

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: December 19, 2013**

SUBJECT: Safety Committee By-law Revisions

SUBMITTING DEPARTMENT: Town Clerk

PREPARED BY: Diane Russell, Town Clerk/Risk Manager

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Redlined Safety Committee By-laws, b.) Proposed Finalized Safety Committee By-laws

SUMMARY BACKGROUND: The Prescott Valley Safety Committee is comprised of a volunteer Committee Member from each town department. In addition to the committee members, two advisors (the Town Clerk/Risk Manager and Human Resources Director) oversee all committee meetings.

Along with other duties, the Safety Committee annually reviews their existing by-laws for any revisions that may be necessary to streamline any functions and facilitate reaching the committee goals.

After careful review, the committee is proposing to re-structure the staggering and term lengths to better ensure continuity in membership. The current structure has resulted in all terms ending simultaneously in the same year leaving no experienced members continuing on the committee. The new proposed structure will begin with the term expiration dates staggered 50/50 beginning January 2014. All subsequent appointments will be for a 2-year term. This structure will ensure a 50% ratio of members continuing from year to year.

ACTION OPTION: Motion to approve and adopt the revised Safety Committee By-laws, **OR** Motion not to approve the Safety Committee By-law revisions. **VOTE**

RECOMMENDATION: Staff recommends approval of the proposed Safety Committee By-laws.

FISCAL ANALYSIS: Staff does not anticipate any fiscal costs as a result of this action.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____