



MEMORANDUM

DATE: September 3, 2013

TO: Nora Rodriguez
Environmental Services

FROM: Blake Ashley *BA*
Principal Assistant City Attorney

SUBJECT: Environmental Services Advisory Committee

You asked certain questions relating to the operations of the Environmental Services Advisory Committee. I will endeavor to answer them here.

1. Members of the Committee should not be discussing matters of concern to the body outside of properly noticed meetings. In the case of unusual events, such as landfill tours and such, the Clerk has a special notice they post that announces the time, place, etc. of the "meeting" and says there may not be a quorum and no business will be discussed. So next time you are planning one of those field trips, just give the Clerk some advance notice and they will post the proper notice for you.
2. With regard to putting non-committee members on subcommittees, the Clerk says no. The subcommittees must be formed from members of the body.
3. With regard to telephone attendance, the Clerk says no. It is allowed for M & C only because it is in their rules. It creates headaches for staff and problems policing quorums etc.