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Title: Report regarding Boards and Commissions interviews and appointments to the Bicycle and Pedestrian Advisory Committee (BPAC), Conference Center Authority Community Representative, General Plan Community Advisory Committee (District 5), Housing Authority, Library Board, Measure W Citizens' Oversight Committee, and San Mateo County Mosquito & Vector Control District. (Rosa Govea Acosta, City Clerk)

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Table with 5 columns: Date, Ver., Action By, Action, Result

Report regarding Boards and Commissions interviews and appointments to the Bicycle and Pedestrian Advisory Committee (BPAC), Conference Center Authority Community Representative, General Plan Community Advisory Committee (District 5), Housing Authority, Library Board, Measure W Citizens' Oversight Committee, and San Mateo County Mosquito & Vector Control District. (Rosa Govea Acosta, City Clerk)

RECOMMENDATION

It is recommended that the City Council consider the attached applications for appointment to the open seats on the Bicycle and Pedestrian Advisory Committee (BPAC), Conference Center Authority Community Representative, General Plan Community Advisory Committee (District 5), Housing Authority, Library Board, Measure W Citizens' Oversight Committee, and San Mateo County Mosquito & Vector Control District on October 19, 2021.

BACKGROUND/DISCUSSION

Pursuant to Resolution No. 27-2009, the City Council holds biannual recruitments/meetings for the purpose of considering appointments to Boards and Commissions. On August 17, 2021, the City Clerk's Office issued a notice of recruitment for seats that were vacant or held by incumbents that would be termed out of office. The application deadline ended on October 8, 2021.

Summary of Open Seats

- ***Bicycle and Pedestrian Advisory Committee (BPAC)***: There is currently one (1) vacancy. Applicant may be appointed to a partial term expiring July 19, 2024.
- ***Conference Center Authority - Community Representative***: There is currently one (1) vacancy. Applicant may be appointed to a partial term expiring March 7, 2022.
- ***General Plan Community Advisory Committee***: There is currently one (1) vacancy in District 5. Applicants may be appointed to a term expiring December 17, 2022, consistent with term expiration for current members.
- ***Housing Authority Commission***: There is currently one (1) vacancy. Applicants may be appointed to a partial term expiring March 31, 2024.
- ***Library Board***: There is currently one (1) vacancy. Applicant may be appointed to a term ending June 30, 2024.
- ***Measure W Citizens' Oversight Committee***: There are currently two (2) vacancies. Applicants may be appointed to a term expiring October 17, 2025.
- ***San Mateo County Mosquito & Vector Control District***: There is currently one (1) vacancy. Applicant may be appointed to 2- year term expiring June 15, 2023, or a 4-year term expiring June 15, 2025.

Summary of Meeting Times, Term Lengths/Limits and Agency Purpose

The *Bicycle and Pedestrian Advisory Committee* (“BPAC”) meets on the first Wednesday of every month at 6:00 p.m. at the Annex Conference Room, 315 Maple Avenue. Commissioners are appointed to four (4) year terms and are limited to three (3) consecutive terms. The BPAC reviews and/or prioritizes grant opportunities for pedestrian and bicycling improvement opportunities, reviews ongoing designs of pedestrian/bicycling improvement projects, participates in City events, raises awareness of statewide goals to enhance communities through the use of alternate transportation modes of travel and discusses innovative projects on a global basis.

The *Conference Center Authority* meets on the third Monday of every other month, at 5:15 p.m. at the South San Francisco Conference Center. Commissioners are appointed to four (4) year terms and are limited to three (3) consecutive terms. The purpose of the Authority is to manage, operate, market, maintain, and promote the South San Francisco Conference Center. Applicants for the Hotel Representative seat must work for or own a hotel located in South San Francisco.

The *General Plan Community Advisory Committee* meets on the second Tuesday of every month at 6:00 p.m. The Committee provides the Council, staff and consultants with input and recommendations to help shape the policy of a new preliminary draft of the General Plan.

