

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: December 16, 2010**

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 Bylaws, b.) Proposed Finalized Safety Committee By-laws

SUMMARY/BACKGROUND: The Town of 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.

Among other things, 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 the attached housekeeping revisions to the Safety Committee By-laws. These revisions will provide an Annual Committee meeting for the election and appointment of officers. Additionally, the revision defines a quorum of the committee, when special meetings can be called and the basis for cancellation of any regular committee meeting.

ACTION OPTION: Motion to approve and adopt the Safety Committee By-law revisions, **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 _____