



City of Carson

Report to Mayor and City Council

June 7, 2011
New Business Consent

SUBJECT: CONSIDERATION OF AN INDEPENDENCE DAY EVENT SCHEDULED FOR MONDAY, JULY 4, 2011

Jacquelyn Ard for
Submitted by Clifford W. Graves
Interim City Manager

Jacquelyn Ard for
Approved by Clifford W. Graves
Interim City Manager

I. SUMMARY

This item is on the agenda at the request of Mayor Dear.

This would be the second annual 4th of July event where citizens' are given a free opportunity to celebrate Independence Day in the city of Carson. Referencing Standard Management Procedure (SMP) 1.45, Section F, this event is defined as a "collective gathering" and city staff is not permitted to work on such an event without City Council approval. The City Council is asked to approve this event in order for Mayor Dear to utilize staff and city resources to plan the event (Exhibit No. 1).

II. RECOMMENDATION

APPROVE the event and DIRECT staff to coordinate the event in accordance with SMP 1.45.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

This event would be made possible through corporate donations from local businesses. The concept is to provide the residents an opportunity to picnic with friends and family and enjoy the Home Depot Center fireworks extravaganza. The event will take place at one of two locations, either the Home Depot Center or at California State University Dominguez Hills. Staff would need to schedule a shuttle bus which will depart from the Congresswoman Juanita Millender-McDonald Community Center (community center) and take residents directly to the location. No food would be provided; however, residents would be encouraged to pack a picnic. Entertainment may be provided depending on whether or not funding can be secured to pay for equipment and local talent. Fireworks are expected to start after 9:30 p.m. The shuttle bus will take residents back to the community center upon conclusion of the fireworks.

V. FISCAL IMPACT

Costs associated with this event primarily include: (1) city staff time to coordinate with the Home Depot Center staff and city transportation services staff to schedule the event and the shuttle service (2) city staff time to reach out to the business community to secure funding (3) city staff time to create a flyer (4) city expense to produce copies of the flyer (5) city staff time to stuff and label envelopes to be mailed to the residents (6) city expense for mailing notices. Costs associated with coordinating these efforts would have to be absorbed within the FY 2010/11 City Manager's budget.

VI. EXHIBITS

1. SMP 1.45. (pgs. 3-6)

Document1

Prepared by: Lisa Berglund, Principal Admin. Analyst

TO:Rev032811

Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

Action taken by City Council

Date_____ Action_____



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1:45

SUBJECT
MEETINGS CONVENED BY LESS
THAN A QUORUM OF THE CITY
COUNCIL & USE OF CITY STAFF
RESOURCES, OR FREE USE OF
FACILITIES FOR THE SAME

ORIGINAL ISSUE:

EFFECTIVE:

2/05/92

2/05/92

CURRENT ISSUE:

EFFECTIVE:

1/19/10

1/19/10

CATEGORY

I. CITY COUNCIL POLICY

SUPERSEDES
2/05/92

I. PURPOSE AND SCOPE

To establish operational guidelines and procedures regarding the holding of sub-committee, task force, town hall style, community, or other meetings or gatherings with constituents which may consist of: (1) Councilmembers solely, or (2) Councilmembers, other elected officials, and/or members of the public. This policy shall not affect City commissions, committees or boards created by formal Council action or by ordinance and meetings called therefore in compliance with the Brown Act.

II. GENERAL

Sub-Committees Created by City Council Action

- A. Creation of sub-committees. There are two types of City Council Sub-committees recognized by the city: standing sub-committees and ad hoc sub-committees. No City Council sub-committee may consist of more than two members of the Council, although the Council may designate as members of the sub-committee other elected officials and citizens of Carson. All sub-committee members shall be appointed by the Mayor and subject to formal approval by a majority of Councilmembers present and voting at a properly noticed and agendized public meeting.
- B. Standing sub-committees. A standing sub-committee is one created for an indefinite time period or to address general subjects. Generally, any sub-committee created that does not clearly qualify, as an ad hoc sub-committee will be a standing sub-committee.
- C. Ad hoc sub-committees. An *ad hoc* sub-committee is one created for a limited period to address a specific subject or issue of a temporary nature.
- D. Brown Act. All standing sub-committees and ad hoc sub-committees shall comply with all provisions of the Brown Act, except that an ad hoc sub-committee comprised solely of two Councilmembers and no other persons are exempted, in accordance with State law.
- E. No exceptions. There are no exceptions to this SMP. All bodies created by formal City Council action which include one or more Councilmembers, whether called a committee, task

force, special committee, advisory committee, or any other name, shall be considered either a standing sub-committee or *ad hoc* sub-committee for purposes of this SMP.

