



City Council Agenda Item

City Council Meeting Date: September 15, 2020

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Malawy, City Attorney
jmalawy@awattorneys.com

Jim Throop, City Manager
j_throop@ci.lompoc.ca.us

SUBJECT: Revisions to Handbook for Commission, Committee, and Board Members Relating to Future Agenda Item Requests and Cancellation of Meetings, and Elimination of the Economic Development Committee (To Transition The Committee to the Chamber of Commerce); Adoption of Resolution No. 6361(20)

Recommendation:

Staff recommends the City Council consider adoption of Resolution No. 6361(20) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to add procedures for requesting future agenda items and clarify the criteria for cancelling meetings, and to eliminate the Economic Development Committee (to transition the Committee to the Chamber of Commerce).

Background:

The Handbook for Commission, Committee, and Board Members (Handbook) is adopted by the City Council and governs procedures related to the City's commissions, committees, and boards.

On August 4, 2020, the City Council considered potential amendments to the Handbook to address the procedure for members of commissions, committees, and boards to request future agenda items and to clarify the process and reasons for cancelling meetings.

On September 1, 2020, the City Council approved a contract with the Chamber of Commerce that included the Chamber of Commerce taking over administration and operation of the Economic Development Committee. The Chamber of Commerce has agreed to do so (Attachment 2).

Discussion:

Following discussion on August 4, 2020, the City Council directed staff to bring back amendments to the Handbook that do the following:

1. Provide that if, between meetings, a member of a commission, committee, or board desires to request a future agenda item, the member shall notify staff. Staff will then hold the meeting so the member can make the future agenda request at the meeting;
2. Provide that the member must notify staff of the desire to request the future agenda item at least five working days prior to the date of the meeting. If no request is made and there are no items on the agenda, then the meeting may be cancelled;
3. Provide that majority approval is needed to place an item on a future agenda; and
4. Provide that an item may not be placed on a future agenda if it requires the expenditure of a significant amount of public funds to prepare the item, unless the City Council first authorizes that expenditure.

Resolution No. 6361(20), attached to this report, amends the Handbook as directed by the City Council.

The Resolution also eliminates the Economic Development Committee as a City-operated committee, as the City Council directed that committee to be transferred to the Chamber of Commerce. The Chamber will be solely responsible for administering the Economic Development Committee, including the selection of committee members and organizing and holding committee meetings. It will no longer be a City committee, if the City Council adopts the Resolution.

Attachment 3 is a redline showing the proposed changes to the Handbook.

A General Plan amendment is also necessary to make elimination of the Economic Development Committee fully consistent with the General Plan. Economic Development Element, Policy 3.6, which calls for appointment of an Economic Development Committee, must be deleted. And mention of the Committee in Implementation Measure 11 must be removed. Staff will include these amendments in the next General Plan amendment that comes before the Planning Commission and City Council.

Fiscal Impact:

The amendments to the Handbook related to future agenda items may increase the amount of commission, committee, and board meetings that are held, which will result in an increase in costs and staff time to conduct those additional meetings.

Elimination of the Economic Development Committee will result in a cost reduction, as staff time will no longer be required for that committee.

Conclusion:

If the City Council desires, it may adopt Resolution No. 6361(20).

Respectfully submitted,



Jeff Malawy, City Attorney

Jim Throop, City Manager

- Attachments:
- 1) Resolution No. 6361(20)
 - 2) Fully executed agreement with Chamber of Commerce
 - 3) Redline of proposed changes to Handbook