



City Council Agenda Item

City Council Meeting Date: February 4, 2020

TO: Jim Throop, City Manager

FROM: Stacey Haddon, City Clerk
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SUBJECT: Revisions to Handbook for Commission, Committee, and Board Members; Revising the Meeting Dates for the Public Safety Commission and Disbanding the Senior Commission; Adoption of Resolution No. 6303(20)

Recommendation:

Staff recommends the City Council adopt Resolution No. 6303(20) (attached), revising the Handbook for Commission, Committee, and Board Members (Handbook) to reflect changes to meeting dates for the Public Safety Commission and disbandment of the Senior Commission.

Background:

The 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 June 4, 2019, by Resolution No. 6257(19), revising the Handbook for Commission, Committee, and Board Members to reflect changes to meeting time of the Human Services Commission.

Discussion:

At its meeting of December 17, 2019, the City Council approved the Public Safety Commission's recommendation to increase the frequency of its meeting dates from once a quarter to once a month, and decided to disband the Senior Commission due to a lack of members and meetings held in the past two years. Those changes need to now be incorporated into the Handbook. The specific changes to the Public Safety Commission are as follows:

Public Safety Commission

Meetings:

The Public Safety Commission meets ~~quarterly~~ monthly on the third Wednesday of each month ~~of January, April, July, and October,~~ at 6:30 p.m., in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA. Meetings may be called by the Chairperson of the Commission, or by a majority of its members.

In addition, Staff has made minor typographical changes to ensure the Handbook reflects current City structure.

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. 6303(20), and the attached updated Handbook, in order to stay current with the needs of the users.

Respectfully submitted,

Stacey Haddon, City Clerk

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Jim Throop, City Manager

Attachment: Resolution No. 6303(20)