



CITY COUNCIL AGENDA REPORT

Meeting Date: April 21, 2022

From: Clay Holstine, City Manager and Ingrid Padilla, City Clerk

Subject: Designating Certain Ad Hoc Committees as Standing Subcommittees of the City Council and Dissolving the Special Event, Gun Safety, Luna Fest Film Festival, and Beautification Ad Hoc Committees

Community Goal/Result

Community Building

Recommendation

Adopt the attached resolution designating the following ad hoc committees as standing subcommittees of the City Council:

Sierra Point Design Guidelines
Sierra Point Park and Open Space
Cannabis Issues
Transportation Demand Management Policy
Community Garden

and dissolving the Special Event, Gun Safety, Luna Fest Film Festival and Beautification ad hoc committees.

Background

For purposes of the Brown Act, “standing committees” of a legislative body, such as the City Council, are also considered legislative bodies and hence are subject to the requirements of the Brown Act, e.g., noticing meetings, posting an agenda, etc. Standing committees have either (1) continuing subject matter jurisdiction or (2) a meeting schedule fixed by some formal action of the legislative body, such as an ordinance or resolution. Typically, standing committees are less than a quorum of the legislative body.

The Brown Act also identifies “temporary advisory committees” which are committees composed of less than a quorum of the legislative body that serve a limited or single purpose, are not perpetual, and that will be dissolved once their specific tasks have been completed. Commonly, temporary advisory committees are referred to as “ad hoc committees.” These committees, unlike standing committees, are not subject to the Brown Act’s requirements, such as noticing meetings, posting agendas, etc.

Currently the City Council has 12 standing committees (a.k.a., subcommittees). These include Baylands, Infrastructure, Utilities, and Franchise, Fiscal and Administrative.

The City Council also has 11 ad hoc committees as follows (the parentheticals indicate when the committees were formed):

Sierra Point Design Guidelines (2015)
Sierra Point Parkway Park and Open Space (1/21)
Crocker Park Noise (10/17)
Cannabis Issues (1/19)
Luna Fest Film Festival (1/19)
Beautification (9/19)
Gun Safety (5/21)
Special Events (6/21)
Transportation Demand Management Policy (9/21)
Community Garden (11/21)
City Manager Contract and Recruitment (2/22)

Discussion

Staff has reviewed the purposes of these ad hoc committees, the frequency with which they have met, and whether their tasks have been completed. Based on these factors, staff recommends that the following ad hoc committees be designated as standing subcommittees of the City Council: Sierra Point Design Guidelines, Sierra Point Park and Open Space, Cannabis Issues, Transportation Demand Management Policy, and Community Garden. Staff makes this recommendation because even though some of these committees have not met frequently, their purposes are ongoing, their subject matter jurisdiction is of interest to the community, and they should be subject to the Brown Act's requirements just as the Council's other standing subcommittees are.

Staff also recommends that:

1. the Special Event, Gun Safety, Luna Fest Film Festival, and Beautification ad hoc committees be dissolved because the Special Event and Gun Safety ad hoc committees addressed one time issues; the Luna Fest Film Festival is not run by the City; and Beautification was informally formed and does not meet the legal definition of a standing committee or of a temporary advisory committee; and
2. that the Crocker Park Noise and City Manager Contract and Recruitment ad hoc committees remain for now, but subject to review by the City Attorney.

Consistent with the foregoing, a resolution designating certain ad hoc committees as standing subcommittees, and dissolving other ad hoc committees, is attached.

Fiscal Impact

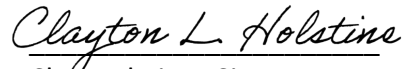
There is no significant fiscal impact to designating these ad hoc committees as standing subcommittees. Staff will need to prepare agendas and, where relevant, agenda reports, and post notices of the meetings at the usual posting sites. But the cost involved in those actions is negligible.

Attachments

Resolution
Council Assignments as of 4/15/2022



Ingrid Padilla, City Clerk



Clay Holstine, City Manager

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE DESIGNATING CERTAIN AD HOC COMMITTEES OF THE CITY COUNCIL AS STANDING SUBCOMMITTEES AND DISSOLVING OTHER AD HOC COMMITTEES

Whereas, under the State's Open Meeting Laws (Ralph M. Brown Act), standing committees of the City Council have either (1) continuing subject matter jurisdiction or (2) a meeting schedule fixed by some formal action of the legislative body, such as an ordinance or resolution; and

Whereas, the Brown Act also identifies "temporary advisory committees" (commonly called ad hoc committees) which are committees composed of less than a quorum of the legislative body that serve a limited or single purpose, are not perpetual, and that will be dissolved once their specific tasks have been completed; and

