarding the well-being of residents, tackling potential threats from both criminal activities and unforeseen emergencies. Such consolidation would not only streamline administrative processes but also empower community members with a broader skill set, knowledge base, and network, ultimately creating a safer and more resilient San Bruno for all.

Staff suggests the committee meet every odd month.

Culture & Arts Commission:

The committee currently holds meetings on a monthly basis. In FY 2022-23, the commission only met for 5 of their 12 regularly scheduled meetings. Of the 7 canceled meetings; 3 were due to lack of quorum, 2 were due to lack of business and the other 2 were traditionally canceled meetings in August and December for the summer and holiday break.

Staff suggests updating the standing meeting schedule from meeting on a monthly basis to quarterly meetings. It is anticipated that the shift in schedule would facilitate reaching a quorum and each meeting would have annual agenda items pertaining to events planned throughout the year including new items that may arise. The proposed new meeting schedule would be the third Thursday in January, April, July, and October at 6:30 pm and will continue to be held in City Hall Conference Room 115. Additionally, the committee may schedule special meetings if items should arise that require immediate attention.

Planning Commission and Architectural Review Committee:

The responsibilities of the Planning Commission (PC) are primarily based on State law, particularly as it relates to providing the City Council with recommendations about the General

Plan and zoning ordinances. The PC has final authority over certain types of projects, which vary by community based on local ordinances.

The Architectural Review Committee (ARC) is designated in the Municipal Code as a committee of three PC members. ARC has been used as a committee of the PC to handle design review related recommendations and final actions. There are benefits to taking minor applications to a committee rather than having the PC review them. But there are drawbacks as well. Considering changes to the PC/ARC relationship would align with the City Council Strategic Initiative for CBC Governance, and for the initiative to expand and increase the productivity of the Community Development Department, as it relates to the City Council goal for revenue-generation.

Staff proposes three considerations:

1. Consider reducing the size of the PC to 5 members, to match City Council.
Roughly two-thirds of the cities in San Mateo County have a PC that is the same size as the City Council. Fewer board members result in modestly less staff time required. However, the primary reason for considering this is for technical and logistical reasons. The PC has utilized the Senior Center for recording hearings similar to City Council. The work to create a Council Chambers at the RAC would benefit from having the PC match the size of the Council. This will minimize the change necessary to shift from a City Council meeting to a Planning Commission meeting.
2. Combine the PC and ARC responsibilities.
If PC and ARC were combined, the following issues would be addressed or improved:
 - More consistency and less confusion for applicants.
 - Some application types require ARC review, then PC action. Occasionally, when an application goes from ARC to PC, the PC members that were not at ARC raise design issues that were not brought up at ARC. That can be frustrating to an applicant who believes they have completed the design review hearing. If PC handled all planning and design review applications, this issue would no longer happen.
 - Assignment of ARC members vary by hearing; they are volunteers from the prior PC hearing. This can lead to inconsistency in the direction given by ARC. A project that goes to more than one ARC could end up with different ARC members. Also, there have been challenges getting quorums, with some ARC meetings having to be cancelled the night of the meeting.
 - More nimble scheduling and faster processing.
 - The current system of one PC meeting a month, and one ARC meeting a month, causes potential scheduling delays. If a project is ready for ARC (or PC), and it is the wrong week of the month, that project could have to wait an extra two weeks. If PC handled all planning and design review applications, we would suggest switching to 2 meetings a month, and staff could be more nimble in scheduling items, saving two weeks for some applicants.
 - The applicants that currently go to ARC and PC could in some cases be handled with a single PC hearing, saving the applicant significant time, and

reducing staff's need to prepare as many reports and presentations. This will translate into lower application fees, which will benefit applicants as well.

- Managing one board that meets up to twice a month is modestly less work than managing two different boards that each meet once a month. Also, the rhythm established by this is beneficial for staff.

3. Examine what project types require planning applications, and which planning applications require hearings.

The intent is to relook at this topic to ensure the projects that affect the community are being adequately reviewed, and likewise that projects that have minimal impact on the community are getting too much review. This can be handled in combination with the CBC governance topic, or independently as a separate component of the Strategic Initiative to expand and improve the productivity of the Community Development Department.

Revised By-laws for each Commission Board and Committee:

At its July 28, 2015 City Council meeting, Council adopted the by-laws template. Staff will review and make suggested revisions to the template as well as the current by-laws for each of the CBCs and bring them to Council at a future date.

Next Steps

With input from this study session, staff will return to City Council to follow up. Staff will also solicit feedback from the Commission, Board and Committees as well.

FISCAL IMPACT:

There is no fiscal impact.

ENVIRONMENTAL IMPACT:

There is no environmental impact.

