



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 3

Section Name: {{section.name}}

Account Number: 10-1111

File ID: {{item.tracking\_number}}

**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** City Clerk's Office  
**MEETING DATE:** May 01, 2023

**SUBJECT:**

Boards and Commissions - Confirm Reappointments and Establish Annual Appointment Subcommittees

**RECOMMENDATION:**

Make appointments as follows, all through June 10, 2027: Lindsey Held to a first full term on Park and Recreation; Margaret Williams to a second full term on the Planning Commission; and Kimi Narita to a full first term on the Sustainability & Infrastructure Commission. Establish Appointment Subcommittees with Mayor Lee and the Commission Liaison to interview for vacancies on Park & Recreation, Personnel Board, and Senior Citizens Commission.

**BACKGROUND:**

The first step in any annual board and commission recruitment is for those eligible for reappointment to indicate their interest in continuing to serve. The relevant Appointment Subcommittees have not requested interviews. Therefore, the following reappointments are recommended:

1. Park and Recreation – Lindsey Held, currently serving a partial term, is eligible for reappointment for a first full term from June 10, 2023 through June 10, 2027.
2. Planning Commission – Margaret Williams, currently serving a first full term, is eligible for reappointment to a second full term from June 10, 2023 through June 10, 2027.
3. Sustainability & Infrastructure Commission – Kimi Narita, currently serving a partial term, reappoint to a first full term from June 10, 2023 through June 10, 2027.

Per the City Council Guidelines, the City Council appoints an Appointment Subcommittee for each board or commission vacancy, comprised of the Mayor (or designee) and the Council liaison to that commission. The guidelines also allow the other Council Members to participate as a member of the Appointment Subcommittee. As each Appointment Subcommittee meeting is publicly noticed, and to ensure that the meeting is appropriately noticed, this is the opportunity for Council to add their names as a participant to any Appointment Subcommittee, by noting after the reading of the consent calendar that they want to be added to any Appointment Subcommittee being scheduled.

There are three established vacancies in this annual recruitment period for commission terms through June 10, 2027: 1) Eric Holm, Park and Recreation may not be reappointed due to term limits; 2) an ongoing vacancy on the Personnel Board, in which recruitment has so far been unsuccessful; and 3) a vacancy on the Senior Citizens Commission as Liz Foreman elected not to be reappointed.

The Appointment Subcommittees are established as:

1. Park and Recreation Commission – Mayor Lee and Council Member Newsom, with advice from Parks & Recreation Director Joanne Magrini
2. Personnel Board – Mayor Lee and Council Member Hedges, with advice from Human Resources Director Teresa Abrahamsohn
3. Senior Citizens Commission – Mayor Lee and Deputy Mayor Nash, with advice from Parks & Recreation Director Joanne Magrini

The recruitment for these vacancies opened on April 24, 2023 and is due to close on May 19, 2023. Appointment Committee interviews will be scheduled the following week with the goal to bring appointment recommendations to the full Council at the first meeting in June.

**BUDGET IMPACT:**

There is no budget impact from this administrative function.

**ENVIRONMENTAL DETERMINATION:**

This reappointments and appointment subcommittee selection is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Boards and Commission List

**STAFF CONTACT**

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