



City Council Agenda Item

City Council Meeting Date: November 1, 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 for the Library Commission; Adoption of Resolution No. 6550(22)

Recommendation:

Staff recommends the City Council adopt Resolution No. 6550(22) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to change the meeting day for the Library Commission from the second Tuesday of each month at 10:00 A.M., to the second Tuesday in January, March, May, July, September, and November at 10:00 A.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 21, 2022, by Resolution No. 6518(22), revising the Handbook for Commission, Committee, and Board Members revising the meeting day and time for the Parks and Recreation Commission.

On October 4, 2022, the Library Commission and the City Council met in a joint meeting. The Library Commission requested to move its regular meeting from the second Tuesday of each month to the second Tuesday in January, March, May, July, September, and November, with the meeting time of 10:00 A.M. to remain the same. The City Council requested that proposed change be placed on an upcoming City Council meeting agenda for consideration. (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. 6550(22) and the attached updated Handbook, would change the meeting days of the Library 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. 6550(22)
2) Red-Lined Change to Handbook