



**"The City with a Heart"**

**Rico Medina, Mayor  
Linda Mason, Vice Mayor  
Tom Hamilton, Councilmember  
Marty Medina, Councilmember  
Michael Salazar, Councilmember**

**AGENDA  
SAN BRUNO CITY COUNCIL SPECIAL MEETING  
October 11, 2022  
6:00 PM**

**IN PERSON MEETING LOCATION**

San Bruno Senior Center  
1555 Crystal Springs Road  
San Bruno, CA 94066

**TELECONFERENCE VIA ZOOM**

[https://sanbruno-ca-gov.zoom.us/j/82023836228?  
pwd=akVoakZrVG1ZQWtHM3I3MUtyaHIEQT09](https://sanbruno-ca-gov.zoom.us/j/82023836228?pwd=akVoakZrVG1ZQWtHM3I3MUtyaHIEQT09)

**Webinar or Meeting ID:** 820 2383 6228

**Webinar or Meeting Password:** 582836

**Zoom Phone Line:** 1-646-558-8656 (same webinar ID and password as above)

***Consistent with Government Code Section 54953(e), this meeting will be held both in-person and virtually. City Councilmembers and members of the public may attend in person at the San Bruno Senior Center, at the teleconference location, or by Zoom or phone.***

**AB-361  
CORONAVIRUS COVID-19**

*On September 16, 2021, the Governor of California signed AB-361 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. In addition to in person attendance, members of the public may attend the meeting by video or by phone with the Zoom information linked in this agenda or watch by livestream at [youtube.com/user/cityofsanbruno](https://www.youtube.com/user/cityofsanbruno). CityNet Services Channel 1 will air the meeting live. The recorded meeting will be made available for viewing on the City's YouTube channel after the meeting has concluded.*

*If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email [cityclerk@sanbruno.ca.gov](mailto:cityclerk@sanbruno.ca.gov). Emails received before the special or regular meeting start time will be forwarded to the City Council, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the City Council and filed with the agenda packet and will become part of the public record for that meeting. Emails received will not be read aloud during the meeting.*

*Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact the City Clerk 48 hours prior to the meeting at (650) 616-7070 or by email at [cityclerk@sanbruno.ca.gov](mailto:cityclerk@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.*

*City Council meetings are conducted in accordance with Roberts Rules of Order. All regular Council meetings are recorded and televised on CityNet Services Channel 1 and replayed the following Thursday, at 2:00 pm.*

- 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. **CONDUCT OF BUSINESS**

**Note: Public comment will be requested after each topic in this section**

- a. Discuss and Provide Direction on the Interview and Appointment Process for Various Advisory Commission, Board and Committee Members

5. **ADJOURNMENT** – The next Regular City Council Meeting will be held on October 11, 2022 at 7:00 p.m.



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** October 11, 2022

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

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

**SUBJECT:** Discuss and Provide Direction on the Interview and Appointment Process for Various Advisory Commission, Board and Committee Members

**BACKGROUND:** The City of San Bruno has ten 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. At present, there are several vacant positions on CBCs (listed below) and, on October 31, 2022, the four-year terms for 23 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. As such, the City Council will need to embark on a robust interview and appointment process for CBC positions.

Staff has calendared a Special Meeting on October 11, 2022 at 6:00 p.m. with the City Council to discuss and seek direction from the City Council on the desired interview and appointment process for the vacant and expiring CBC positions. Additionally, given the limited amount of time between when the terms of existing members will expire and the fact that there is an upcoming City Council election on November 8, 2022, staff requests direction on if the City Council desires to appoint new CBC members before or after the seating of any new City Council members that are elected on November 8, 2022. Should the City Council desire to wait until after the seating of new City Council members, staff recommends the “limited-term” reappointment of existing CBC members if the body will not have a quorum if new members are not seated due to the expiration of four-year terms that expire on October 31, 2022.

**DISCUSSION:** There are a total of 69 members on the ten Advisory Commissions, Boards and Committees. 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. Below is a list of the CBCs and the number of members on each body.

