



CITY COUNCIL STAFF REPORT

MEETING DATE: June 10, 2025

ITEM TITLE: Interview and Appoint Two Applicants to the Planning and Transportation Commission to a Term Ending June 30, 2028 and Consider Appointing Alternate Members and Adding Applicants to a Commissions' Eligibility List.

RECOMMENDATION:

Staff recommend that the City Council conduct interviews and appoint two applicants to fill a term on the Planning and Transportation Commission ending June 30, 2028.

If the Council finds that there are more eligible applicants than there are vacant seats, staff recommend that the Council consider appointing an alternate member to the Parks, Recreation and Culture Commission and/or adding applicants to any of the Commissions' eligibility lists.

FISCAL IMPLICATIONS:

None for this action.

BACKGROUND:

It is the City Council's role to appoint members to the various commissions and committees that the Council has established.

This year, there were eight commissioners/board members with a term expiring on June 30. At its March 10 meeting, the City Council reappointed eligible commissioners who expressed interest in continuing their service and utilized the Alternate Members and eligibility lists to fill upcoming vacancies on the Museum of San Carlos History Board and the Parks, Recreation and Culture ("PR&C") Commission. Details are provided the table below.

Economic Development Advisory Commission (EDAC)	
Kelly Hickey	Reappointed for another term through June 30, 2028.
Madhura Kumar	Reappointed for another term through June 30, 2028.
Museum of San Carlos History Board	
Molly Barton	Not eligible for reappointment. Russ Bertetta (from eligibility list) was appointed to this seat effective July 1, 2025 – June 30, 2028.
Parks, Recreation and Culture Commission (PR&C)	
John Durkin	Not eligible for reappointment. Alternate Member Alexandra Seeber was appointed to this seat effective July 1, 2025 – June 30, 2028.

Cecile Lee	Not eligible for reappointment. Elaine Kistenmacher (from eligibility list) was appointed to this seat effective July 1, 2025 – June 30, 2028.
Mark Stogner	Reappointed for another term through June 30, 2028.
Planning and Transportation Commission (PTC)	
Janet Castaneda	Eligible for reappointment, but declined consideration.
Ellen Garvey	Not eligible for reappointment.

ANALYSIS:

On March 15, the City opened the commission filing period to begin accepting applications. As of the May 29 filing deadline, the City received 24 applications.

A Council subcommittee—comprised of Mayor McDowell and Councilmember Rak—was scheduled to conduct the initial review of applications, with support from the Assistant City Manager and the PTC staff liaison. However, a last-minute conflict prevented Councilmember Rak from participating. The remaining subcommittee member, with staff support, reviewed the applications and, based on the thoroughness of the responses and the applicants' backgrounds and experience, selected 12 individuals to advance in the selection process.

On June 3, we received notice from one applicant that he wished to withdraw his application.

The remaining 11 applicants were invited to a meeting where staff provided an overview of the commissioner role and what to expect during the interview process. Following the meeting, applicant Kenniasty requested to also be considered for the PTC. As a result, below is the list of the 11 applicants and the Commission(s) for which they will be considered. They are listed in the order in which they are scheduled to interview.

Applicant	EDAC	Museum	PR&C	PTC
Mary Kusber	X		X	X
Robert Swanson				X
Jorge Tapias				X
Michael Cohen			X	X
Vincent Gritsch	X		X	X
Kristy Iyama				X
Frank Kenniasty	X			X
Matt Carlson	X		X	
Nataliia Saprykina		X		
Alexis McFarlane			X	
Joy Oche	X	X	X	

Below is a list of available positions to which the Council may make appointments:

Commission	Voting Seats	Alternate Member	Eligibility List
Economic Development Advisory Commission (EDAC)	Filled	Filled	Available
Museum Board	Filled	Not Available	Available
Parks, Recreation and Culture (PR&C)	Filled	Available	Available
Planning and Transportation Commission (PTC)	Two Available	Not Available	Available

Alternate Member

As shown in the above chart, the City Council, at this time, has the option to appoint an alternate member to the PR&C Commission.

The alternate members may only participate and vote in the absence of a voting member or in the event a member abstains due to a conflict of interest. In the event of an unscheduled vacancy on a commission, the Council may appoint the alternate member of the commission to the seat of the voting member.

Eligibility List

As shown in the above chart, the City Council currently has the option to appoint applicants to the eligibility list for any of the Commissions and Board.

The City Council established that applicants may be added to a Commission's eligibility list when there are more qualified applicants than available seats. In the event of an unscheduled vacancy on a commission, if the alternate member is appointed to fill the voting seat, the Council may appoint an applicant from the eligibility list for the respective commission to serve as the new alternate member. For Commissions that do not have Alternate Member, the Council may appoint an applicant from the eligibility list directly to the voting seat.

Applicants may remain on the eligibility list for up to one year from when they were added. At this time, all prior applicants on the eligibility lists have since expired, with the exception of one for the Economic Development Advisory Commission (EDAC), which will expire in August 2025.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Appoint two applicants to fill a term on the PTC ending June 30, 2028; and consider appointing a PR&C Alternate Member and/or adding applicants to any of the Commissions' eligibility lists; or
2. Do not make appointments and staff to continue recruitment; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Crystal Mui, City Clerk

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Application – Kusber
2. Application – Swanson
3. Application – Tapias
4. Application – Cohen
5. Application – Gritsch
6. Application – Iyama
7. Application – Kenniasty
8. Application – Carlson
9. Application – Saprykina
10. Application – McFarlane
11. Application – Oche