

Lompoc City Council Agenda Item



City Council Meeting Date: May 6, 2014

FROM: Patrick Wiemiller, City Administrator
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SUBJECT: City Proclamation Guidelines

Recommendation:

Staff recommends the City Council adopt the City Proclamation Guidelines (attached), to be used in guiding the issuance of proclamations by the City of Lompoc.

Background:

The City of Lompoc, the Mayor, and Council Members receive many requests for the issuance of a City proclamation to raise attention or commemorate various events, organizations, individuals, and causes. Many requests are suitable and appropriate for consideration of a City proclamation, while some requests may be of questionable appropriateness for one reason or another.

The past practice has been for the Mayor to make the determination on which proclamation requests were granted and which were not. There have been no formally adopted guidelines before now; so the practice relied heavily on the Mayor and his/her judgment. While that practice has worked satisfactorily in the past, the recent increase in number of requests and the wider variety of causes seeking proclamations has rendered it appropriate to adopt guidelines in helping to make those decisions.

Discussion:

At its regular meeting of March 4, 2014, the City Council received a presentation from the City Administrator on the topic of City proclamations and the need for guidelines. The presentation included a summary of the criteria that various Mayors (including the current Mayor) had used to determine whether or not a particular proclamation was issued. The basics for determining the suitability of a proclamation had been the topic of the proclamation should be something or someone specific to Lompoc and its citizens, culture, identity, origin, associations, activities, etc., or the topic of the proclamation conformed to an official position taken by the League of California Cities (especially regarding legislation).

During the discussion, the City Council also reviewed and discussed the proclamation guidelines that had been adopted by the City of Carlsbad. As a result of the general discussion and a review of the Carlsbad guidelines, City Council reached a consensus

the Carlsbad guidelines would work well for the City of Lompoc, with certain changes. City Council directed the City Administrator to return with a finalized version of City Proclamation Guidelines for City Council's review and adoption.

In further reviewing the Carlsbad guidelines, staff would like further direction from Council. In the section of the guidelines that limits those who may seek a proclamation to City of Lompoc residents and employees, is the Council's intent for only City employees to request proclamations or any employee who works within Lompoc? In addition, does the Council want to allow Lompoc businesses, employees and residents in our surrounding communities that we regularly work with, such as Vandenberg Air Force Base, Vandenberg Village, and Mission Hills, to seek a proclamation? Staff also seeks direction whether the Council wants to add the guidelines to the Council Handbook. If the latter is desired, then staff will return with a Resolution to amend the Handbook. Otherwise, the Council can adopt the guidelines by minute motion with any amendments the Council may include.

Fiscal Impact:

There is no fiscal impact.

Conclusion:

Upon adoption, the City Proclamation Guidelines will be incorporated into Lompoc's Administrative Procedures Manual, and will be used as a practical guide for determining which City Proclamation requests are granted.

Respectfully submitted,

Patrick Wiemiller, City Administrator

Attachment: [City Proclamation Guidelines](#)