- [Bicycle & Pedestrian Advisory Committee](#), 7 Members
- [Citizen Crime Prevention Committee](#), 7 Members
- [Citizen’s 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

It is important to note that three committees are not listed above. These are:

- Architectural Review Committee (*not a CBC because the body is a subcommittee of the Planning Commission and its membership is comprised of three of seven Planning Commissioners*)
- Heart Committee (*not a CBC because the body is an ad hoc committee, without a regular meeting schedule*)
- Homeless Advisory Committee (*not a CBC because the body is an ad hoc committee without a regular schedule and its membership is comprised of agencies that support homelessness and key community partners such as business owners*)

In October of every even year, half of the City's 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. 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.

Over the last year, the City Council has discussed changes to how members of CBCs are appointed. Attachment 1 includes the proposed new process that is included in the draft City Council Policies and Procedures document, which the City Council is anticipated to ratify later this calendar year.

In October 2022, 23 seats on seven CBCs are set to expire. The City Clerk's Office contacted the members serving in those seats and 18 of the 23 members submitted an application to be considered for reappointment. Three of the expiring 23 seats are vacant and two members did not submit an application for reappointment. Staff conferred with these two members and confirmed that they do not desire to be reappointed. Additionally, there are a total of 19 new applications and 11 applications on file for the various vacant and expiring CBC positions. Some of the applications are from the same individual, seeking appointment on multiple bodies.

Attachment 2 is a matrix of the CBC bodies that includes the following data:

- Name of CBC
- Current Appointees and Vacancies
- No. of Members
- No. of Members Required for a Quorum
- Term Expiration Date for Each Member
- No. of Members Seeking Reappointment
- No. of New Applications for Each CBC & No. of Applications on File\* for Each CBC

\* "Applications on File" are candidates that were considered for appointment within the last 2 years but not selected.

Should the City Council desire to wait until after the seating of new City Council members, staff recommends the “limited-term” reappointment (through February 2023) of existing CBC members that desire to be reappointed so that there will remain a quorum of appointees to the following CBCs:

- Culture & Arts Committee
- Parks and Recreation Committee
- Planning Commission

Action on these reappointments will be needed prior to October 31, 2022.

**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:** Provide direction on the interview and appointment process for various advisory Commission, Board and Committee members.

**ALTERNATIVES:**

Potential Options:

- Direct staff to schedule interviews and appointments for all vacant and expiring positions prior to October 31, 2022.
- Direct staff to schedule the appointment and/or interviews for only CBCs that will lose a quorum when existing member terms expire on October 31, 2022 and direct staff to schedule all other interviews and appointments after the seating of Council members elected on November 8, 2022.
- Provide alternative direction.

**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

## **Section 8. Appointments to City Commissions, Boards and Committees (CBCs)**

### **A. Appointments per San Bruno Municipal Code Process**

1. In accordance with the San Bruno Municipal Code, the Mayor shall make all appointments to and removals from City boards, commissions, and committees, subject to approval by the City Council. (*SB MuniCode 2.04.120 and CA Gov't Code §40605*)
2. Use of the Alternative Appointment Process for Commission, Board or Committee Members
  - a. The Mayor may elect to use the Alternative Appointment Processes outlined in Sections 7.B and 7.C.
  - b. A majority of the City Council may only elect to use the Alternative Appointment Process after the Mayor has proposed an appointment(s) that the City Council has not approved in accordance with *SB MuniCode 2.04.120 and CA Gov't Code §40605*.
3. Removals from City boards, commissions, and committees shall follow the process outlined in *SB MuniCode 2.04.120* as well as applicable Federal and State law.

### **B. Alternative Appointment Process for Commission, Board or Committee Members**

*Does not apply to San Bruno Community Foundation Board of Director Appointments, see Section 7.C.*

#### **Round One: Nominations**

- Mayor or Presiding Officer of the Meeting to facilitate nominations
- Council members to be given the opportunity to make a Motion for Consideration for Appointment for any applicant
  - Requires a Second

Note: Any applicant that receives a Motion and a Second advances to Round 2 (no vote of the full City Council taken at this time). During the nomination process, Council members will not be called upon in alpha order. Members must ask to be recognized through the Chair if they would like to make a nomination.

