



## **CITY COUNCIL AGENDA REPORT**

**Meeting Date:** March 7, 2024

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

**Subject:** Consider Recruitment for Vacancies on City Committees and on the San Mateo County Mosquito and Vector Control District Board of Directors

### **COMMUNITY GOAL RESULTS**

Community Building

### **PURPOSE**

To receive direction from the City Council regarding the resignations or vacant seats on the 1) Open Space and Ecology (OSEC) Committee, and 2) the Inclusion, Diversity, Equity, and Accountability (IDEA) Committee as well as the 3) San Mateo County Mosquito and Vector Control District Board of Directors.

### **RECOMMENDATION**

Staff is recommending beginning the recruitment immediately for vacancies in the IDEA Committee, OSEC Committee, and the SMC Mosquito and Vector Control District through April 30, 2024. This recruitment period will provide staff ample time to advertise the vacancies in the City Star Newsletter, on signboards, on social media and on our website.

Staff is also recommending providing direction to staff to reappoint IDEA Committee Members Mangesh Kolhatkar and Alex Horton without being interviewed and via a resolution at the next City Council meeting.

### **BACKGROUND**

With the recent passing of Carolyn Parker, Council should consider opening a recruitment for a new representative for the San Mateo County Mosquito and Vector Control District Board of Directors. This is a 4-year term seat.

With the resignation letter of OSEC Committee Member Shanna Calmes in February, the Council should consider opening a recruitment for a new OSEC Committee Member. This is a 2-year term seat to fill a vacancy for the remaining portion of former OSEC Committee Member Shanna Calmes' term which was to end by January 2026.

The IDEA Committee can have between 5 to 7 members. Members must reside or work in Brisbane. Four IDEA Committee Members' terms expired in 2024. IDEA Committee Members

Horton and Kolhatkar would like to be considered for reappointment, and IDEA Committee Member Oseto resigned in January and IDEA Committee Member Budelli declined to be considered for reappointment. The Council should consider reappointing Committee Members Horton and Kolhatkar. According to the IDEA Committee Bylaws, the City Council may re-appoint the member to the Committee without re-interviewing the member after their initial term.

Also, the City Council should consider opening a recruitment for up to 3 new IDEA Committee Members. According to the IDEA Committee Bylaws, after the initial appointments, Committee members shall serve two -year terms.

### **DISCUSSION**

If Council decides to recruit immediately, then the Recruitment Timeline for the vacancies will be as follows:

March 8, 2024-April 30, 2024: Recruitment period begins

May 2, 2024: Provide an update at the City Council meeting and schedule interviews

May 2024: Interview applicants

June 2024: Appoint and swear in new representatives and committee members

### **FISCAL IMPACT**

None

### **MEASURE OF SUCCESS**

Filling vacant seats from a diverse pool of applicants.

*Clay Holstine*

Clayton Holstine, Interim City Manager

*Ingrid Padilla*

Ingrid Padilla, City Clerk