



# City of San Leandro

Meeting Date: February 17, 2015

## Staff Report

---

**File Number:** 15-066 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.O.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Lianne Marshall  
Assistant City Manager

**FINANCE REVIEW:** Not Applicable

**TITLE:** Staff Report for a Resolution Amending Appendix E of the City Councilmembers Handbook to Update Guidelines for Citizen Appointments to Airport Research Groups, Advisory Committees, and Forums

---

### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution amending Guidelines for Citizen Appointments to Airport Research Groups, Advisory Committees, and Forums due to the suspension of the City Council Airport Committee.

### BACKGROUND

Over the years, the Port of Oakland has established various groups for its Noise Management Program at the Oakland International Airport, and invited the City to recommend community representatives to participate. In 2005, as recommended by the City Council Airport Committee, the Guidelines were added to the Councilmembers Handbook to formalize the process for citizen appointments to the groups. Pursuant to the Guidelines, the City Council Airport Committee reviews the applications and a subcommittee makes appointment recommendations.

On October 15, 2012, the City Council suspended all its internal committees, including the Airport Committee. The Guidelines need to be updated with a new appointment process to fill recently vacated positions.

The City Council appoints one of its members to serve as the City's elected representative on the Oakland Airport/Community Noise Management Forum (Noise Forum). The updated Guidelines would reassign the tasks of reviewing applicants and making appointment recommendations to the City's elected representative to the Noise Forum.

### Analysis

The member of the City Council serving on the Noise Forum is familiar with the

responsibilities and activities of the various groups, and therefore, is qualified to make recommendations to the City Council for appointment.

**Current Agency Policies**

The Guidelines for Citizen Appointments to Airport Research Groups, Advisory Committees, and Forums are codified in Appendix E of the Councilmembers Handbook.

**Previous Actions**

On August 1, 2005, by Resolution No. 2005-120, the Guidelines were added to the Councilmembers Handbook.

**Fiscal Impacts**

None.

**Budget Authority**

Not applicable.

**ATTACHMENT**

**Attachment to Resolution**

- Updated Guidelines

**PREPARED BY:** Vivian Chiu, Deputy City Clerk, City Manager's Office



# City of San Leandro

Meeting Date: February 17, 2015

## Resolution - Council

---

**File Number:** 15-067 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** Lianne Marshall  
Assistant City Manager

**FINANCE REVIEW:** Not Applicable

**TITLE:** RESOLUTION Amending Appendix E of the City Councilmembers Handbook to Update Guidelines for Citizen Appointments to Airport Research Groups, Advisory Committees, and Forums

---

WHEREAS, Appendix E of the City of San Leandro Councilmembers Handbook provides for the Guidelines for Citizen Appointments to Airport Research Groups, Advisory Committees, and Forums associated with the Port of Oakland's Noise Management Program at the Oakland International Airport; and

WHEREAS, the City Council Airport Committee reviewed applications, and a subcommittee made recommendations for appointment; and

WHEREAS, on October 15, 2012, the City Council suspended all of its internal committees, including the Airport Committee; and

WHEREAS, the City Council reviewed the amendments to the Guidelines, a copy of which is attached, to provide that the City's elected representative on the Oakland Airport/Community Noise Management Forum should instead make recommendations for appointments.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That Appendix E of the City of San Leandro City Councilmembers Handbook is hereby amended, as set forth in the attached new Appendix E.

[Note: Added text is shown in underline, and deleted text is shown in strikethrough]

## CITY OF SAN LEANDRO

### ***GUIDELINES FOR CITIZEN APPOINTMENTS TO AIRPORT RESEARCH GROUPS, ADVISORY COMMITTEES, AND FORUMS***

Citizen appointments to any airport research group will be for a period of four years. Appointments to any advisory committee or community forum will be for a period of two years. The City Council will retain the discretion of extending an appointment as appropriate, depending upon the subject and term of the group or forum. At the end of a term, an appointee will continue to serve until a successor has been selected.

Any vacancies in any group, committee, or forum, from whatever cause arising, shall be filled by appointment by the City Council.

When an appointment is necessary for citizen representation to a group, committee or forum, the ~~City Council Airport Committee~~ City's elected representative on the Oakland Airport/Community Noise Management Forum (Noise Forum) will direct staff to announce the application period to the community. That announcement may be by direct mail to interested individuals or homeowner groups, by advertisement in the local newspaper, or other method as appropriate.

Any person desiring to be considered for an appointment to any airport research group, advisory committee or forum shall complete an application as provided by the City. The application will request the individual's name and contact information; present employer; any City Boards or Commissions served on; relevant education, experience or training; and qualifications to serve in that capacity.

The ~~Airport Committee~~ City's elected representative on the Noise Forum will review the applications that have been received, conduct an interview if needed, and recommend an individual to be considered for appointment ~~direct staff to invite appropriate applicants to an interview by a Subcommittee of the Airport Committee. The application of an intended appointee shall be distributed to all members of the City Council prior to the scheduling of an appointment by motion on a City Council agenda. Based on information provided by the applicant and the recommendation of the subcommittee interview, a recommendation will be made to the City Council for the appointment by motion at a City Council meeting.~~

Should the ~~Airport Committee~~ City Council deem it appropriate to direct a citizen appointee to vacate their appointment, such direction will be approved by the City Council, and a notice will be sent to the appointee in writing from the Mayor or City Manager, identifying the date when said appointment will terminate.

If an appointee ~~absents themselves from~~fails to attend three consecutive regular meetings of any group, committee or forum, unless by permission of the City Council ~~Airport Committee~~, or is convicted of a crime involving moral turpitude, or ceases to be a resident of the City, ~~the~~ the appointee's ~~ment~~ position shall become vacant and shall be so declared by the Council.

Appointees to any research group, advisory committee or forum shall receive no compensation for their services.