

Lompoc City Council Agenda Item

City Council Meeting Date: *April 5, 2011*

TO: *Honorable Mayor and City Council Members*

FROM: *Laurel M. Barcelona, City Administrator*
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SUBJECT: *CITY COUNCIL HANDBOOK*



RECOMMENDATION:

It is recommended the City Council:

1. Approve the proposed amendments to the Council Handbook by adopting the Resolution 5710(11);
2. Provide direction to staff to make additional specific changes to the Handbook and to return to Council at an upcoming meeting with another version of the Handbook; or
3. Not take any action on this item and permit the current Handbook to remain effective.

BACKGROUND/DISCUSSION:

At previous workshops, the City Council requested several modifications to the Council Handbook. Some were minor typographical changes; others were substantive changes. While reviewing the handbook for those changes, the City Attorney also made a few non-substantive edits. All the changes are shown as redlined markups to the existing handbook.

Below highlights some of the Council's substantive changes:

- Any individual Council Member may ask for the City Administrator for an informational memorandum on non-confidential matters (section A3.4).
- Any Advisory Body that provides a recommendation to the Council shall have its chair, or another delegated member of that body, shall be given an opportunity to address the Council jointly with staff when the recommendation is presented (section A4).
- All Council meetings and workshops shall be broadcast live through the City's website and TAP TV and a disclaimer shall be regularly shown during workshops indicating the Council will not be making any final decisions at that workshop (section B1).
- A revised schedule for the availability of agenda and agenda packet materials, as well as for any applicant or appellant to submit written materials for Council's consideration (section B2.1).
- A schedule for recurring matters with legal deadlines (section B2.3).
- Reordering of Council Request on Council agendas (B2.5).
- Residency requirements for committee members (B3.3).
- The Council and Council Members (in that capacity) shall not inform electors how to cast vote on any State or local ballot measure, unless the League of California Cities has so encouraged such action and the matter directly relates to the City (C3).

CONCLUSION:

After reviewing and discussing the proposed revisions to the handbook, the Council has at least three options set forth above.

Joseph W. Pannone
City Attorney

Laurel M. Barcelona
City Administrator

Attachments: **[Redlined Council Handbook](#)**
 [Resolution 5710\(11\)](#) (a clean version of the handbook will be attached as an exhibit)