



## MEMO

**DATE: FOR THE MAY 16, 2019 ENVIRONMENTAL PROGRAMS COMMITTEE MEETING**

**TO: THE ENVIRONMENTAL PROGRAMS COMMITTEE (EPC)**

**FROM: NESTOR DELGADO, ASSISTANT PLANNER/SUSTAINABILITY COORDINATOR**

**SUBJECT: ITEM 4D: RESOLUTION NO. 18-11 GOVERNING COMMITTEES – CONSIDERATION OF INCREASING THE NUMBER OF APPOINTED EPC MEMBERS**

### **RECOMMENDATION**

Review, comment, take action, and/or provide direction to staff.

### **BACKGROUND**

At the August 2018 EPC meeting, staff presented Resolution NO. 18-11, which establishes and governs Town Committees (including the EPC) and was revised by the City Council in May 16, 2018. Regarding the EPC, the Resolution reads as follows:

*The Environmental Programs Committee provides the City Council with recommendations, outreach programs, and education on environmental issues facing the Town's natural and built environment. The Environmental Programs Committee typically meets every other month. Acting in an advisory capacity, the Environmental Programs Committee shall have the following powers and duties:*

- a. Upon request, make recommendations (programmatic and legislative) to the City Council on all matters pertaining to the Town's natural and built environment and the Town's regional role and responsibilities as one of the communities on the San Francisco Bay Peninsula.*
- b. Pursuant to established City Council programs and policy, assist staff in the creation of pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction.*

*The Environmental Programs Committee consists of five (5) appointed resident members and one (1) City Council Member liaison. Resident appointed members shall serve a term of four (4) years. The Committee meets in the Council Chambers or the Town Administrative Conference Room.*

*The Planning Department is assigned overall responsibility of the Environmental Programs Committee.*

The EPC discussed interest in potentially considering increasing the amount of appointed residents from five (5) to seven (7) members or another larger, odd number. The EPC also inquired on what it would mean for a member of the community to serve as “non-voting Committee liaison”.

## **ANALYSIS**

In order to increase the size of the EPC, the City Council must amend Resolution 18-11. It currently sets the membership of the EPC at 5 appointed resident members and 1 City Council member liaison. It is noted that that terms for Committee members Gardner, Larson and Rakas end in June 2019. Administrative staff sent out an announcement for the future open positions in March. The current EPC members can reapply for the terms if they are so interested. Increasing membership from 5 to 7 would also increase the quorum required from 3 to 4. In order for such amendment to be considered, the EPC would need to discuss and make a motion recommending the City Council increase membership from 5 to 7 (or whatever number the EPC proposes). This recommendation should also include a basis of request as to why/how the EPC feels that an increased Committee appointment size would better serve the Committee’s purpose and charge as adopted in Resolution 18-11 (as noted above). Any formal recommendation to the City Council from the EPC would be placed on a future City Council agenda, presented by staff, with request for action.

A non-voting, non-member, Committee liaison is an interested resident or other party that the Committee feels could add value to the Committee’s work or discussion. This might be someone with a particular expertise that is willing to lend some time to assist the Committee on one matter or another. They are not formal members, do not vote, and are not counted toward any quorum. No formal appointment is required or expected, nor would a request for any formal amendments to Resolution 18-11 be required.