### **Round Two: Simultaneous Voting Process for Nominees**

- City Clerk to call Council members alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Council members shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives three votes from the City Council, the appointment process proceeds to Round Three.
  - The nominee(s) that receive the lowest number of votes (or are tied for the lowest number of votes) shall be eliminated.
    - Note: If five nominees each receive one vote, all five nominees advance to Round Three.

### **Round Three: Simultaneous Voting Process for Nominees, if needed**

- City Clerk to call Council members alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Council members shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives three votes from the City Council, the appointment process proceeds to Round Four.
  - The nominee(s) that receive the lowest number of votes (or are tied for the lowest number of votes) shall be eliminated.
    - Note: If five nominees each receive one vote, all five nominees advance to Round Four.

### **Round Four: Simultaneous Voting Process for Nominees, if needed**

- City Clerk to call Council members alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Council members shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives three votes from the City Council, the appointment process ends and Council shall provide direction to staff whether to leave the position vacant or conduct a new recruitment process to fill the vacancy.

Page Break

### **C. Appointment Process for SBCF Board of Director Appointments**

Founded in 2013 by the City of San Bruno, the San Bruno Community Foundation (SBCF) is a 501(c)(3) tax-exempt nonprofit organization. The SBCF is distinguished from other City CBC's in that its legal structure is a dependent-nonprofit corporation under the City of San Bruno and SBCF Board members have a legal fiduciary duty to the Foundation (not the City). As such, the City Council has established the following Alternative Process for appointing SBCF Board members, which may be used at the discretion of the Mayor or a majority of the City Council.

1. Advertising for and recruitment of SBCF Board members shall be done in accordance with Section 7D of this document, with the exception that:
  - The City Council shall receive all applications.
  - The Council may meet to review applications and determine which applicants to invite for an interview.
  - The SBCF Board shall select two members to attend and participate in the City Council interview process.
  - The appointment process for SBCF Board members shall follow the procedures outlined in Section 7A (option: Section 7B) of this document.

### **D. Recruitment Officer for Commission, Board or Committee Members**

1. The City Clerk serves as the official Recruitment Officer for members of the CBC's. As such, the City Clerk is responsible for advertising vacancies (whether scheduled or unscheduled) in conformance with Government Code section 54974, receiving and processing applications, scheduling interviews, and preparing staff reports related to CBC appointments. Additionally, as the CBC Recruitment Officer, the City Clerk is responsible for maintaining the City's official lists of CBC membership, vacancies, appointment dates, and term expirations.
2. Prior to the end of the term for a filled position or when a CBC position is vacated, the City Clerk shall initiate a recruitment, which includes an initial recruitment period of 10 business days or greater, and/or schedule interviews to fill the position, if there are at least 2 individuals have applied for vacancy.
3. Per Government Code Section 54974 (a), a Notice of Vacancy, shall be posted not earlier than 20 days before, or not later than 20 days after the vacancy occurs. The Notice of Vacancy shall be posted to the City's website, as well as published on the City's social media accounts, and the City Clerk's Office will share the Notice of Vacancy with the City Council during the initial recruitment period, schedule permitting. The initial recruitment period may be extended at the discretion of the City Clerk in the event that fewer than 2 individuals have applied for the vacancy.



4. Per Government Code Section 54974 (a), final appointment to the board, commission, or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office.
5. Notwithstanding a decision to extend the initial recruitment period, the City Clerk shall furnish all submitted applications to the City Council at the close of the initial recruitment period and each subsequent recruitment period. During the period when the recruitment is extended, if a majority of the City Council requests to interview the applicants, the City Clerk shall work to schedule interviews with the City Council.
6. Unless directed by a majority of the City Council, all CBC applicants shall be given the opportunity to be interviewed by the City Council.

