



City Council Agenda Item

City Council Meeting Date: October 5, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Stacey Haddon, City Clerk
s_haddon@ci.lompoc.ca.us

SUBJECT: Revisions to Handbook for Commission, Committee, and Board Members Relating to the Meeting Days and Times for the Beautification and Appearance Commission; Adoption of Resolution No. 6455(21)

Recommendation:

Staff recommends the City Council consider adoption of Resolution No. 6455(21) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to change the meeting time and day for the Beautification and Appearance Commission from the second Wednesday of each month at 6:30 P.M., to the second Tuesday of each month at 4:30 P.M.

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. 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 1, 2021, by Resolution No. 6411(21), revising the Handbook for Commission, Committee, and Board Members revising the frequency of the Public Safety Commission meetings.

On August 11, 2021, the Beautification and Appearance Commission voted to move the regular meeting from the second Wednesday of each month at 6:30 P.M., to the second Tuesday of each month at 4:30 P.M. (See Attachment 2.)

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:

Adoption of Resolution No. 6455(21), and the attached updated Handbook, would change the meeting days and times of the Beatification and Appearance Commission consistent with the vote of their membership.

Respectfully submitted,

Stacey Haddon, City Clerk

Jim Throop, City Manager

Attachments: 1) Resolution No. 6455(21)
2) Red-Lined Change to Handbook