



City Council Agenda Item

City Council Meeting Date: May 2, 2017

TO: Patrick Wiemiller, City Manager

FROM: Stacey Haddon, City Clerk
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SUBJECT: Revisions to Handbook for Commission, Committee, and Board Members;
Adoption of Resolution No. 6115(17)

Recommendation:

Staff recommends the City Council take the following actions:

- 1) Review and discuss the information presented in response to the Council request concerning changing Board, Commission, and Committee meeting locations, including the request from the Airport Commission to continue holding all regular meetings at the Lompoc Airport;
- 2) Adopt Resolution No. 6115(17) (Attachment 1), revising the Handbook for Commission, Committee, and Board Members (Handbook) to reflect minor typographical revisions throughout the Handbook and formally accept the changes to meeting place and times of certain City Boards, Commissions, and Committees (Attachment 2); or
- 3) Provide alternate direction.

Background:

The City of Lompoc (City) provides its Boards, Commissions and Committees with a Handbook for guidance in the commission of their duties. 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 October 18, 2016, by Resolution No. 6075(16), revising the general functions of certain commissions.

Discussion:

On September 20, 2016, the City Council directed Staff to return to Council with an action item to change meeting locations for any or all City Boards, Commissions, and Committees that did not already hold their meetings at Lompoc City Hall. On January 17, 2017, the City Council directed the Airport Commission, Beautification and Appearance Commission, and the Parks & Recreation Commission to move all regular meetings to Lompoc City Hall, and allowed the Library Commission, Senior Commission, and Youth Commission to continue to hold all regular meetings at their current meeting locations.

The Airport Commission has provided a letter to the City Council (Attachment 3), requesting approval to continue to hold all their regular meetings at the Lompoc Airport.

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:

The Handbook is a useful tool for the bodies that use it. Staff recommends adoption of Resolution No. 6115(17), and the attached updated Handbook, in order to stay current with the needs of the users.

Respectfully submitted,

Stacey Haddon, City Clerk

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Patrick Wiemiller, City Manager

- Attachments: 1) [Resolution No. 6115\(17\)](#)
2) [Red-lined Changes to Handbook](#)
3) [Letter from Lompoc Airport Commission](#)