

STR ADVISORY COMMITTEE STAFF REPORT

Title: Introduction to being a legislative body, appointment of Chair and Vice Chair, set meeting dates, consider appointment of additional committee members.

Meeting Date: November 13, 2023

Prepared by: Daniel C. Holler, Town Manager

RECOMMENDATION:

Following an introduction to being a legislative body, select of members to serve as Chair and Vice Chair, confirm meeting schedule and consider appointment of additional committee members for the STR Advisory Committee

BACKGROUND:

The Town Council appointed members to serve on the STR Advisory Committee on November 1, 2023. The committee may appoint two additional members to serve on the committee, with eligibility criteria established by the Town Council. The current committee members include:

Alisa Mokler Harper
Amanda Rice
Chris Bubser
Cynthia Fleming
Jason Kellogg
John Morris
Kelly Gardner
Kerry Burke
Matthew Avery

The committee will be supported by Town staff members. This includes providing clerk services, providing agendas, staff reports and collecting information and associated tasks to assist the committee. The Town Attorney will provide legal support. The Town has retained BAE Urban Economics to provide related consulting and analysis support. Aaron Nounsaine with BAE will be working with staff and the committee in this role. As part of this initial meeting staff and other support personnel will be introduced, and committee members will have the opportunity to introduce themselves.

Committee Operation as a Legislative Body

A committee appointed by the Town Council, including Council members, the STR Advisory Committee, is subject to rules and state laws governing the operation of a

“legislative body”. The basic rule is that the work of this committee is to be open to the public. This means the deliberation and decisions of the committee need to be done publicly. The committee is governed by what is generally referred to as the “Brown Act”, which is California’s open meeting law for government agencies.

For the Advisory Committee’s purposes attached is a brief write up by Town Attorney Andrew Morris outlining the limits placed on committee members under the Brown Act, with some additional notes on other laws that apply to the committee. The Act places limits on discussions among any quorum of the committee directly or through serial meetings that are not part of an open, noticed meeting. This includes email communications or any other means resulting in a quorum of the committee discussing any matter under the purview of the committee.

The matters to be discussed by the committee must be done in an open meeting with the general nature of the matters to be discussed provided on an agenda that is provided to the public. The Advisory Committee may appoint smaller subcommittees from the members with 2-4 members to research a matter and provide a report back to the full committee. This division of labor may assist in managing and completing work.

Committee Organization

To assist the running of Advisory Committee meetings, it is recommended that a Chair and Vice Chair be appointed. The positions have no additional authority or responsibility other than to manage the procedural process of the meetings. Meetings will be held in Suite Z (Town Council Chambers) located at 437 Old Mammoth Road, Mammoth Lakes. The meetings will be recorded and posted on the Town’s website. The meeting may be viewed through the Town’s website or on Zoom. The size of the committee and logistical set up of the room will impact the broadcast quality through these electronic means.

Meeting Schedule

The proposed timeline to complete the work of the committee is aggressive. The proposed meeting dates are as follows:

STR Advisory Committee

Potential Meeting Dates and timeline

Events	Meeting Date	Day	Meeting Time
Advisory Committee Established - TC Meeting	11/1/2023	Wednesday	4:00 PM
Regular Scheduled Meeting	11/13/2023	Monday	5:00 PM
Special Meeting	11/30/2023	Thursday	5:00 PM
Special Meeting	12/12/2023	Tuesday	5:00 PM
Regular Scheduled Meeting	1/11/2024	Thursday	5:00 PM
Special Meeting	1/23/2024	Tuesday	5:00 PM
Special Meeting	1/30/2024	Tuesday	5:00 PM
Presentation to Town Council - TC Meeting	2/7/2024	Wednesday	4:00 PM

It is recognized that members will likely miss some of the meetings. As noted above they may view the meetings after the fact through the Town's website. The committee will need to confirm the meeting schedule. The committee may schedule additional meetings as necessary or adjust the meeting schedule if circumstances require a change. A quorum of the committee is required to conduct a meeting, a quorum is five members under the current nine-member makeup of the committee.

Attachment:

Memo from Andy Morris Town Attorney - Basic rules for serving on the committee.