



# City Council

## Staff Report

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**TO:** Honorable Mayor and City Council

**FROM:** John Jansons, City Manager *J.J.*

**DATE:** March 14, 2016

**SUBJECT:** Proposed Amendments to Farmersville Municipal Code Sections 1.08 and Section 2.21 pertaining to Posting of Agendas and Notices, and Meeting Schedule for Recreation Advisory Commission.

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**RECOMMENDED ACTION:**

It is respectfully recommended that the City Council approve the proposed changes to Farmersville Municipal Code Sections pertaining to Posting of Agendas and Notices, and Meeting Schedule for Recreation Advisory Commission to adjust for new city website and code compliance regarding the meeting schedule of Recreation Advisory Committee.

**BACKGROUND:**

Farmersville Municipal Code (FMC) Sections 1.08 governs the posting of Public Notices and Agendas and FMC Section 2.21 governs the activities and operation of the Recreation Advisory Committee.

Respectively, Section 1.08 requires posting of "City Public Notices" at three physical locations including: City Hall, the Farmersville Post Office and the Volunteer Fire Dept. Building on Front Street.

Amendment of Section 2.21 is intended to address non-compliant management of this Advisory Committee. Since its formation by City Council, the Recreation Advisory Commission (RAC) is required by the FMC to meet monthly, on the third Wednesday at 4:00PM which has not regular occurred.

Current city staff convened a meeting of the RAC, on January 14, 2016 to reactivate the committee since they had not met since February of 2015 which is not responsive to the requirement of the FMC.

## **DISCUSSION:**

### Postings

With the capability associated with the City's new website, the City can meet its posting requirements under the Brown Act through its website and at the place of meeting without the additional cost and labor of unnecessary physical posting around the City.

### Recreation Committee:

At the January 14, 2016 meeting of the RAC, amendment of the schedule of meetings was discussed and the RAC unanimously approved staff's proposal to switch to quarterly or as needed meeting on the on the third Thursday of the month.

This change will provide for more meaningful meetings of the RAC (to address recreation related matters and provide recommendation to the City Council for their consideration and potential approval) as well as reduce the burden on staff to produce a meeting monthly if no substantive items need to be addressed.

### Next Steps:

Should City Council choose to approve the proposed changes to both FMC Sections, as proposed, the next step will be to have the City Attorney prepare revised Ordinances amending the respective code sections for adoption at a future City Council meeting with first reading, second reading, adoption and with an effective date 30 days later.

## **COORDINATION & REVIEW:**

The recommended actions in this report have been reviewed and coordinated with, and received the concurrence of, the RAC, all City departments and the City Attorney.

## **FISCAL IMPACT:**

Cost of Ordinance preparation is minimal.

## **CONCLUSION:**

It is respectfully recommended that the City Council approve the proposed changes to Farmersville Municipal Code Sections pertaining to Posting of Agendas and Notices, and Meeting Schedule for Recreation Advisory Commission to adjust for new city website and code compliance regarding the meeting schedule of Recreation Advisory Committee.

## **Attachment(s): 2**

- 1) FMC Section 1.08 w / redline & strike out, and
- 2) FMC Section 2.21 w / redline & strike out.

Recommended By:



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John Jansons, City Manager

- **Chapter 1.08 - POSTING**

Sections:

- **1.08.010 - Locations designated.**

The following places are designated as the public posting places to be used by the public officials of the city for the posting of public notices and ordinances:

- A. Farmersville Civic Center City Hall, 909 W. Visalia Road, Farmersville, California;
- B. City of Farmersville Public Website  
[United States Post Office, 382 North Farmersville Boulevard, Farmersville, California;](#)
- C. [City of Farmersville Fire Station No. 2, 846 N. Magnolia Avenue, Farmersville, California.](#)

(Ord. 403 §2, 2003; Ord. 142 §1, 1975; Ord. 55 §1, 1965; Ord. 34 §1, 1962)

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## **Chapter 2.21 - RECREATION/LEISURE ADVISORY COMMITTEE**

- **2.21.010 - Commission created.**

A recreation commission in and for the city is hereby created. Said commission shall be an advisory body to the council on all recreation matters as provided in this chapter.

(Ord. 405 (part), 2003)

- **2.21.020 - Membership.**

The commission shall consist of five members. Commissioners shall be appointed by the city council. All commissioners shall be registered voters and permanent residents of the city. Each commissioner shall hold office until his/her successor is appointed and qualified.

(Ord. 405 (part), 2003)

- **2.21.030 - Terms.**

A. Members of the commission and their successors shall be appointed for terms of three years each. Initial terms shall be drawn by lot with two terms for two years each and three terms for three years each.

(Ord. 405 (part), 2003)

- **2.21.040 - Chairperson of the commission.**

The commissioners shall elect a chairperson among the appointed members. A vice chairperson shall be appointed by the chairperson upon the approval of the members of said commission. The members of said commission shall serve without compensation. The city manager or his designee shall serve as the secretary of said commission. Except for the secretary, the officers shall serve a term for one year commencing January 1st, annually.

(Ord. 405 (part), 2003)

- **2.21.050 - Meetings.**

The commission shall hold at least one regular meeting each quarter of the year on the third Thursday of Wednesday each that month, and shall adopt rules for the conduct of business and

shall keep accurate records of its minutes, resolutions, transactions, findings and determinations, which records shall be a public record maintained in the clerk's office.

Regular meeting of the commission shall be held in the Farmersville Civic Center beginning at ~~six~~ ~~four~~ o'clock p.m. (6:00 PM).

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(Ord. 405 (part), 2003)

• **2.21.070 - Duties and responsibilities.**

- A. Conduct its meetings in a businesslike manner.
- B. Accept as its major responsibility to guide the city council and staff toward fulfilling the recreation needs of the community.
- C. Recommend policies, rules and regulations for the conduct and operation of recreation facilities. The executive administration of said policies, rules, once adopted, to be the responsibility of the city manager or his designee.
- D. Visit recreation programs and facilities whenever possible.
- E. Support a statement of the philosophy of the commission and city council.
- F. Be able to interpret recreation programs as required.
- G. Hold joint meetings and act in liaison with other agencies, districts, groups, and individuals concerned with recreation programs and social services as required.
- H. To review and recommend the open space and recreational element to be considered in the general plan of the city as provided in Government Code Section 65300 et. seq.
- I. To perform or consider any additional related duties as may be designated by the council by resolution, ordinance, or directive.

(Ord. 405 (part), 2003)

• **2.21.080 - Removal of appointee members.**

Any appointee member of any commission may be removed by a three-fifths vote of the city council.

(Ord. 405 (part), 2003)

• **2.21.090 - Absentation of appointee member.**

If any appointee commission member absents himself/herself without permission of the chairman thereof from three regular meetings consecutively from the last regular meeting he/she attend, his/her position becomes vacant and shall be filled as any other vacancy.

(Ord. 405 (part), 2003)