



## City Council Agenda Item

**City Council Meeting Date:** February 16, 2021

**TO:** Mayor and Members of the City Council

**FROM:** Jeff Malawy, City Attorney  
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**SUBJECT:** Revisions to Handbook for Commission, Committee, and Board Members  
Revising Certain Rules Applicable to the Human Services Committee and  
the Public Safety Committee; Adoption of Resolution No. 6385(21)

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### **Recommendation:**

Staff recommends the City Council adopt Resolution No. 6385(21) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to correct certain inaccuracies that were inadvertently incorporated into the Handbook through a previous resolution.

### **Background:**

The City provides its Boards, Commissions and Committees with a Handbook for guidance in the commission of their duties. On December 15, 2020, the City Council adopted Resolution No. 6373(20), amending the governing rules applicable to the Public Safety Commission and Human Services Commission. On February 2, 2020, the City Council adopted Resolution No. 6381(21), which updated the Handbook to incorporate, among other things, the changes adopted by Resolution No. 6373(20). Resolution 6373(20) inadvertently included inaccurate information and consequently the Handbook needs to be updated to correct these inaccuracies.

### **Discussion:**

Resolution 6373(20) was only intended to make changes to the appointment process for the Human Services Commission and the Public Safety Commission so that commissioners would be appointed by district instead of at large. However, Resolution 6373(20) also inadvertently made changes regarding (a) the Public Safety Commission's General Functions and Meetings and (b) the Human Services Commission's General Functions and Officers. The changes to these sections did not reflect the most current rules governing these commissions.

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Modifications to Commission, Committee and Board Members Handbook

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The attached Handbook corrects these inaccuracies and the attached redline shows the changes that are proposed, on pages 18, 20, and 27-29 of the Handbook (Attachment 2).

**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:**

Staff recommends adoption of Resolution No. 6385(21), and the attached updated Handbook, in order to correct inaccuracies inadvertently incorporated into the Handbook.

Respectfully submitted,



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Jeff Malawy, City Attorney

Attachment: 1) Resolution No. 6385(21)  
2) Redline Showing Proposed Changes to Handbook