



## City Council Agenda Item

**City Council Meeting Date:** April 5, 2022

**TO:** Mayor and Members of the City Council

**FROM:** Stacey Haddon, City Clerk  
s\_haddon@ci.lompoc.ca.us

**SUBJECT:** Revision to Handbook for Commission, Committee, and Board Members to Change the Meeting Frequency of the Public Safety Commission; Adoption of Resolution No. 6484(22)

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### **Recommendation:**

Staff recommends the City Council adopt Resolution No. 6484(22) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to change the meeting frequency of the Public Safety Commission from once per month to six times per year. The regular meetings would be held on the third Wednesday of January, March, May, July, September, and November.

### **Background:**

The City provides its Boards, Commissions and Committees with a Handbook for guidance in the commission of their duties. On June 1, 2021, the City Council adopted Resolution No. 6411(21), amending the governing rules applicable to the Public Safety Commission changing meeting frequency of the Public Safety Commission from six times per year to once per month. The Handbook was last amended on February 1, 2022, by Resolution No. 6476(22) changing the method for filling vacancies on the Beautification & Appearance, Parks & Recreation, Planning, Utility, Human Services, and Public Safety Commissions to allow commissioners to be appointed from outside of the appointing Council Member's district, in some circumstances.

### **Discussion:**

At the March 16, 2022, Public Safety Commission Meeting, the Commission voted 3-0-2, with two Commission Members absent, to request the City Council to approve revising the meeting frequency of the Commission from once per month to every other month. The attached redline shows the changes that are proposed, on page 28 of the Handbook (Attachment 2).

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Modifications to Commission, Committee and Board Members Handbook

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**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. 6484(22) and the attached updated Handbook, would change the meeting frequency of the Public Safety Commission to six times per year.

Respectfully submitted,

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Stacey Haddon, City Clerk

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

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Dean Albro, City Manager

Attachments: 1) Resolution No. 6484(22)  
2) Redline Showing Proposed Changes to Handbook