City Council Agenda Item

City Council Meeting Date: June 1, 2021

TO: Mayor and Members of the City Council

FROM: Jeff Malawy, City Attorney
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SUBJECT: Revision to Handbook for Commission, Committee, and Board Members to Increase Meeting Frequency of the Public Safety Commission; Adoption of Resolution No. 6411(21)

Recommendation:

Staff recommends the City Council decide whether or not to adopt Resolution No. 6411(21) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to increase the meeting frequency of the Public Safety Commission from six times per year to once per month.

Background:

The City provides its Boards, Commissions and Committees with a Handbook for guidance in the commission of their duties. On February 16, 2021, the City Council adopted Resolution No. 6385(21), amending the governing rules applicable to the Public Safety Commission and Human Services Commission, and changing meeting frequency of the Public Safety Commission from monthly to once every two months.

Discussion:

At the May 18, 2021, the City Council requested a future agenda item to consider returning the Public Safety Commission meetings to once per month. The attached redline shows the changes that are proposed, on page 28 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. More frequent meetings would result in increased staff time and resources devoted to attending and preparing for Public Safety Commission meetings.

Conclusion:

Adoption of Resolution No. 6411(21), and the attached updated Handbook, would change the meeting frequency of the Public Safety Commission to once per month.

Respectfully submitted,

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Jeff Malawy, City Attorney

Attachments: 1) Resolution No. 6411(21)
              2) Redline Showing Proposed Changes to Handbook