The *Housing Authority* meets the second Monday of the month at 6:00 p.m. at 350 C Street. *Tenant Commissioners* serve a two (2) year term and must be a tenant of the Housing Authority. Non-Tenant Commissioners are appointed to four (4) year terms and are limited to four (4) consecutive terms. The Housing Authority’s services include developing, operating and maintaining housing projects and examining affordable housing issues, including unmet housing needs of low-income residents.

The *Library Board* meets on the fourth Tuesday of every month at 6:00 p.m. at the Main Library. Trustees are

appointed to a three (3) year term with a limit of appointment to four (4) consecutive terms. The Library Board works in conjunction with the Library Director to develop a plan of service, evaluate and advise Council and staff on the need for services and programs and adopt policies as necessary for the administration of the Library.

The *Measure W Citizens' Oversight Committee (COC)* meets the first Wednesday of the month at 6:30 p.m. in the City Manager's Conference Room, City Hall, 400 Grand Avenue in South San Francisco. The Committee meets with the City's independent auditor at the initiation of each annual financial audit process to outline issues of particular interest to the Committee. The Committee reviews the annual audit prepared by the City's independent auditor related to the prior fiscal year's collection and expenditure of revenue from the tax authorized by Measure W. The Committee report to the City Council regarding the accuracy of the auditors' findings regarding the Measure W revenues and expenditures. The Committee's annual report offer independent verification regarding the independent auditor's findings related to whether the funds collected are spent in accordance with the terms of Measure W.

The *San Mateo County Mosquito and Vector Control District ("SMCMAD")* meets on the second Wednesday of each month at the District Office in Burlingame at 7:00 p.m. Board members may be appointed to serve a two (2) or four (4) year term at Council's discretion. The SMCMAD oversees prevention of the emergence of biting adult mosquitoes by applying control to the larval stage, monitors adult mosquito populations to uncover new sites of larval development. Assesses the effectiveness of control, monitors the distribution of vector-borne diseases and prevents the occurrence of these diseases among district residents, evaluates new pesticides and methods of control for mosquitoes, and increases public awareness of district services with an active educational program.

Applications Received

The City Clerk's Office has confirmed the applicants listed below are residents and/or business representatives (where applicable) of the City of South San Francisco.

****Multiple Positions:**

- Brandon Chan BPAC, General Plan Community Advisory Committee
- Lee Sheldon BPAC, Measure W Citizens' Oversight Committee
- Edmund de Guzman Housing Authority, Measure W Citizens' Oversight Committee
- Amanda Anthony BPAC, Library Board
- Anna Koswara BPAC, Library Board, Conference Center Authority
- Katherine Chen BPAC, Library, Housing Authority, Conference Center Authority
- Jamie Rey Library Board, SMC Mosquito & Vector Control

Bicycle and Pedestrian Advisory Committee (BPAC):

- Philip Hollenback
- Darryl Yip

Conference Center Authority - Community Representative

- Shila Narottam

Housing Authority

- Sherry Chua
- Avin Sharma

Library Board

- Liru Chin *
- Alyssa Duri

San Mateo County Mosquito & Vector Control District

- Michael Yoshida

*Denotes incumbent(s)

** Denotes multiple position applicant

Interview Questions

Council's standard interview questions for new applicants and incumbents will be distributed prior to the meeting.

CONCLUSION

Upon review of the applications and completion of interviews on April 2, 2021, Council may consider and entertain respective motions to appoint applicants to fill the seats on the Bicycle and Pedestrian Advisory Committee (BPAC), Conference Center Authority Community Representative, General Plan Community Advisory Committee (*District 5*), Housing Authority, Library Board, Measure W Citizens' Oversight Committee, and San Mateo County Mosquito & Vector Control District.

Attachments:

1. 1-16 Applications
2. 17-24 Ballots