




**Agenda Item No: 4.b**  
**Meeting Date: April 3, 2023**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: City Clerk**

**Prepared by: Lindsay Lara, City Clerk** **City Manager Approval:** 

**TOPIC: TERM EXTENSIONS FOR BOARD, COMMISSION, AND COMMITTEE MEMBERS**

**SUBJECT: APPROVE EXTENSION OF BOARD, COMMISSION, AND COMMITTEE MEMBER TERMS TO A SEMI-ANNUAL EXPIRATION**

**RECOMMENDATION:**  
Approve Extension of Board, Commission, and Committee (BCC) Member Terms to a Semi-Annual Expiration.

**BACKGROUND:**  
Our BCC's have membership terms that expire at different times throughout the year, and each December we publish a list of upcoming vacancies on our website called the [Local Appointments List](#). In 2023, we have terms expiring in March, April, June, October, November, and December. This does not include unscheduled vacancies that arise for reasons including resignation and ineligibility. Each time a vacancy occurs, the City Clerk's office opens the recruitment for applications for a period of three weeks (or open until filled), convenes a subcommittee of the Mayor and Council Liaison to select finalists to be interviewed if a high volume of applications were submitted, and/or schedules a special meeting of the City Council for interviews and appointments. The current process is time consuming for staff to recruit and schedule interviews, but, more importantly, it only allows the community three weeks to apply for a position they are interested in.

On February 21, 2023, the City Council accepted a report and provided feedback on moving to either an annual or semi-annual appointment process. The Council favored a semi-annual appointment process. Staff has reviewed all current terms and recommends extending terms to align with a semi-annual appointment schedule of April and October.

**ANALYSIS:**  
The benefits of semi-annual appointments for the community are that community members would have more opportunities to be notified about and to apply for BCC's they are interested in. Right now, the City's recruitment process includes posting physical notices at facilities, announcing it with a staff report at City Council meetings, including the vacancies in Snapshot, sending a mass email notification to anyone who is subscribed to hear about vacancies, and posting it to social media platforms and the City website. The use of social media has increased our volume of applications significantly, but we actively recruit at the

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**FOR CITY CLERK ONLY**

**Council Meeting:** \_\_\_\_\_

**Disposition:** \_\_\_\_\_

opening of the application period, and we recognize that not everyone sees our social media posts. By moving to a semi-annual appointment model, we could engage the community on a quarterly basis and increase viewership for the upcoming year's appointments. This will provide more visibility with our vacancies and potentially capture more interest.

The benefits of a semi-annual appointment model on staff time are significant. Not only would staff save time by recruiting quarterly instead of being reactive to expiring terms upwards of six times per year, but it would also reduce the time spent scheduling special City Council meetings to hold interviews.

Attachment 1 outlines the changes proposed to each Member's term on current BCCs. Staff's intent was to extend terms to the following April or October of their current term expiration date, but there were some instances where terms were extended further out in order to balance the vacancies equally for each cycle.

**COMMUNITY OUTREACH:**

A draft of the staff report was sent to active BCC members and sent to community members who have expressed interest in BCC's, in preparation for this report to the City Council.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

**RECOMMENDED ACTION:**

Approve Extension of Board, Commission and Committee Member Terms to a Semi-Annual Expiration.