RECOMMENDATION:

Conduct the study session and receive feedback on the Commissions, Boards and Committees.

ALTERNATIVES:

1. Direct staff to make other changes to the Commissions, Boards and Committees
2. Do not make any changes to the Commissions, Boards and Committees

ATTACHMENTS:

1. Commissions, Boards & Committees Overview

Overview of the governing policies and procedures for each of the Commissions, Boards and Committees:

ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee was established in 1968 and consists of three volunteer Planning Commissioners. Pursuant to San Bruno Municipal Code 12.80.065:

“Architectural review committee” means a committee composed of three members of the planning commission who shall be selected by the commission and who shall conduct regular public meetings, the schedule of which shall be established by the commission. (Ord. 1898 § 3, 2021; Ord. 1410 § 1, 1982; prior code § 27-3.1)

Staff from the Community Development Department serve as the committee liaisons and the committee meets at 6:00 pm on the second Thursday of every month at San Bruno City Hall, Conference Room 115. During FY2022-23 the committee held 9 out of the 11 scheduled meetings.

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

The Bicycle & Pedestrian Advisory Committee, also known as “BPAC” was established in 2002 and consists of seven volunteer members; six of which must be residents of the City, one non-resident member shall be allowed if they work within the City. One youth member with a minimum age of 16 years shall be allowed. Members of the committee are appointed by the City Council. The term of office is four years.

Per BPAC’s bylaws, its mission statement is:

To develop a comprehensive and ongoing plan to promote and encourage bicycle use and safety for commuting and recreation for the citizens of San Bruno. Also, to enhance and foster pedestrian accessibility and safety throughout the City of San Bruno. This includes education and involvement in activities to publicize and encourage citizen participation.

BPAC’s powers and duties include:

- Serve in an advisory capacity to the City Council and City Manager;
- Provide input and recommendations on the development of comprehensive and ongoing plan to promote and encourage bicycle use and safety for commuting and recreation; enhance and foster pedestrian accessibility and safety; and publicize and encourage citizen participation in bicycle and pedestrian related projects;
- Provide other assistance as requested by the City Council or the City Manager.

Staff from the Community Development Department serve as the committee liaisons and the committee meets at 6:00 pm on the second Wednesday of every odd month at San Bruno City Hall, Conference Room 115. During FY2022-23 the committee held 5 out of the 6 scheduled meetings.

CRIME PREVENTION COMMITTEE

The Crime Prevention Committee was established in 1968 and consists of seven volunteer residents of San Bruno. Members are appointed by the Mayor with the majority approval of the City Council. The term of office is four years.

The Crime Prevent Committee's powers and duties include:

- Serve in an advisory capacity to the City Council and City Manager;
- Assist the Police Department with community outreach efforts related to crime prevention and public safety awareness;
- Act as the liaison between the Police Department and Neighborhood Watch groups;
- Provide guidance to neighborhood groups desiring to begin a Neighborhood Watch program;
- As requested, assist the Community Preparedness Committee with disaster preparedness efforts;
- Provide other assistance as requested by the City Council or the City Manager.

Staff from the Police Department serve as the committee liaisons and the committee meets at 7:00 pm the second Thursday of every month at the San Bruno Police Department located at 1177 Huntington Avenue. During FY 2022-23 the committee held 11 out of the 12 scheduled meetings.

CULTURE & ARTS COMMISSION

The Culture & Arts Commission was established in 2002 and consists of seven commissioners, who at the time of their appointment and continuously during their incumbency shall not be employees of the city. The term of office is four years. Members of the commission are appointed by a majority of the city council.

Pursuant to San Bruno Municipal Code, Chapter 2.50 Culture and Arts Commission follows:

2.50.010 Findings and purpose.

The city council finds and declares:

- A. Preservation of San Bruno's diverse cultural heritage is a significant and vital community interest.
- B. Cultural and artistic development and growth enhance the quality of life and improve the image and character of the community.
- C. The city council of San Bruno deems acquiring and maintaining art and supporting and promoting cultural and artistic programs and events to be important and beneficial to the city of San Bruno and its citizens.
- D. The city council finds and declares the establishment of a Culture and Arts Commission will increase the general welfare by promoting and preserving the city's cultural and artistic resources. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.020 Establishment.

The San Bruno culture and arts commission is hereby established. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.030 Definition.

