



City Council Agenda Item

City Council Meeting Date: February 2, 2021

TO: Jim Throop, City Manager

FROM: Stacey Haddon, City Clerk
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SUBJECT: Revisions to Handbook for Commission, Committee, and Board Members Relating to Appointment of Commissioners and AB 992 Social Media Use; Adoption of Resolution No. 6381(21)

Recommendation:

Staff recommends the City Council adopt Resolution No. 6381(21), revising the Handbook for Commission, Committee, and Board Members (Handbook) to reflect changes amending commissioner appointment processes made on December 15, 2020 (Attachment 1).

Background:

The Handbook for Commission, Committee, and Board Members (Handbook) is adopted by the City Council and governs procedures related to the City's commissions, committees, and boards.

On January 5, 2021, the City Council adopted Ordinance No. 1677(21), which amended the process for appointing commissioners to the Planning Commission, Parks and Recreation Commission, Utility Commission and Beautification and Appearance Commission. In addition, on December 15, 2020, the City Council adopted Resolution No. 6373(20), which amended the process for appointing members to the Public Safety Commission and Human Services Commission. Appointments to the above-named commissions were changed to district-by-district, as opposed to at large.

Purpose statements of the Human Services Commission and Public Safety Commission have also been amended to conform to prior ordinances and resolutions adopted by the City Council.

In addition, on September 18, 2020, the Governor of the State of California signed into law Assembly Bill 992, which amended Government Code section 54952.2 relating to open meeting laws (Brown Act). That amendment states that "[a] member of the legislative body shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of

the legislative body that is made, posted, or shared by any other member of the legislative body.”

Discussion:

Now that the above-mentioned changes were made, the Handbook should also be updated to reflect those changes. Attachment 2 is a redline showing the proposed changes to the Handbook.

Fiscal Impact:

There is no fiscal impact due to the changes proposed to the Handbook, as copy and printing charges would be covered in the City Clerk’s regular budget.

Conclusion:

The Handbook is a useful tool for the bodies that use it. Staff recommends adoption of Resolution No. 6381(21), and the attached updated Handbook, in order to stay current with the needs of the users.

Respectfully submitted,

Stacey Haddon, City Clerk

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Jim Throop, City Manager

- Attachments: 1) Resolution No. 6381(21)
2) Redline of proposed changes to Handbook