Whereas, these committees, unlike standing committees, are not subject to the Brown Act requirements, such as noticing meetings, posting agendas, etc.; and

Whereas, currently the City Council has 12 standing subcommittees for example, Infrastructure, Utilities, and Franchise, Fiscal and Administrative, and Baylands; and

Whereas, City Council also has 11 ad hoc committees as follows:

- Sierra Point Guidelines
- Sierra Point Park and Open Space
- Crocker Park Noise
- Cannabis Issues
- Luna Fest Film Festival
- Beautification
- Gun Safety
- Special Events
- Transportation Demand Management Policy
- Community Garden
- City Manager Contract and Recruitment

Whereas, even though some of these ad hoc committees have not met frequently, their purposes are ongoing, their subject matter jurisdiction is of interest to the community, and these ad hoc committees, other than the Luna Fest Film Festival, Beautification, Gun Safety and Special Event ad hoc committees (which have completed their purposes), should be designated as standing subcommittees.

NOW, THEREFORE, the City Council of the City of Brisbane resolves as follows:

Section 1. The following are designated as standing subcommittees of the City Council:

- Sierra Point Guidelines
- Sierra Point Park and Open Space
- Crocker Park Noise
- Cannabis Issues

Transportation Demand Management Policy
Community Garden

Section 2. The Luna Fest Film Festival, Beautification, Gun Safety and Special Events ad hoc committees are dissolved.

Section 3. The current members of the City Council that served as members of the ad hoc committees that have been designated as standing subcommittees shall now serve as members of those standing subcommittees.

Section 4. This resolution shall take effect immediately upon its adoption.

Coleen Macklin, Mayor

I hereby certify that the foregoing Resolution was adopted at a regularly scheduled meeting of the Brisbane City Council on April 21, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ingrid Padilla, City Clerk

2022

CITY OF BRISBANE - CITY COUNCIL ASSIGNMENTS

The following is a list of Commissions, Subcommittees, Boards, Councils and Associations for which the Council selects a representative(s).

<u>County/Other JPA Assignments</u>	<u>Representative/Alternate</u>	<u>Mtg Sched.</u>
1. Association of Bay Area Governments http://www.abag.ca.gov/	Mayor/Mayor Pro Tem	Annually/April
2. League of California Cities http://www.cacities.org	Mayor/Mayor Pro Tem	Conferences
3. Airport Land Use Committee http://ccag.ca.gov/committees/	Terry O'Connell, Rep. Madison Davis, Alt	4 th Thurs/mo 4-6 pm
4. San Mateo County Emergency Services Council http://hsd.smcsheriff.com/	Terry O'Connell	3 rd Thurs/mo/Quart 5:30 pm
5. City/County Association of Governments http://ccag.ca.gov/committees/board-of-directors/	Karen Cunningham, Rep Cliff Lentz, Alt.	2 nd Thurs/mo 6:30-9:30pm
6. Peninsula Traffic Congestion Relief Alliance http://commute.org/	Cliff Lentz Karen Cunningham, Alt	3 rd Thurs/bi-month 8 – 9:30 am
7. County Library JPA Liaison with Friends of Brisbane Library http://www.smcl.org/en/node/11	Karen Cunningham Cliff Lentz, Alt	2 nd Mon/bi-month 8:15 am
8. SMC Pre-Hospital EMS Group Board of Directors (JPA-ALS Paramedic)	Karen Cunningham Terry O'Connell, Alt	3 rd Wed Jan/May/Sept 6 pm
9. Airport Community Roundtable http://sforoundtable.org	Terry O'Connell Madison Davis, Alt	1 st Wed/mo 7 pm
10. North County Fire Authority Board of Directors/Fire Services (JPA Board)	Madison Davis Terry O'Connell	Once a year in June/July
11. Brisbane Baylands Community Advisory Group (BBCAG)	Madison Davis Terry O'Connell	As Needed 7-9 pm
12. Peninsula Clean Energy JPA (SM County) www.peninsulacleanenergy.com	Coleen Mackin Clay Holstine, Alt	4 th Thurs/mo 7-9 pm
13. Brisbane Emergency Services Council (Mayor & SMC Emergency Services Council Rep)	Coleen Mackin, Rep Terry O'Connell	
14. Bay Area Water Supply Conservation Agency (BAWSCA City Representative)	Sepi Richardson (Term expires 6/30/23)	3 rd Thurs/mo 7pm

Updated 4/15/2022

- | | | |
|---|-------------------------------------|------------------------------------|
| 15. Caltrain Modernization Local Policy Maker Group
www.caltrain.com/calmod
<i>(assigned at Council Mtg of 9/7/17)</i> | Terry O’Connell
Cliff Lentz, Alt | 4 th Thursday at
6pm |
| 16. HEART of SMC’s Membership Agency
Committee (MAC) | Cliff Lentz
Coleen Mackin (alt) | Annually (May) |