"Culture and arts" means but is not limited to: performance arts, such as drama, music, and dance; visual, tactile or textile arts, such as painting, sculpture, photography, lighting, holograms, graphics, video art, pottery, quilting, and applied art; literary arts, such as literature, poetry, and journalism; communications arts involving film, television, and radio; and other similar expressions of cultural meaning and heritage. The city council intends that culture and arts shall be defined broadly. (Ord. 1688 § 3, 2003)

2.50.040 Members—Terms.

The culture and arts commission is an advisory commission and shall consist of seven commissioners, who at the time of their appointment and continuously during their incumbency shall not be employees of the city. The term of the office of the commissioners shall be four years. However, the city council may by written policy institute terms of less than four years initially and whenever necessary in order to create staggered vacancies. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.050 Appointment—Removal—Vacancy.

The members of the commission shall be appointed by a majority of the city council, subject to removal at any time, pursuant to city council procedures. If a

vacancy shall occur in such appointment other than by expiration of term, it shall be filled by appointment for the unexpired term by a majority of the city council. The members of the commission shall serve at the pleasure of the city council. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.060 Qualifications.

The members shall be selected from among those in the community, including up to two non-residents, who have a special knowledge of and a demonstrated interest in the arts and who are interested in promoting such activity. In making appointments to the commission, the city council may consider representation on the commission from a number of arts-related disciplines and activities, including, but not limited to, the following:

- A. Performance arts, such as drama, music, and dance;
- B. Visual, tactile or textile arts, such as painting, sculpture, photography, lighting, holograms, graphics, video art, pottery, quilting, and applied art;
- C. Literary arts, such as literature, poetry and journalism;
- D. Communications arts involving film, television, and radio;
- E. Art education, such as schools, libraries and community education; and
- F. Funding, such as fundraisers, representatives of public and private funding agencies and art patrons. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.070 Compensation.

No person shall receive any compensation for his or her services as a member of the commission, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.080 Officers.

The commission shall select one of its voting members as chairperson and another as vice chairperson, each serving a term not to exceed one year. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.090 Meetings.

A. The commission shall establish a regular meeting schedule. In accordance with the Ralph M. Brown Act, all meetings shall be open and public, except as otherwise permitted by law. Such regular meeting schedule shall be approved by resolution of the city council.

B. Special meetings, adjournments and continuance of meetings, hearings, closed sessions during meetings, and disorderly conduct during meetings shall be governed by Section 2.04.040 through 2.04.090, with all references therein to the city council and the mayor or presiding officer to be applicable, for purposes of this section, to the commission and its chairperson or presiding officer. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.100 By-laws—Rules of procedure—Quorum.

A. By-laws. The commission shall prepare by-laws governing its operations and including rules of procedure governing the conduct of its meetings. Except as provided in the rules of procedure to the contrary, Robert's Rules of Order Revised or Rosenberg's Rules, as specified in the by-laws, shall govern the conduct of such meetings. The by-laws shall be approved by the city council. The commission shall review its by-laws on an annual basis.

B. Quorum. Four members of the commission shall constitute a quorum for the transaction of business. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.110 Minutes—Annual report.

A. Minutes. The commission shall issue copies of the minutes of each commission meeting to the city manager, the city clerk, and the city council.

B. Mission Statement and Annual Report. The commission shall create a mission statement detailing the commission's long-range plans and the steps the commission will make in order to achieve its objectives. The mission statement may include a needs assessment of the community, an inventory of public artworks, cultural facilities, and art services within the community. Within the commission's first year, the commission shall make an initial written report to the city council regarding its mission plan. Thereafter, the commission shall provide an annual written report to the city council regarding its mission statement, long range plans, its action plan, the commission's actions, activities, and achievements during the preceding year, and any recommendations for improvement in providing services to the city. A summary of the report shall be presented orally at a regular city council meeting. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.120 Duties and responsibilities.

The commission shall have the duties and responsibilities listed below.

A. To review and make recommendations to the city council for its action in all matters pertaining to culture and art, including formulating policies,

B. To develop a five-year capital improvement program for culture and arts in San Bruno for review and approval by the city council.

C. To create an annual budget that supports and reflects the long-range culture and arts goals as articulated in the five-year capital improvement program for review and approval by the city council.

D. To make recommendations to the city council for its action on the acquisition, selection and placement of public art.

E. To make initial and periodic inventories of existing public art, location and condition and to locate and catalog potential public art sites which shall be reported to the city council.

F. To make recommendations to the city council for its action on issues related to planning, supporting and developing culture and art related facilities, projects, programs, and events.

