CITY *of* CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 11, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KINDON MEIK, CITY MANAGER
BY: MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK

SUBJECT: ADOPTION OF RESOLUTION NO. 2022-1769, RESCINDING RESOLUTION NO. 2006-1036, TO UPDATE POLICIES AND PROCEDURES FOR COMMISSION MEETINGS

MEETING DATE: MARCH 23, 2022

SUMMARY RECOMMENDATION:

That the City Council adopt Resolution No. 2022-1769, rescinding Resolution No. 2006-1036, to update policies and procedures for conducting City commission meetings.

BACKGROUND:

The City Council has created several commissions to make recommendations to the City Council on a wide variety of public issues and, in the case of the Planning Commission, hear and approve or deny various project applications. In order to ensure that commission meetings and agendas are effective and wisely utilize the time of commissioners, staff and the public, standard procedures and policies were implemented on July 19, 2006, with the Adoption of Resolution No. 2006-1036. The proposed resolution updates the previous resolution with guidelines to the City's commissions on how to conduct efficient and productive meetings.

AGENDA ITEM NO. 4

DISCUSSION/ANALYSIS:

The City continually strives to improve its processes and to conduct business in an efficient and professional manner. Staff is proposing updates to the attached resolution in order clarify and formalize meeting schedules for City commissions and to provide overall guidance for effective meeting management. The proposed resolution endeavors to assist commissions in holding productive, results-oriented meetings that encourage meaningful discussion and public input.

Should the Council move forward with adoption of the proposed resolution, the Commissions will then be tasked with adopting their own resolution setting forth official meeting schedules.

REQUESTED ACTION:

That the City Council, adopt Resolution No. 2022-1769.

ATTACHMENT:

A. Resolution No. 2022-1769 redlined
B. Resolution No. 2022-1769 updated