



**DATE:** February 12, 2020  
**TO:** Planning Commission Members  
**FROM:** Brian Halvorson, Planning Manager  
**SUBJECT:** Agenda Item # 1

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Per a request from the City Clerk on behalf of the City Council, a discussion will occur regarding suggestions or requests to the Council for any revisions to the current make-up or meeting days, times, and locations of the Planning Commission.

To assist you in this discussion, the *Planning Commission Manual of Procedure* and the *Handbook for Commission, Committee, and Board Members* has been attached for your review prior to the February 12, 2020 public hearing.

**CITY OF LOMPOC**

**PLANNING COMMISSION**

**MANUAL OF PROCEDURE**



ADOPTED 1974

AMENDED JUNE 1993

AMENDED APRIL 13, 2011

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## HISTORY OF RULES OF PROCEDURE

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## **PLANNING COMMISSION MANUAL OF PROCEDURE**

As authorized by the Lompoc City Code Sections 2.48.020 and 2.24.010, the Planning Commission hereby adopts the following rules of procedure for the transaction of its business for the City of Lompoc.

### **A. MEETINGS**

#### **A-1 Regular Meetings**

The Planning Commission shall hold regular meetings on the second Wednesday of each month at the hour of 6:30 P.M. in the Council Chambers of City Hall, 100 Civic Center Plaza, or at such other place within the City limits to which said meeting may be adjourned. If for any emergency reason, it shall be considered unsafe to meet in the City Hall, the meetings may be held for the duration of the emergency at such other place as is designated by the Chair or three (3) members of the Planning Commission. When the day for any regular meeting falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the following business day, or on any other day that may be designated by the Chair of three (3) members of the Planning Commission. Government Code Section 54954.

No regular meeting shall be conducted past 12:00 midnight. At midnight the meeting shall be adjourned and continued, to a time and place acceptable to a majority of the Commissioners present, to consider any times where action is necessary prior to the next regular Commission meeting. If a second meeting is held and continued until midnight, the meeting shall be adjourned and all remaining agenda items will be continued to the next regular Commission meeting.

#### **A-2 Adjourned Meetings**

Any meeting may be adjourned to a time, place, and date certain in accordance with Government Code Section 54955.

### **A-3 Special Meetings**

Special meetings may be called at any time by the Chair, or by three (3) members of the Planning Commission, by delivering a written notice to each Commissioner, to each local newspaper of general circulation, and to any radio or television station requesting such notice in writing. Such notice must be delivered, personally or by mail, so as to be received at least twenty-four hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and all business to be transacted. No business other than that described in the notice shall be considered at such meetings. Such written notice may be waived as to any Commissioner who, at or prior to the time the meeting convenes, files a written waiver of notice with the Secretary of the Commission. Such waiver may be given by telegram or electronic facsimile. Such written notice shall be deemed waived by any Commissioner who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this rule regardless of whether any action is to be taken at the special meeting. The call and notice shall be posted at least twenty-four hours prior to the special meeting in a location that is freely accessible to members of the public. Government Code Section 54956.

### **A-4 Public Meetings**

All regular, adjourned, and special meetings of the Planning Commission shall be open and public. The Planning Commission, however, may hold closed sessions from which the public may be excluded pursuant to Section 54956.7-54957.8 of the Ralph M. Brown Act (Government Code Sections 54950-54962).

### **A-5 Attendance**

Commissioners are expected to attend all meetings of the Planning Commission. If a Commissioner is absent without permission from three (3) consecutive regular Planning Commission meetings, the office becomes vacant and shall be filled as any other vacancy. Lompoc City Code Section 2.48.040.

### **A-6 Quorum**

Five (5) members of the Planning Commission shall be present to consider changes to the Planning Commission Manual of Procedure and for the elections of the Chair and Vice-Chair. Three (3) members of the Planning Commission shall constitute a quorum and shall be sufficient to transact regular business. If fewer than three (3) Commissioners appear at a regular meeting, any member, or if all members are absent, the Secretary of the Commission, may adjourn the meeting to a stated day and hour. The Secretary of the Commission shall cause a written notice of the adjournment to be delivered personally to each Commissioner at least three (3) hours before the adjourned meeting. Government Code Section 54955.