G. To cooperate with other governmental agencies and civic groups in the advancement of sound planning of culture and arts in the city of San Bruno, subject to approval by the city council,

H. To administer the art in public places program as set forth in Chapter 3.40 of the San Bruno Municipal Code.

I. To perform such duties as may be assigned to the commission by the city council. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

2.50.130 Gifts.

The commission may receive donations, gifts, legacies, endowments or bequests for purposes consistent with the commission's goals and objectives, subject to the final approval of the city council. All monetary donations, gifts, legacies, endowments and bequests shall be turned over to the director of finance or designee and shall be kept in a special fund designated for culture and art purposes. (Ord. 1874 § 3, 2019; Ord. 1688 § 3, 2003)

Staff from the Community Services Department serve as the commission liaisons and the commission meets at 6:30 pm on the third Thursday of every month at San Bruno City Hall, Conference Room 115. During FY2022-23 the commission held 5 out of the 12 scheduled meetings.

EMERGENCY PREPAREDNESS COMMITTEE

The Civil Defense Fallout Shelter Committee was established in 1960 and throughout the years the committee was restructured to what is now known as the Emergency Preparedness Committee.

Pursuant to San Bruno Municipal Code 2.48.130 Emergency Preparedness Committee states:

A. There is hereby established the San Bruno Emergency Preparedness Committee of the city. The committee shall consist of five members, who shall be residents of the city and not employees of the city (members serving at the time this chapter takes effect are excepted).

B. The committee shall be assisted by the director of public works or his or her designated representative, the chief of police or his or her designated representative, and the fire chief or his or her designated representative.

C. Members of the committee shall be appointed by and serve at the pleasure of the mayor with the majority approval of the city council, subject to removal at any time, pursuant to city council procedures. If a vacancy shall occur in such appointment other than by expiration of term, it shall be filled by appointment for the unexpired term.

D. The term of office of each member is four years.

E. The emergency preparedness committee shall have the following duties:

1. To prepare the citizens of the city for disasters and emergencies through the provision of emergency preparedness education;

2. To advise and make recommendations to the director of emergency services regarding the posture of the city to render emergency relief to its citizens and their property in the event of a major disaster;

3. To maintain liaison with the county disaster office through the disaster coordinator;

4. To compile and maintain a file for ready reference of all resources available within the city that may be required for emergency relief;

5. To act as a planning staff at the direction of the director of emergency services to prepare plans for the protection and relief of the community in event of a disaster; and

6. To perform such other duties and functions as may be directed by the director of emergency services.

F. Any official recommendation or actions of the emergency preparedness committee shall be made to the director of emergency services.

G. The director of emergency services may approve, modify or deny such recommendations or actions, or refer them to the city council. He or she may also refer matters back to the emergency services committee for further study.

H. All members of the committee shall be voting members.

I. Three committee members shall constitute a quorum for the transaction of business.

J. The committee shall elect a chairperson, vice chairperson and secretary for a one year term each January. In the absence of a chairperson, or if a vacancy occurs in the office of chairperson, the vice chairperson shall serve as chairperson.

K. The committee shall establish a regular meeting schedule. In accordance with the Ralph M. Brown Act, all meetings shall be open and public, except as otherwise permitted by law. Such regular meeting schedule shall be approved by resolution of the city council.

L. Special meetings, adjournments and continuances of meetings, hearings, executive sessions during meetings and disorderly conduct during meetings shall be governed by Sections 2.04.040 through 2.04.090, with all references therein to the city council and the mayor or residing officer to be applicable, for purposes of this section, to the committee and its chairperson or presiding officer.

M. By-laws. The committee shall prepare by-laws governing its operations and including rules of procedure governing the conduct of its meetings. Except as provided in the rules of procedure to the contrary, Robert's Rules of Order Revised shall govern the conduct of such meetings. The by-laws shall be approved by the city council. The committee shall review its by-laws on an annual basis.

N. Minutes. The committee shall issue copies of the minutes of each committee meeting to the city manager, the city clerk and the city council.

O. Annual Report. The committee's actions, activities and achievements during the preceding year, its goals for the subsequent year and any recommendations for improvement in providing service to the city. A summary of the annual report shall be presented orally at a regular city council meeting. (Ord. 1874 § 3, 2019; Ord. 1639 § 2, 2001; Ord. 1621 § 2, 1999)

Staff from the Fire Department serve as the Committee liaisons and the committee meets at 6:30 pm on the third Thursday of every month at the San Bruno City Hall, Conference Room 101. During FY2022-23 the committee held 11 out of the 12 scheduled meetings.

PARKS & RECREATION COMMISSION

The Parks Commission was established in 1941 and the Recreation Commission was established in 1954. By 1955 the two commissions were combined to become the Parks & Recreation Committee.

