



DATE: February 21, 2017

TO: Mayor and Members of the City Council

VIA: Kevin M. Miller, City Manager

FROM: Doris L. Palmer, Communications Director/City Clerk

SUBJECT: ESTABLISHING AN AD HOC CITIZENS EDUCATION FACILITIES COMMITTEE

RECOMMENDATION

It is recommended that the City Council take the following actions:

1. Approve the resolution establishing an Ad Hoc Citizens Education Facilities Committee; and
2. By Minute Order, appoint a Council Liaison to the Ad Hoc Citizens Education Facilities Committee and update the Council Liaisons List.

BACKGROUND AND ANALYSIS

At the January 21, 2017 City Council Special Meeting, Mayor Bronitsky and the City Council discussed forming an Ad Hoc Citizens Education Facilities Committee. The purpose of this ad hoc committee is to create a citizen task force to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

This ad hoc subcommittee will be established with a dedicated function and limited duration, rather than a "Citizen Advisory Committee" of unlimited duration. Due to the critical nature of the timeframe, it is recommended that we proceed with both a limited recruitment period and membership of five, so as to accept applications and appoint members as soon as possible.

The Youth Advisory Committee will be tasked with creating a subcommittee of five

members that will have discussions regarding the new school site and report back to the City Council as well.

The City Council is authorized to appoint a Council Liaison to each of its citizen advisory committees to provide policy direction and support to the group. At this meeting, the City Council will need to do the same for this ad hoc subcommittee. Once the City Council makes its selection, staff will update the Council Liaisons List to include the Ad Hoc Citizens Education Facilities Committee with its designated Council Liaison.

Timeline

- February 21, 2017: Council meeting to authorize establishment of Ad Hoc Citizens Education Facilities Committee
 - Resolution establishing Ad Hoc Subcommittee with Exhibit A attached (statement of purpose and other organizational policies)
- February 22-March 7, 2017: Advertise for recruitment of five members (2 weeks)
- March 7, 2017: Application Deadline
- March 20, 2017: Ad Hoc Subcommittee Appointments
- April 2017: First meeting of the Ad Hoc Citizens Education Facilities Committee

FISCAL IMPACT

There is no fiscal impact.

Attachments:

- Attachment 1: Resolution
- Attachment 2: Exhibit A
- Attachment 3: Press Release

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY
ESTABLISHING THE AD HOC CITIZENS EDUCATION FACILITIES COMMITTEE

CITY OF FOSTER CITY

WHEREAS, one of the City Council Priority Focus Areas is Quality Schools and supporting the San Mateo-Foster City School District as it continues to provide great public schools to serve Foster City residents; and

WHEREAS, the City Council at its January 21, 2017 City Council Special Meeting discussed the formation of an Ad Hoc Citizens Education Facilities Committee to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City does hereby establish an Ad Hoc Citizens Education Facilities Committee and approves its policy statement as outlined in Exhibit A attached hereto and incorporated herein.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the regular meeting held on the 21st day of February, 2017, by the following vote:

CHARLIE BRONITSKY, MAYOR

ATTEST:

DORIS L. PALMER, CITY CLERK

EXHIBIT A

Policy Statement for Ad Hoc Citizens Education Facilities Committee

Statement of Purpose

The Ad Hoc Citizens Education Facilities Committee serves in an advisory capacity at the pleasure of the City Council. The Ad Hoc Citizens Education Facilities Committee shall advise the City Council regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

Duration

The ad hoc committee shall exist at the discretion of the City Council or until the completion of the San Mateo-Foster City School District's plan, whichever comes first.

Membership

Ad hoc committee membership shall be five (5) in number. Additional ex-officio members of the ad hoc committee may be appointed at the discretion of the City Council. All five (5) members must be residents of Foster City. Ad hoc committee membership shall include diverse interests and appropriate expertise. To this end, ad hoc committee members shall be recruited through a combination of advertisement and invitation.

City Council and Staff Liaisons

The City Council shall appoint a City Council liaison to the ad hoc committee. The City Manager shall appoint a staff liaison to the ad hoc committee.

Ad Hoc Committee Organization and Procedures

The ad hoc committee shall select a chair and vice-chair. Duties of the chair and vice-chair shall be as stated in the City Municipal Code for Advisory Committees. Ad hoc committee procedures shall be conducted in accordance with Robert's Rules of Order and the City Municipal Code for Advisory Committees.

Meetings

The ad hoc committee shall establish a meeting schedule. It should meet at least monthly, but can meet more frequently if necessary.



NEWS

Contact: Doris Palmer, Communications Director/City Clerk
(650) 286-3252
dpalmer@fostercity.org

FOR IMMEDIATE RELEASE

Ad Hoc Citizens Education Facilities Committee Openings

Foster City, CA: February 22, 2016 -- Looking for a way to serve your community and be involved?

The City of Foster City is looking for residents interested in serving its new Ad Hoc Citizens Education Facilities Committee! The purpose of this ad hoc committee is to create a citizen task force to review and provide comments regarding the San Mateo-Foster City School District's plan to redevelop Charter Square as its new school site.

Interested applicants are invited to **submit applications by 5:00 p.m. on Tuesday, March 7**. Applicants for the Ad Hoc Citizens Education Facilities Committee are required to attend the March 20, 2017 City Council meeting for consideration of final appointment.

Application forms are available at City Hall, by calling 286-3250 or can be downloaded from the City's website at www.fostercity.org. Return completed application forms to the Communications/City Clerk Department, City Hall, 610 Foster City Boulevard, Foster City, CA 94404 by 5:00 p.m. Tuesday, March 7, 2017 or email completed application to clerk@fostercity.org. For more information about any of the committees or the process, feel free to contact the Communications/City Clerk Doris Palmer at 286-3252 or dpalmer@fostercity.org.

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