City of San Bruno  
ADVISORY COMMISSIONS BOARDS COMMITTEES

BODY	Size	Quorum	Expiring	Cont. Service	# of Applications
<b>Bicycle &amp; Pedestrian Advisory Committee:</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>6 new / 3 on file</b>
Rob Anicetti (2024)			2024		
Matt Gaines (2024)			2024		
David Nigel (2022)			<b>2022</b>	Y	
Cecile Riborozo (2022)			<b>2022</b>	Y	
Paul Rose (2024)			2024		
Gus Sinks (2022)			<b>2022</b>	N	
VACANCY (2024)			2024		
<b>Citizens Crime Prevention Committee</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>1 new</b>
Rhonda Boone (2022)			<b>2022</b>	Y	
Peter Carey (2024)			2024		
Chad Keele (2024)			2024		
Robert Riechel (2022)			<b>2022</b>	Y	
Deanna Robinson (2022)			<b>2022</b>	Y	
Richard Wong (2024)			2024		
VACANCY (2024)			2024		
<b>Citizens Revenue Measure Oversight Committee</b>	<b>7</b>	<b>4</b>			<b>1 new/ 1 on file</b>
Vaughn Gregory					
Anthony Clifford					
Jim Evangelist					
Ariella Fioranelli					
Frank Hedley					
John Marty					
John Seevers					
<b>Culture &amp; Arts Commission</b>	<b>7</b>	<b>4</b>	<b>4 (2 vacant)</b>	<b>2</b>	<b>2 new / 2 on file</b>
Pamela Gamble (2024)			2024		
Jeanne George (2022)			<b>2022</b>	Y	
Janet Monaghan (2022)			<b>2022</b>	Y	
Pamela Maddden (2024)			2024		

**City of San Bruno  
ADVISORY COMMISSIONS BOARDS COMMITTEES**

Melissa Rohlfs (2024)			2024		
VACANCY (2022)			<b>2022</b>		
VACANCY (2022)			<b>2022</b>		
<b><u>Emergency Preparedness Committee</u></b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1 new</b>
Ron LaPedis (2022)			<b>2022</b>	Y	
Janet Lutus (2022)			<b>2022</b>	Y	
Zidane Mili (2024)			2024		
George Peponis (2024)			2024		
Malcolm Robinson (2024)			2024		
<b><u>Parks &amp; Recreation Commission</u></b>	<b>8 + 1 youth</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>1 on file</b>
Kris Gonzales (2022)			<b>2022</b>	Y	
Lorry Greenberg (2022)			<b>2022</b>	Y	
Tom Kuhn (2024)			2024		
Jessica Martinucci (2024)			2024		
David Nigel (2022)			<b>2022</b>	Y	
Mike Palmer (2022)			<b>2022</b>	Y	
Lucy Zamattia (2024)			2024		
Michael Zastrow (2024)			2024		
VACANCY, Youth Rep (when graduate high school)			When graduate HS		<b>3 new</b>
<b><u>Planning Commission</u></b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>1 new / 3 on file</b>
Rick Biasotti (2022)			<b>2022</b>	Y	
Marco Durazo (2022)			<b>2022</b>	Y	
Mary Lou Johnson (2024)			2024		
Auros Harman (2024)			2024		
Kelly Lethin (2024)			2024		
Gerard Madden (2022)			<b>2022</b>	Y	
Valentine Morgan (2022)			<b>2022</b>	N	
<b><u>Recreation and Aquatics Center Advisory Committee</u></b>	<b>8</b>				
Linda Mason					

**City of San Bruno  
ADVISORY COMMISSIONS BOARDS COMMITTEES**

Michael Salazar					
Kris Gonzales					
Auros Harman					
Kelly Lethin					
Malissa Netane-Jones					
Michael Palmer					
Jim Ruane					
<b>Senior Citizen Advisory Board</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>N/A</b>	<b>0</b>
Bunny Epperson (2024)			2024		
Linda Holman (2023)			2023		
Pricilla Martinez (2024)			2024		
Ralph Olcese (2023)			2023		
Joyce Satow (2023)			2023		
AARP Rep - Herb Chu					
Nutrition Site Rep - Barbara Cox					
<b>Traffic Safety &amp; Parking Committee</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4 new / 1 on file</b>
Rhonda Collins (2022)			<b>2022</b>	Y	
Roberta Hannibal (2024)			2024		
John Lampros (2022)			<b>2022</b>	Y	
Stephen Seymour (2024)			2024		
VACANCY (2022)			<b>2022</b>		

\*Some applicants submitted applications for multiple committees.

\*Some applications were on file with the City Clerk's Office.