Per San Bruno Municipal Code, Chapter 9.08 Parks and Recreation Commission:

9.08.010 Establishment.

There is established an advisory parks and recreation commission to consist of eight general members and one youth representative for the needs of youth. All such members shall be considered as full voting members. (Ord. 1690 § 2, 2004)

9.08.020 Members—Terms.

The eight general members shall consist of residents of the city, who are not employees of the city (members serving at the time this ordinance takes effect are excepted). The eight general members shall serve four-year staggered terms. The youth representative shall be a resident of the city currently attending high school and shall be appointed for a term not exceeding two years. (Ord. 1690 § 2, 2004)

9.08.030 Appointment—Removal—Vacancy.

Members of the commission shall be appointed by and serve at the pleasure of the mayor with the approval of a majority of the city council, subject to removal at any time, pursuant to city council procedures. If a vacancy shall occur in such appointment other than by expiration of term, it shall be filled by appointment for the unexpired term. (Ord. 1622 § 2, 1999)

9.08.039 Appointment—Removal—Vacancy.

Members of the commission shall be appointed by and serve at the pleasure of the mayor with the approval of a majority of the city council, subject to removal at any time, pursuant to city council procedures. If a vacancy shall occur in such appointment other than by expiration of term, it shall be filled by appointment for the unexpired term. (Ord. 1622 § 2, 1999)

9.08.039

9.08.040 Compensation.

No person shall receive any compensation for his or her services as a member of the commission, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties. (Ord. 1622 § 2, 1999)

9.08.040

9.08.050 Officers.

The commission shall select one of its voting members as chairperson and another as vice chairperson, each serve a term not exceeding one year. (Ord. 1622 § 2, 1999)

9.08.060 Meetings.

A. The commission shall establish a regular meeting schedule. In accordance with the Ralph M. Brown Act, all meetings shall be open and public, except as otherwise permitted by law. Such regular meeting schedule shall be approved by resolution of the city council.

B. Special meetings, adjournments and continuances of meetings, hearings, closed sessions during meetings and disorderly conduct during meetings shall be governed by Sections 2.04.040 through 2.04.090, with all references therein to the city council and the mayor or presiding officer to be applicable, for purposes of this section, to the commission and its chairperson or presiding officer. (Ord. 1639 § 4, 2001)

9.08.070 Laws—Rules of procedure—Quorum.

A. By-Laws. The committee shall prepare by-laws governing its operations and including rules of procedure governing the conduct of its meetings. Except as provided in the rules of procedure to the contrary, Robert's Rules of Order Revised shall govern the conduct of such meetings. The bylaws shall be approved by the city council. The committee shall review its by-laws on an annual basis.

B. Quorum. Five members of the committee shall constitute a quorum for the transaction of business. (Ord. 1690 § 2, 2004)

9.08.080 Minutes—Annual report.

A. Minutes. The committee shall issue copies of the minutes of each committee meeting to the city manager, the city clerk and the city council.

B. Annual Report. The committee shall annually provide a report to the city council concerning the commission's actions, activities and achievements during the preceding year, its goals for the subsequent year, and any recommendations for improvement in providing service to the city. A summary of the report shall be presented orally at a regular city council meeting during the month of April. (Ord. 1690 § 2, 2004)

9.08.090 Powers and duties generally.

The commission shall make recommendations to the city council regarding: community recreation needs; use of recreational facilities and equipment; recreational activities, classes and programs; operation, supervision and maintenance of playgrounds, athletic fields, swimming pools, swimming centers, indoor recreation centers, auditoriums and facilities designated for recreational use, except for the San Bruno Senior Center, on or in any public grounds buildings within or without the city subject to the approval of the city council. (Ord. 1622 § 2, 1999)

9.08.100 Gifts.

The commission may receive donations, gifts, legacies, endowments or bequests made to the city to the commission for or on behalf of the city for the acquisition of parks and recreation facilities and the construction, maintenance and operation of such facilities designated for recreational use, except for the San Bruno Senior Center, subject to the approval of the city council. All donations, gifts, legacies, endowments and bequests so received shall be turned over to the city treasurer and

shall be kept in a special fund designated for parks and recreational purposes. (Ord. 1622 § 2, 1999)

Staff from the Community Services Department serve as the commission liaisons and the commission meets at 6:30 pm on the third Thursday of every month at the San Bruno City Hall, Conference Room 101. During FY2022-23 the committee held 11 out of the 12 scheduled meetings.

PLANNING COMMISSION

The Planning Commission was established in 1914.

