



MEMORANDUM

TO: City Council

FROM: Jessica Matson, Director of Legislative & Info Services/City Clerk

BY: Julie Hawkins, Deputy City Clerk/Communications Coordinator

SUBJECT: Consideration of Appointment to the Community Service Grant Program Committee

DATE: September 24, 2024

RECOMMENDATION:

Appoint Alexandria Davis to the Community Service Grant Program Committee to fill a vacancy.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no financial or staffing impact from the recommended action.

BACKGROUND:

City Council policy sets forth appointment procedures for the City's Commissions, Boards and Committees. Section 5.3 of the [City Council Handbook](#)¹ states that "the Mayor and each member of the Council shall appoint one representative to each respective Commission/Board/Committee..., subject to approval by a majority of the Council."

A vacancy on the Community Service Grant Program Committee occurred as a result of the former Committee member relocating outside of the City limits, which results in removal from their appointment under Section 5.4 of the City Council Handbook.

ANALYSIS OF ISSUES:

The Community Service Grant Program Committee reviews all applications for monetary grants from community non-profit organizations and develops recommendations for consideration by the City Council. There is a current, unscheduled vacancy on the Board with a term expiration date of January 31, 2025. Alexandria Davis has applied and is recommended for appointment by Mayor Ray Russom.

¹ <https://www.arroyogrande.org/DocumentCenter/View/4921/City-Council-Handbook-PDF>

**City Council
Consideration of Appointment to the Community Service Grant Program
Committee
September 24, 2024
Page 2**

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve Mayor Ray Russom's recommended appointment of Alexandria Davis to the Community Service Grant Program Committee;
2. Do not approve the recommended appointment; or
3. Provide other direction to staff.

ADVANTAGES:

Approving the recommended appointment will fill the unscheduled vacancy on the Committee.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

ATTACHMENTS:

1. Application – A. Davis