## **A-7 Staff Assistance**

The Secretary of the Planning Commission shall be designated by the City Administrator to serve as secretary and professional and technical advisor to the Planning Commission. The Secretary may designate appropriate persons to serve as Planning Commission Clerk-Recorder to carry out administrative and clerical tasks under the supervision of the Secretary of the Planning Commission. Lompoc City Code Section 2.48.070.

## **B. AGENDA**

### **B-1 Preparation**

An agenda shall be prepared for each regular meeting containing a brief description of each item of business to be transacted and the order thereof. Items of business may be placed on the agenda by any Commissioner, the Secretary of the Commission, or the City Attorney. Agenda items shall be delivered to the Secretary of the Commission in accordance with the official Planning Commission administrative calendar annually approved by the Commission. The Secretary of the Commission shall thereafter prepare the agenda. Whenever feasible each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Planning Commission. The agenda, together with all reports pertaining thereto, shall be delivered to the Commissioners prior to 5:00 P.M. and posted on the City of Lompoc Planning Commission web site on the day so indicated in the official Planning Commission calendar.

The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. No action shall be taken on any item not appearing on the posted agenda.

Notwithstanding the foregoing, the Commission may take action on items of business not appearing on the posted agenda under any of the following conditions:

Upon a determination by three (3) Commissioners that an emergency situation exists, as defined in Government Code Section 54956.5.

Upon a determination by four (4) Commissioners, or, if fewer than four (4) Commissioners are present, a unanimous vote of those Commissioners present, that the need to take action arose subsequent to the agenda being posted.

The item appeared on the agenda of, and was continued from, a meeting held not more than five (5) days earlier. Government Code Section 54954.2.



## **B-2 Order of Business**

At the time set for each regular meeting, the Commissioners, Secretary of the Commission, City Attorney, and any department heads who have been requested to be present, or their representatives, shall take their regular places in the Council Chambers. The Chair shall call the meeting to order and the business of the Planning Commission shall be taken up for consideration and disposition in the order set forth in Section B-3 below, except that, with consent of a majority of the Commissioners present, items may be taken out of order. Written/Staff Communications relating to agenda items shall be provided to the Planning Commission concurrent with the delivery of the agenda and supportive documentation. The Planning Commission may elect to continue the item if substantial new information is presented during the meeting.

## **B-3 Contents**

The agenda shall contain the title headings and shall be conducted in the order and manner set forth below:

**Roll Call:** The Secretary of the Commission or the Secretary's designee shall call the roll of the Commissioners, and the names of those present shall be entered in the minutes.

**Approval of Minutes:** The Planning Commission shall consider the correction, if necessary, and the approval of the minutes of the last meeting(s). A full reading of the minutes shall not be required unless requested by a majority of the Commissioners present.

**Consent Calendar:** (Optional): The Consent Calendar shall consist of matters considered to be routine. Any Commissioner may request that any item listed on the Consent Calendar be removed for separate consideration.

**Oral Communications:** The Planning Commission shall hear any communications from the public, who may choose to speak on issues of interest to the public that are within the jurisdiction of the Planning Commission. Government Code Section 54954.3.

**Public Hearings:** The Planning Commission shall conduct all public hearings in accordance with the provisions of Sections I-1 through I-7, below.

**Unfinished Business:** The Planning Commission shall consider items of business, requiring minute action, previously under consideration at a meeting within one (1) year of the present meeting and which have been either:

- continued to the present meeting; or
- tabled or postponed indefinitely and are now requested to be placed on the agenda by a majority of the Commissioners present.

**New Business:** The Planning Commission shall consider items of business, requiring minute action, which have not been considered at a meeting of the Planning Commission within one (1) year of the present meeting.