Per San Bruno Municipal Code, Chapter 2.08 Planning Commission:

2.08.010 Establishment.

A. There is established a city planning commission.

B. The commission shall consist of seven members, who at the time of their appointment and at all times thereafter shall be residents of the city but not employees of the city. The members of the commission shall be appointed by and serve at the pleasure of the mayor with the approval of a majority of the city council, subject to removal at any time, pursuant to city council procedures. The terms of office of the members shall be four years. If a vacancy shall occur in such appointment other than by expiration of term, it shall be filled by appointment for the unexpired term. (Ord. 1874 § 3, 2019; Ord. 1602 § 2, 1998)

2.08.020 Duties.

The planning commission shall have such duties as are set forth as duties for planning commissions pursuant to state law. The commission shall also have the duties of a planning agency pursuant to Section 65400 et seq., of the Government Code. It shall have such other duties as set forth by ordinance. (Ord. 1874 § 3, 2019; Ord. 1602 § 2, 1998)

2.08.030 Officers.

Annually the planning commission shall elect one of its voting members as chairperson and another as vice chairperson, in accordance with the by-laws of the commission. (Ord. 1874 § 3, 2019; Ord. 1602 § 2, 1998)

2.08.040 Meetings.

A. Regular meetings of the planning commission shall be on the third Tuesday of each month at seven p.m. If at any time any regular meeting day falls on a legal holiday, such regular meeting shall be held on the next business day if practical. The regular meetings shall be held in the San Bruno Senior Center, or alternative location as designated by the city council.

B. Special meetings, adjournments and continuances of meetings, hearings, closed sessions during meetings and disorderly conduct during meetings shall be governed by Sections 2.04.040 through 2.04.090, with all references therein to the city council and the mayor or presiding officer to be applicable, for purposes of this section, to the planning commission and its chairperson or presiding officer. (Ord. 1874 § 3, 2019; Ord. 1608 § 4, 1999)

2.08.050 By-laws—Rules of procedure—Quorum.

A. By-laws. The commission shall prepare by-laws governing its operations and including rules of procedure governing the conduct of its meetings. Except as provided in the rules of procedure to the contrary, Robert's Rules of Order Revised or Rosenberg's Rules, as specified in the by-laws, shall govern the conduct of such meetings. The by-laws shall be approved by the city council. The commission shall review its by-laws on an annual basis.

B. Quorum. Four general members of the commission shall constitute a quorum for the transaction of business. (Ord. 1874 § 3, 2019; Ord. 1602 § 2, 1998)

2.08.060 Minutes - Annual report.

A. Minutes. The commission shall issue copies of the minutes of each commission meeting to the city manager, the city clerk and the city council.

B. Annual Report. The commission shall annually provide a report to the city council concerning the commission's actions, activities and achievements during the preceding year, its goals for the subsequent year and any recommendations for improvement in providing service to the city. (Ord. 1874 § 3, 2019; Ord. 1602 § 2, 1998)

Staff from the Community Development Department serve as the Commission liaisons and the commission meets at 7:00 pm on the third Tuesday of every month at the San Bruno Senior Center. During FY2022-23 the commission held 9 out of the 12 regularly scheduled meetings.

REVENUE MEASURE OVERSIGHT COMMITTEE

The Revenue Measure Oversight Committee was established in 2020 to review the annual audit of the revenues generated by the local sales tax approved by the voters in the November 2019 election, and to make such recommendations to the City Council as it deems necessary or useful.

Per San Bruno Municipal Code 3.39.160 Fiscal accountability provisions.

A. Annual Financial Audit. The amount generated by this new general purpose revenue source shall be included in the annual audit of the city's financial operations by an independent certified public accountant.

B. Citizen's Oversight Committee. Although not otherwise required by law, the city council shall establish, a city transactions and use tax committee, which shall have no less than five members. The terms, composition, and specific duties of the committee shall be established by resolution of the city council; however all members of the committee shall be residents of the city. The committee shall review the audit described in subsection A of this section and may make such recommendations to the city council as it deems necessary or useful. The committee may, by a majority vote of its membership, choose to publish an annual report, in which event such report, if approved by a majority of the members, shall be published on the city's internet page. Members of the citizen's oversight committee shall be appointed by the city council, and any member may be removed from the committee prior to the end of his or her term by a two-thirds vote of the council. In the event the city council, the citizen's oversight committee, the city, any employee of the city, or any member of the city council or the citizen's oversight committee fails to take an action required by this section, any court of competent jurisdiction may order that the action be taken. However, such failure to act shall not invalidate the city's authority to levy any tax or in any way affect the ongoing collection of any tax pursuant to this chapter to review the expenditure of tax revenues under the authority of this chapter. The committee shall consist of at least five members who shall be residents of the city, and all meetings of the committee shall comply with the provisions of the Ralph M. Brown Act (Gov't Code Section 54950, et seq.). (Ord. 1876 § 2, 2019)

