



## City Council Agenda Item

**City Council Meeting Date:** June 4, 2019

**TO:** Jim Throop, City Manager

**FROM:** Stacey Haddon, City Clerk  
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**SUBJECT:** Revisions to Handbook for Commission, Committee, and Board Members;  
Adoption of Resolution No. 6257(19)

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### **Recommendation:**

Staff recommends the City Council adopt Resolution No. 6257(19) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to reflect changes to meeting time of the Utility Commission.

### **Background:**

The City of Lompoc (City) provides its Boards, Commissions and Committees with a Handbook for guidance in the commission of their duties. The Handbook was first created by resolution in 1990 and has since been updated either by resolution or by minute order, the last update being made on September 4, 2018, by Resolution No. 6212(18), revising the Handbook for Commission, Committee, and Board Members to reflect changes to meeting time of the Human Services Commission.

### **Discussion:**

Since the most recent revision on September 4, 2018, of the Handbook, the Utility Commission has adopted a new meeting time that needs to be incorporated into the Handbook. The specific changes are as follows:

#### **Utility Commission**

On March 11, 2019, the Utility Commission voted (5-0), to change the meeting time for all regular Utility Commission Meetings to begin at 5:00 P.M.

### **Fiscal Impact:**

There is no fiscal impact due to the changes proposed to the Handbook, as copy and printing charges would be covered in the City Clerk's regular budget.

**Conclusion:**

The Handbook is a useful tool for the bodies that use it. Staff recommends adoption of Resolution No. 6257(19), and the attached updated Handbook, in order to stay current with the needs of the users.

Respectfully submitted,

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Stacey Haddon, City Clerk

**APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:**

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Jim Throop, City Manager

Attachments: 1) Resolution No. 6257(19)  
2) Red-lined Changes to Handbook