F. Advisory Groups Not Created by City Council Action and Group, Community, or Town Hall Style Meetings Not Called or Convened in Compliance With the Brown Act. An individual Councilmember, or two Council members together (but not 3 or more Council members) may create an informational advisory or other group to discuss City or non-City issues, and may convene town hall style, community, or other collective gatherings, **provided, however**, that the same are subject to the following two (2) rules:

(1) No City staff, other City resources, or free use of City facilities may be utilized to schedule, invite attendees, receive or process RSVPs, advertize, promote, or convene the same, and no City staff shall attend the same in their official capacity. Use of a Council member's own City Hall office or the City Hall Executive Conference Room (if available) to hold a meeting shall not constitute use of City resources.

(2) The informational advisory or other group, town hall style meeting, community meeting, or other collective gathering may not suggest or imply it is in any way an official sub-committee or group recognized by the City. (For example, "Carson Council Task Force for the Environment" would be prohibited, but "Councilmember Jones' Task Force for the Environment" would be permitted because it does not imply it is a City-sanctioned event.)

G. Advisory Groups Created by City Council Action and Group, Community, or Town Hall Style Meetings Called and Convened in Compliance With the Brown Act. A Councilmember who wishes to hold an informational advisory or other group, town hall style meeting, community meeting, or other collective gathering open to the public may use City staff, other City resources, or free use of City facilities to schedule, invite attendees, receive or process RSVPs, advertize, promote, or convene the same **provided, however**, that the same are called by official order of the Mayor, or in the absence of the Mayor by the Mayor *Pro Tem*, or by a majority of the Council, pursuant to Carson Municipal Code § 2403(b), and is noticed and agendized in full compliance with the Brown Act. The use of City resources, if any, for such a meeting called by official procedure is within the City Manager's discretion.

H. Except as noted in II(G), above, informational advisory or other group, town hall style meeting, community meeting, or other collective gatherings are not required to comply with the Brown Act, in accordance with State law.

I. Nothing in this Section should be construed to limit the ability of any member of the Council from calling or attending any meeting(s) with constituents when no City resources are used.

III. PROCEDURE

The following applies to sub-committees created by formal action or meetings approved by the Council. It does not apply to informational advisory or other group, town hall style meeting, community meeting, or other collective gatherings held by one or two Council members together, described in Section II(F), above, where not City resources shall be used.

Meetings

A. The meeting dates/times will be organized by the General Manager or senior staff member assigned to the sub-committee.

- B. Meeting dates/times will be arranged to accommodate the schedules of the Councilmember(s) appointed to the sub-committee.
- C. Meeting dates/times and agendas may be scheduled on short notice provided all formal posting and notification requirements of the Brown Act are met, unless the sub-committee is not subject to the Brown Act (see Section II(D), Brown Act).

Sub-committee Agenda Items

- A. Any member of a City Council Sub-committee and/or the City Manager may place items on the agenda for consideration by a City Council Sub-committee.
- B. Agenda preparation will be completed by the General Manager or senior staff member assigned to the sub-committee and copies will be distributed to the full Council.

Staff Support to Sub-committees

- A. General Managers or senior staff members will be assigned to the various sub-committees according to specific subject matters at the direction of the City Manager.
- B. The meetings of standing sub-committees shall be recorded on tape and germane minutes taken by the General Manager or senior staff member to the sub-committee. Tapes will not be transcribed unless requested by a Councilmember or otherwise necessary for conducting of city business. Councilmember requests for verbatim transcription of items considered by any sub-committee will be requested through an item on the City Council agenda.
- C. Approved minutes of standing sub-committees shall be kept on file in the City Clerk's office for five years.

Advertisement and Promotion of Meetings

If there is any advertisement or promotion of the meeting, including production of flyers, mailers, handouts, press releases, emails, etc., staff shall follow SMP 1.56 (COUNCIL COMMUNICATIONS (FLYERS, HANDOUTS AND OTHER PRINTED MATERIAL) and SMP 1.55 (CITY COUNCIL REQUESTS FOR ISSUANCE OF PRESS RELEASE).

Reports and/or Recommendations to Council/Agency

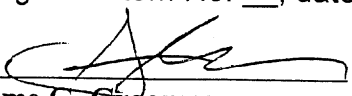
- A. As soon as practical following each standing sub-committee meeting, the General Manager or senior staff member will complete an agenda disposition, noting any decisions or recommendations, and forward this report to all Councilmembers and others as appropriate. Sub-committee agenda dispositions for each sub-committee held during the previous two weeks will be placed on the City Council agenda (consent) following each meeting.
- B. If a formal report to the Council/Agency is required, and/or if further action is needed by the Council/Agency, then the General Manager or senior staff member will prepare an appropriate agenda item.

IV. EXCEPTION

There shall be no exceptions to this policy, except through direct instructions of the City Council

V. AUTHORITY

City Council Agenda Item No. __, dated November __, 2009.



Jerome G. Groomes
City Manager

2/10/10
Date