Per the Revenue Measure Bylaws, the Committee shall consist of five residents of the City who are at least 18 years of age or older; except that the City Council may choose to appoint as one of the five Committee members a youth representative who must be 18 years of age or under at the time of appointment, reside in San Bruno and attend high school. Committee members shall not be current Councilmembers, current members of any other City Board, Committee, or Commission, or current employees of the City. Members shall be appointed by and serve at the pleasure of the Mayor with the majority approval of the City Council, subject to removal at any time by a majority vote of the City Council as specified in Municipal Code Section 3.39.160(B). The term of office of each member shall be four (4) years with the exception of youth members who shall be appointed for a two (2) year term, subject to the provisions of Section 3.1 above. The terms will be staggered so that a roughly equal number of terms ends every two years, with designated committee members having initial two-year terms where necessary. No committee member shall hold office for longer than two consecutive terms; a two-year term followed by a four-year term shall constitute two consecutive terms. However, an unexpired term of less than one-half of a full term shall not count as a term for the purpose of the term limits in this Section.

The Bylaws also state the committee powers and duties are:

- Annually review and provide a summary report to the City Council regarding the City's audit of the revenue collected by the tax and the expenditures made in connection with such revenues.;
- Annually, provide feedback to the City Council regarding the staff recommended allocation of the tax revenue as part of the budget process;
- Provide other assistance as requested by the City Council or the City Manager.

Staff from the Finance Department serve as the Committee liaisons and the committee meets at 5:30 pm on the second Wednesday of every January at San Bruno City Hall. During FY2022-23 the committee held its regularly scheduled meeting plus one special meeting.

SENIOR ADVISORY BOARD

The Senior Advisory Board was established in 1993 and San Bruno Municipal Code, Chapter 9.10 Senior Citizens Advisory Board reads as follows:

9.10.010 Established.

There is established a senior citizens advisory board to consist of seven members who are San Bruno residents, fifty years of age or older (hereinafter referred to as the board) which members shall be designated in the manner set forth in the senior citizens advisory board bylaws which will be adopted by resolution of the city council. (Ord. 1549 § 1, 1993)

9.10.020 Objectives.

The object and purpose of the board shall be to contribute educational, scientific, literary, artistic, and social activities for senior citizens, age fifty and over. (Ord. 1549 § 1, 1993)

9.10.030 Powers and duties generally.

The board shall approve senior citizen programs and activities within the senior center with staff/volunteers implementing such programs and activities. The board shall provide oversight and coordination of senior citizen programs and activities within the senior center. (Ord. 1549 § 1, 1993)

9.10.040 Qualifications.

Each member of the board shall be a San Bruno resident fifty years of age or older, who has lived in San Bruno for a least two years immediately preceding appointment or election. (Ord. 1597 § 2, 1998)

9.10.050 Members—Terms.

The term of office of each member is two years. (Ord. 1549 § 1, 1993)

9.10.060 Quorum.

A quorum shall consist of four members. A majority vote shall be the majority of the quorum present. (Ord. 1549 § 1, 1993)

9.10.070 Removal or vacancy.

A member of the board may be removed by a majority vote of the city council. A vacancy is filled in the same manner as the original appointment or election. A person appointed by the board or elected to fill a vacancy serves for the remainder of the unexpired term, without prejudice to that person being appointed or elected to another term of office. (Ord. 1549 § 1, 1993)

9.10.080 Compensation.

No person shall receive any compensation for his or her services as a member of the board, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties. (Ord. 1549 § 1, 1993)

9.10.090 Ex-officio members.

A representative(s) from the parks and recreation department designated by the city manager shall serve as an ex-officio, non-voting member(s), and shall serve as secretary to the board. (Ord. 1549 § 1, 1993)

9.10.100 Officers.

The board shall elect a chair and vice chair from among its members. The chair and vice chair shall each serve a term not exceeding one year. The chair shall be rotated through all members of the board who have not served as chair, and who agree to serve as chair. The vice chair shall become the chair. In order to qualify to serve as vice chair the person shall be at the beginning of their term. (Ord. 1549 § 1, 1993)

9.10.110 Treasurer.

The board shall appoint a treasurer who shall be a San Bruno resident fifty years of age or older, who shall serve at the pleasure of the board. (Ord. 1549 § 1, 1993)

9.10.120 Meetings.

The board shall establish a regular meeting schedule of at least one meeting per month. In accordance with the Ralph M. Brown Act, all meetings shall be open and public, except as otherwise permitted by law. Such regular meeting schedule shall be approved by resolution of the city council. (Ord. 1549 § 1, 1993)

9.10.130 Special meetings.

Special meetings may be called at any time upon seventy-two hours written notice to the members thereof and to members of the local press. Written notice of any special meetings shall also be posted at the San Bruno Senior Center seventy-two hours prior to the special meeting. Such meetings may be called by the chair or by a majority of the voting members filing a written request for a special meeting with the secretary. (Ord. 1549 § 1, 1993)

