



City Council Agenda Item

City Council Meeting Date: June 21, 2022

TO: Dean Albro, City Manager

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 Parks and Recreation Commission; Adoption of Resolution No. 6518(22)

Recommendation:

Staff recommends the City Council adopt Resolution No. 6518(22) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to change the meeting day for the Parks and Recreation Commission from the second Tuesday of each month at 7:00 P.M., to the second Tuesday in January, March, May, July, September, and November at 7:00 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 April 5, 2022, by Resolution No. 6484(21), revising the Handbook for Commission, Committee, and Board Members revising the meeting day and time for the Public Safety Commission.

On May 10, 2022, the Parks and Recreation Commission voted to move the regular meeting from the second Tuesday of each month at 7:00 P.M., to the second Tuesday in January, March, May, July, September, and November at 7:00 P.M. (See Attachment 2 for a redline of the proposed change.)

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. 6518(22) and the attached updated Handbook, would change the meeting days and times of the Parks and Recreation Commission consistent with the vote of their membership.

Respectfully submitted,

Stacey Haddon, City Clerk

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Dean Albro, City Manager

Attachments: 1) Resolution No. 6518(22)
2) Red-Lined Change to Handbook