



## Legislation Details (With Text)

**File #:** 19-0372 **Version:** 1  
**Type:** Consent - Staff Report **Status:** Agenda Ready  
**In control:** City Council Regular Meeting  
**On agenda:** 9/17/2019 **Final action:**  
**Title:** Consider Approving an Update to the Boards and Commissions Handbook Pertaining to the Annual Dates of the Joint City Council/Commission Meetings (City Clerk Tamura).  
APPROVE

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Updated Page of the Boards and Commissions Handbook (Redlined Strikethrough Version)

Date	Ver.	Action By	Action	Result
9/17/2019	1	City Council Regular Meeting		

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

**THROUGH:**  
Bruce Moe, City Manager

**FROM:**  
Liza Tamura, City Clerk  
Patricia Matson, Deputy City Clerk

**SUBJECT:**  
Consider Approving an Update to the Boards and Commissions Handbook Pertaining to the Annual Dates of the Joint City Council/Commission Meetings (City Clerk Tamura).  
**APPROVE**

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**RECOMMENDATION:**  
Staff recommends that the City Council approve the one page amendment pertaining to the updated Boards and Commissions Handbook regarding the specified dates of the annual Joint City Council/Commission meetings.

**FISCAL IMPLICATIONS:**  
There are no fiscal implications associated with the recommended action.

**BACKGROUND:**  
The modernized Boards and Commissions Handbook was approved by the City Council on August 15, 2017, and is an administrative document which outlines the roles and responsibilities of boardmembers and commissioners. The handbook states that minor changes to the document may be made by the City Clerk, but substantive revisions will require City Council approval.

At the September 3, 2019, City Council meeting, Mayor Hersman requested that the annual Joint City Council/Commission meetings be moved from the month of June to the month of January. This change will allow the commissions to bring forward their work plan items before the budget is approved in June and will provide the City Council an opportunity to allocate funds where necessary.

**DISCUSSION:**

The attached page from the Boards and Commissions Handbook includes redlined revisions to the “Joint Meeting” section reflecting the change requested by Mayor Hersman to move the annual Joint City Council/Commission meetings from the month of June to the month of January.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a “Project” as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

**LEGAL REVIEW:**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**ATTACHMENT:**

1. Updated Page of Boards and Commissions Handbook (Redlined Strikethrough Version)