9.10.140 Bylaws.

The city council shall adopt bylaws which prescribe the duties and functions of the board. Such bylaws, or changes and amendments therefor, shall not be effective until approved by resolution of the city council. The board may make recommendation to the city council regarding changes or amendments to the bylaws. (Ord. 1549 § 1, 1993)

9.10.150 Gifts.

The board may receive donations, gifts, legacies, endowments or bequests made to the city or to the board for or on behalf of the city for the Senior Center. Donations or gifts may be raised in the name of the board or Senior Center so long as any such donations or gifts are not raised for purposes of expanding city programs, modifying the Senior Center facility, or are used for programs that would require specific additional funding from the city, unless specific approval is received from the city council. All donations, gifts, legacies, endowments and bequests so received shall be turned over to the director of finance and shall be kept in a special fund (senior citizens program/activities trust fund) designated for Senior Center purposes. No funds shall be used to fund projects for AARP, county programs, San Bruno Senior Club, private clubs or groups. (Ord. 1549 § 1, 1993)

9.10.160 Reports.

The board shall issue copies of the minutes of each board meeting to the city manager, city clerk and to the city council. (Ord. 1549 § 1, 1993)

TRAFFIC, SAFETY & PARKING COMMITTEE

The Traffic, Safety & Parking Committee also known as the "TSPC" was established in 1961. Chapter 7.08, Traffic Safety and Parking Committee of the San Bruno Municipal Code reads as follows:

7.08.010 Established—Membership.

A. There is established an advisory traffic safety and parking committee, to serve without compensation.

B. The committee shall consist of five public members, who shall be residents of the city, and such number of other city officers and representatives of unofficial bodies as may be determined and appointed by the mayor with the approval of the city council. (Ord. 1900 § 3, 2021; Ord. 1376 § 1, 1981; prior code § 13-2.1(a, b))

7.08.020 Voting privilege—Quorum.

A. The members of the committee shall serve a four-year term.

B. Three members shall constitute a quorum for the transaction of business. (Ord. 1900 § 3, 2021; Ord. 1376 § 1, 1981; prior code § 13-2.1(c, d))

7.08.030 Officers—Meetings.

A. The committee shall elect a chairperson and a vice-chairperson to serve in the absence of the chairperson for a one-year term each January.

B. The committee shall meet regularly at least once per month at such time and place as shall be determined by resolution of the city council. All meetings shall be governed by the Ralph M. Brown Act.

C. The city traffic engineer shall serve as the secretary for the committee. (Ord. 1900 § 3, 2021; Ord. 1376 § 1, 1981; prior code § 13-2.1(e-g))

7.08.040 Duties.

The traffic safety and parking committee shall have the following duties:

A. To suggest the most practicable means for coordinating the activities of all officers and agencies of the city responsible for administration or enforcement of traffic regulations;

B. To provide a forum for discussion and provide recommendations regarding traffic studies and reports;

C. To receive complaints regarding traffic matters;

D. To make recommendations to the city council to improve traffic conditions;

E. To recommend to the city council the designation, establishment, or enactment of any of the following:

1. One-way streets,

2. Main arterial highway through streets,
3. Intersections at which vehicles are required to stop at one or more entrances thereto,
4. Railroad grade crossings at which vehicles are required to stop,
5. Areas in which parking or stopping is prohibited or restricted on streets or portions thereof, or on public parking lots,
6. Streets as to which commercial vehicles with gross weight of six thousand pounds or more are restricted,
7. Streets or portions thereof where the maximum speed limit shall be in excess of or less than the speed limit which would otherwise be established by state law, based upon engineering and traffic investigations,
8. The enactment of any other necessary traffic control deemed appropriate. (Ord. 1900 § 3, 2021; Ord. 1376 § 1, 1981; prior code § 13-2.2)

7.08.050 Council action.

A. The city council may approve, modify, or deny the recommendation, or refer the matter back to the traffic safety and parking committee for further study.

B. Any action of the council on a recommendation dealing with the subject matter set forth in subsection E of Section 7.08.040 shall be taken by resolution, or, if so required by the Vehicle Code, by ordinance. (Ord. 1900 § 3, 2021; Ord. 1376 § 1, 1981; prior code § 13-2.3)

Staff from the Public Works Department and Police Department serve as the Committee liaisons and the committee meets at 7:00 pm on the first Wednesday of every month at San Bruno City Hall, Conference Room 115. During FY2022-23 the committee held 10 of its 12 regularly scheduled meetings.