**ATTACHMENTS:**

1. Term Extension per member

Member & BCC	Current Expiration	New Expiration
<b>ADA Access Advisory Committee</b>		
Ashley Tomerlin	10/2023 <sup>1</sup>	04/2024 <sup>1</sup>
Timothy Lord	10/2023 <sup>1</sup>	04/2024 <sup>1</sup>
Raed Al-Zaher	10/2026 <sup>1</sup>	04/2027 <sup>1</sup>
Timothy Park	10/2026 <sup>2</sup>	04/2027 <sup>2</sup>
Francine Falk-Allen	10/2026 <sup>1</sup>	04/2027 <sup>1</sup>
<b>Bicycle &amp; Pedestrian Advisory Committee</b>		
Mark Kyle	11/2026 <sup>1</sup>	04/2027 <sup>1</sup>
Sylvain Frayer	11/2026 <sup>1</sup>	10/2027 <sup>1</sup>
Marc Solomon	11/2023 <sup>2</sup>	04/2024 <sup>2</sup>
Philip Mooney	11/2023 <sup>2</sup>	04/2024 <sup>2</sup>
Barry Bergman	11/2023 <sup>1</sup>	04/2024 <sup>1</sup>
Anne Coyne (Alternate)	11/2023	10/2024
<b>Board of Library Trustees</b>		
Lawrence 'Larry' Andow	04/2023 <sup>0</sup>	04/2023 <sup>0</sup>
Alexander Vahdat	04/2025 <sup>1</sup>	10/2025 <sup>1</sup>
Jaimi Cortes	04/2025 <sup>2</sup>	10/2025 <sup>2</sup>
Adriana Duque Hughes	04/2023 <sup>1</sup>	04/2023 <sup>1</sup>
Cheryl Lentini	04/2023 <sup>1</sup>	04/2023 <sup>1</sup>
<b>Design Review Board</b>		
Jeff Kent, Landscape Architect	06/2025 <sup>2</sup>	04/2026 <sup>2</sup>
Sarah Rege, Architect	06/2024 <sup>2</sup>	10/2024 <sup>2</sup>
Michael Alexin	06/2026 <sup>1</sup>	10/2026 <sup>1</sup>
Sharon Kovalsky, Architect	06/2025 <sup>1</sup>	04/2026 <sup>1</sup>
Stewart Summers, Architect	06/2023 <sup>2</sup>	10/2023 <sup>2</sup>
Donald L. Blayney, Landscape Architect (Alternate)	12/2023	04/2024
<b>Fire Commission</b>		
Stan Burford	03/2026 <sup>1</sup>	04/2026 <sup>1</sup>
David Fonkalsrud	03/2027 <sup>1</sup>	10/2027 <sup>1</sup>
Thomas Weathers	03/2024 <sup>2</sup>	10/2024 <sup>2</sup>
Nadine Hade	03/2025 <sup>2</sup>	10/2025 <sup>2</sup>
Ken Johnson	03/2025 <sup>1</sup>	10/2025 <sup>1</sup>
Donna McCusker (Alternate)	03/2026	04/2026
<b>Park &amp; Recreation Commission</b>		
Mark Machado	10/2023 <sup>2</sup>	10/2023 <sup>2</sup>

Robert Sandoval	10/2024 <sup>1</sup>	10/2024 <sup>1</sup>
Cicily Emerson	10/2023 <sup>1</sup>	10/2023 <sup>1</sup>
Kela Cabrales	10/2024 <sup>1</sup>	10/2024 <sup>1</sup>
Ariel Gutierrez	05/2026 <sup>2</sup>	10/2026 <sup>2</sup>

#### Pickleweed Advisory Committee

Jairo Ceballos	12/2026 <sup>1</sup>	04/2027 <sup>1</sup>
Louise Yost	12/2024 <sup>2</sup>	04/2025 <sup>2</sup>
Nancy Palacios, Non-Canal Resident	12/2024 <sup>1</sup>	04/2025 <sup>1</sup>
Kate Sprague	12/2024 <sup>1</sup>	04/2025 <sup>1</sup>
Janet T Sanchez	12/2026 <sup>2</sup>	04/2027 <sup>2</sup>
Rosa Vasquez	12/2024 <sup>1</sup>	04/2025 <sup>1</sup>
Miguel Hau-Gutierrez, Youth Member	12/2024 <sup>1</sup>	04/2025 <sup>1</sup>
Vacant, Alternate Member		

#### Public Art Review Board

Kristyn Merritt	08/2026 <sup>1</sup>	10/2026 <sup>1</sup>
Morgan Schauffler	08/2026 <sup>1</sup>	10/2026 <sup>1</sup>
Meili Zhao	08/2024 <sup>1</sup>	10/2024 <sup>1</sup>
Robert Sandoval, Park & Recreation Commission Rep	08/2024	
Sharon Kovalsky, Design Review Board Rep	08/2024	

#### Planning Commission

Samina Saude	06/2024 <sup>1</sup>	10/2024 <sup>1</sup>
Kelly Shalk	06/2023 <sup>0</sup>	10/2023 <sup>0</sup>
Jon Previtali	06/2025 <sup>1</sup>	10/2025 <sup>1</sup>
VACANT, D1	06/2025 <sup>1</sup>	10/2025 <sup>1</sup>
Aldo Mercado	06/2026 <sup>2</sup>	10/2026 <sup>2</sup>
Shingai Samudzi	06/2023 <sup>1</sup>	10/2023 <sup>1</sup>
Jon Haveman	06/2026 <sup>1</sup>	10/2026 <sup>1</sup>

#### VATOC

Charles Friede	11/2026 <sup>1</sup>	10/2027 <sup>1</sup>
Stephen Roth	11/2026 <sup>1</sup>	10/2027 <sup>1</sup>
Tracey Broadman	11/2026 <sup>1</sup>	10/2027 <sup>1</sup>
Caleb McWaters	11/2024 <sup>1</sup>	04/2025 <sup>1</sup>
Sierra Bloyd	11/2024 <sup>1</sup>	04/2025 <sup>1</sup>

Semi-Annual	Number
April 2023	3
Oct. 2023	5
April 2024	6
Oct. 2024	7
April 2025	7
Oct. 2025	6
April 2026	4
Oct. 2026	6
April 2027	6
Oct. 2027	5

Key
<sup>1,2,3</sup> = 1st, 2nd or 3rd Term