



Memorandum

To: City Council

Date: January 10, 2018

From: Mayor Brownrigg

Subject: Committee Assignments and Process for Economic Development Subcommittee Assignment

SUMMARY

This memo outlines the new assignments for the various committees and subcommittees, including those that are not subject to Mayoral assignment. It also proposes that the City Council routinize the assignment to the Economic Development Subcommittee.

BACKGROUND

In the City of Burlingame, the Mayor is given wide discretion to appoint Councilmembers to various working groups and subcommittees within the City of Burlingame. Likewise, the Mayor is given authority to vote for representatives to various elected regional bodies. Each Mayor must try to balance his or her views of what is both equitable but also effective for the management of city policies and issue areas. There is inevitably a trade-off between Councilmembers acquiring specific working group expertise versus the potential interest in having widespread familiarity with various issues, that is, sharing the assignments and moving people around.

I appreciated the conversation at our last Council meeting. Herewith are my revised Council assignments. I have tried to be mindful of requests and constraints, albeit without being able to satisfy all of them. Please note that we each also have assignments "below the line" that are not subject to Mayoral assignment but which nonetheless consume in some case significant time for the relevant members. The Council Assignments are attached.

As you can see, every Councilmember has either nine or 10 assignments going forward. I also want to note that I anticipate our Council may create additional working groups over the year ahead, given the volume of work I perceive on the horizon. It was with that in mind that I deleted several older working groups that I felt had outlived their usefulness.

PROPOSED ASSIGNMENT TO THE ECONOMIC DEVELOPMENT SUBCOMMITTEE

I propose to my colleagues the following change to our assignment procedures. If the City Council agrees with me, we would remove the Economic Development Subcommittee from Mayoral assignment and instead make its membership automatic on the following basis: the Vice Mayor and the 3rd in seniority would be assigned to the subcommittee (as is the case in my

assignments). At the end of each calendar year, the Vice Mayor would rotate off the subcommittee (as she/he becomes Mayor); the 3rd in seniority would now be Vice Mayor and would remain on the Economic Development Subcommittee; and the new 3rd in line would be appointed to the subcommittee. This would be automatic.

Should a member be unable or unwilling to serve, then the Mayor would have discretion to fill the seat as she/he deems appropriate, but it would be the intention of Council to revert to the system as soon as practical. Of course, this system can be changed in future by vote of the City Council.

My rationale is straightforward, but let me briefly address it. I believe the Economic Development Subcommittee is a very important liaison to the business/development community in Burlingame. The Subcommittee has opined on a number of critical contracts and potential business partnerships for Burlingame over the years. It is often the first stop for developers with unusual or bold proposals, and it maintains close and important contact with key economic constituencies such as hotels, auto sales, and commercial property owners.

As such, I think Burlingame is better governed if each of the Councilmembers cycles through the Economic Development Subcommittee over time. My suggestion would ensure that members spend 2 years in a row on the subcommittee – providing continuity -- and then graduate to Mayor where they may be able to see some of the projects they first considered on the subcommittee come to conclusion. Yet it would also ensure that new Councilmembers are brought into the Economic Development Subcommittee and become acquainted with various matters that come before it. Not only is this a benefit to the City Council's collective education, but it would ensure that critical constituencies, such as hotels, get to interact with all members of Council over time, which is to everyone's benefit in my opinion.

Needless to say, one consequence of my proposal is that I would NOT be on the subcommittee for several years, which is a personal disappointment to me. But that is how strongly I believe in the merits of this suggested revision to our appointment procedures. I hope you will agree.

Thank you for your service.