



## **Item No. 11**

### **Town of Atherton**

#### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER**

**DATE: FEBRUARY 15, 2023**

**SUBJECT: DISCUSSION AND CONSIDERATION OF CREATION OF A 100-YEAR CELEBRATION COMMITTEE OR RATIFICATION OF THE CITY COUNCIL STANDING COMMITTEE; AND CONSIDERATION OF APPOINTMENTS AND/OR RECRUITMENT OF MEMBERS**

#### **RECOMMENDATION**

It is recommended that the Council discuss the creation of a formal 100-Year Celebration Committee (to include creation of membership and charter), ratify the City Council Standing Committee; and/or consideration of appointments to said Committee.

#### **BACKGROUND**

In January 2023, the Mayor appointed Councilmembers Lewis and DeGolia to serve as the Town's Ad Hoc Council Subcommittee for the planning and execution of the 100-Year Celebration in September 2023 (Incorporation September 12, 2023). The Subcommittee met and discussed the need for additional support in the form of residents that may be interested in helping plan and execute the event(s). The Subcommittee spoke with a number of residents that may be interested in participating in varying capacity.

Ad Hoc Subcommittees are non-Brown Act Committees made up solely of less than a quorum of the City Council (plus staff or consultant assistance). However, when a Subcommittee adds the general public in support of their mission and begins to meet with outside members, the Ad Hoc Subcommittee converts to a Standing Committee (to be ratified by the Council). As a Standing Committee, the Committee is subject to the Brown Act and all communication must occur at open, publicly noticed meetings held in a publicly accessible locations. Such meetings must also include published and recorded minutes. Communication amongst the members of the Standing Committee with respect to their charge cannot occur in private.

#### **ANALYSIS**

Via tonight's Agenda item, the Council can review and discuss the creation of a formal Town Committee (100-Year Celebration Committee) and consider the recruitment and/or immediate appointment of members to such a Committee. If the Council chooses to create such a Committee, it would also be appropriate for the Council to articulate the charter for the Committee and determine a size of voting membership for quorum purposes. For example, the Committee could be responsible for working with staff to develop a plan and program of activities for the 100-Year Celebration; select a date(s) for activities; and recommend a total budget and program for consideration by the City Council. Voting membership could be 7 members plus the Standing Committee of the City Council (non-voting). At that size, the Committee would be able to break down into non-quorum sized subcommittees to tackle tasks during the event (parking, entertainment, music, vendors, safety, communication, etc.).

Alternatively, the Council could ratify the Standing Committee of the City Council and allow the same activities to occur (i.e. working with staff to develop a plan, budget, present to Council, etc.) but the Standing Committee would be allowed to add the general public to the team as they go along based on the individual's level of commitment and ability to contribute. The Standing Committee would still be required to meet in public (set up regular meetings), comply with the Brown Act (preparation/posting of a regular agenda and preparation of minutes); as well as coordination of events and activities. This event will require the commitment of Town resources, commitments to contracts, and engagement of personnel. Neither the Council individually nor the general public have the ability to do that; therefore, staff needs to be engaged in the planning and execution as early as possible.

The successful recruitment and appointment of volunteers to serve on a formal Town Committee could take 30-60 days. Realistically, it would take another week or so to organize a regular meeting schedule, orientation, discussion of the Brown Act, etc. It would likely be more nimble for the Council to ratify the Standing Committee with the ability to add people to the team as they go along based on level of commitment and ability to contribute. As a Standing Committee, the Councilmembers are still subject to the Brown Act, but it would be a more nimble approach to the event planning and execution.

### **FISCAL IMPACT**

No budget or program has yet been developed for the 100-Year Celebration Event. The work of the formal Town Committee or Standing Committee will be focused on this as part of their recommendation to the Council.

### **GOAL ALIGNMENT**

This Report and its contents are in alignment with the following Council Policy Goals:

- Goal Area B – Preserve Small Town Character and Quality of Life

### **POLICY FOCUS**

The Council's focus is on the creation of a formal Town Committee or the use of a Standing Committee for the 100-Year Celebration Event.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders –to include, but be not limited to, media outlets, school districts, Menlo Park Fire Protection District, service providers (water, power, and sewer), and regional elected officials.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item has not been before a Town Committee or Commission

### **ATTACHMENTS**

None.