City Council Subcommittees

Representative/Alternate

- | | | |
|---|--|--|
| 17. Infrastructure, Utilities, & Franchise
<i>(Water & Sewer, rates & plans, Franchise agreements,
Other Infrastructure plans, Storm drains, streets,
City Facilities - buildings, marina, etc.)</i> | Coleen Mackin
Cliff Lentz | |
| 18. School/City Subcommittee 2x2 | Madison Davis
Coleen Mackin | |
| 19. Education Ad hoc Subcommittee Meeting
<i>(created 1/17/19)</i> | Madison Davis
Coleen Mackin | |
| 20. Fiscal & Administrative Policies
<i>(Review of Fiscal policies, such as OPEB,
Fund Balances Policies, unfunded liabilities.)</i> | Terry O’Connell
Karen Cunningham | |
| 21. Affordable Housing | Cliff Lentz
Madison Davis | |
| 22. Public Information/Technology
<i>(Website, Newsletter, Broadcasting, security)</i> | Coleen Mackin
Karen Cunningham | |
| 23. Economic Development | Karen Cunningham
Cliff Lentz | |
| 24. Baylands
<i>(All things Baylands, BSP - UPC application and is
various studies, i.e., financial, survey, sustainability,
HSR, Soil Processing, Recology)</i> | Terry O’Connell
Karen Cunningham
+ 1 PC (Sayasane), + 1 CSSC (Cabrera)
+ 1 OSEC (Dykes) + 1 Art (Davis/Salmon)
Possible Youth and/or At-Large position/s | |
| 25. Sierra Point Parkway Design Guidelines Ad hoc | Terry O’Connell
Cliff Lentz + Mitch | |
| 26. Sierra Point Parkway Park Ad hoc
<i>(For parks and open space projects at SPP)
(created 1/7/21)</i> | Terry O’Connell
Cliff Lentz
+ 1 P&R , + 1 OSEC Member,
+ 1 Complete Streets | |

- | | |
|--|--|
| 27. History Subcommittee | Coleen Mackin
Madison Davis |
| 28. Airport Noise Subcommittee | Terry O’Connell
Madison Davis |
| 29. Crocker Park Noise Ad hoc
<i>(created 10/26/17)</i> | Cliff Lentz
Coleen Mackin |
| 30. Planning Issues | Coleen Mackin
Karen Cunningham |
| 31. Cannabis Issues Ad hoc
<i>(created 1/17/19)</i> | Madison Davis
Terry O’Connell |
| 32. Luna Fest Film Festival Ad hoc
<i>(created 1/17/19)</i> | Madison Davis
Terry O’Connell
+ 3 P&R (Greenlee, Kern & ?) |
| 33. Public Art Advisory Committee &
Public Art Selection Committee | Madison Davis
Karen Cunningham
+ 2 P&R, + 1 Business owner
+ 1 Artist, + 1 Community member |
| 34. Beautification Ad hoc Subcommittee
<i>(created 9/5/19)</i> | Karen Cunningham
Coleen Mackin
+ 1 P&R , + 1 OSEC Member,
+ 1 Complete Streets |
| 35. Gun Safety Ad hoc Subcommittee
<i>(created 5/6/21)</i> | Cliff Lentz
Coleen Mackin |
| 36. Special Events Ad hoc subcommittee
<i>(Library events, City Anniversary) Created 6/3/21</i> | Karen Cunningham
Madison Davis |
| 37. Transportation Demand Management Policy Ad hoc
<i>(created Sept 2021)</i> | Cliff Lentz
Karen Cunningham |
| 38. Community Garden Ad hoc
<i>(created Nov 2021)</i> | Madison Davis
Karen Cunningham |
| 39. City Manager Contract Ad hoc Subcommittee
<i>(created Feb 2022)</i> | Karen Cunningham
Cliff Lentz |

Council Liaisons

Representative/Alternate

** Meet with two representatives from each Commission for Liaison meetings: involves discussion around the Commission’s achievements, goals and their upcoming workplan.

- | | |
|---|-------------------------------------|
| 40. Liaison to Parks & Recreation Commission | Madison Davis
Karen Cunningham |
| 41. Liaison to Open Space & Ecology Committee | Karen Cunningham
Terry O’Connell |
| 42. Liaison to Planning Commission | Cliff Lentz
Coleen Mackin |
| 43. Liaison to Complete Streets Safety Committee | Karen Cunningham
Coleen Mackin |
| 44. Liaison to Equity Plus Inclusion Committee (EPIC) and
Inclusion, Diversity Equity & Accountability (IDEA)
<i>(created 1/7/21)</i> | Madison Davis
Cliff Lentz |