**Communications:** The Planning Commission shall consider all written and oral communications from the public. The agenda shall list all written communications requiring Planning Commission action including a brief synopsis of the contents thereof. After all written communications have been considered, the Chair shall announce a second opportunity for oral communications from the audience. All written and oral communications shall be subject to the provisions of Sections D-1 through D-5, below.

**Staff Communications:** The Planning Commission shall receive and consider any requests, reports, information, and materials from City staff relating to matters within the Commission's jurisdiction or of interest to the Commissioners.

**Commission Requests:** The Planning Commission shall consider all requests of individual Commissioners for investigation and reports by the City staff, committees, and sub-committees regarding any proper matters of Planning Commission business. Such requests shall be considered without the necessity of the specific items or requests appearing on the agenda; however, no action shall be taken other than referring the matter to City staff for an investigation and report, and setting a time on a future agenda for the report to be received and considered by the Commission.

**Adjournment:** The meeting shall be adjourned after a motion to adjourn has been made and carried.

## **C. PRESIDING OFFICER**

### **C-1 Chair to Preside**

The Chair shall be the Presiding Officer at all meetings of the Planning Commission. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, the Secretary of the Commission shall call the Planning Commission to order, whereupon a temporary Presiding Officer shall be elected by the Commissioners present to serve until the arrival of the Chair or Vice-Chair or until adjournment.

### **C-2 Powers and Duties of Presiding Officer**

**Participation:** The Presiding Officer may move, second, debate, and vote from the Chair. The Chair shall not be deprived of any of the rights and privileges of a Commissioner by reason of acting as Presiding Officer.

**Questions to be Stated:** The Presiding Officer, or such member of the City staff as the chair may designate, may orally restate each question immediately prior to calling for the vote. Following the vote, the Presiding Officer shall announce whether the question carried or was defeated. The Presiding Officer, at his/her discretion, may publicly explain the effect of a vote for the audience, or direct a member of the City staff to do so, before proceeding to the next item of business.

**Maintaining Order and Decorum:** The Presiding Officer shall be responsible for the maintenance of order and decorum at all meetings, and shall decide all questions of order, subject, however, to an appeal to the Planning Commission.

**Signing of Documents:** The Chair shall sign all resolutions, minutes, and other documents necessitating the signature of the Chair which were adopted in his/her presence. An alternate Presiding Officer may sign such documents in the absence of the Chair. All documents which were adopted during the tenure of an alternate Presiding Officer shall be signed by that alternate Presiding Officer. In the event that both the Presiding Officer and alternate are unavailable, any Commissioner who participated in the debate and decision may sign the subject document(s).

**Appointment of Committees:** The Chair may, subject to the approval of the Planning Commission, appoint such committees of Commissioners, City staff, and private citizens, or a combination thereof, as necessary and expedient, to assist and advise the Planning Commission in its work.

## **D. ADDRESSING THE PLANNING COMMISSION**

### **D-1 Written Correspondence**

The Secretary of the Commission and the Secretary's designee are authorized to receive and open all mail addressed to the Planning Commission and give it immediate attention to the end that all administrative business referred to in said communications, and not requiring Planning Commission action, may be disposed of between Planning Commission meetings; provided, however, that all communications and any action taken pursuant thereto shall be reported to the Planning Commission. Any communications requiring Planning Commission action shall be placed upon the agenda for the next regular meeting together with a report and recommendation by the City staff. All correspondence shall be answered or acknowledged as soon as practicable.

### **D-2 Right to Address Planning Commission**

Subject to the provisions of Sections D-3 through D-5, below, members of the public shall have the absolute right to address the Planning Commission during consideration of items under the following headings of business:

**Public Hearings:** Interested persons or their authorized representatives may address the Planning Commission, while a matter is open to public hearing, by remarks or questions relevant to the matter under consideration.

**Oral Communications:** Any person may address the Planning Commission on any matter within its jurisdiction during either of the oral communications segments of the meeting. If a speaker addresses a concern which is not on the agenda and does not fall within the exceptions stated in B-1 above, the Commission shall take no action on the matter; however, the item may be placed on the next Commission meeting agenda, or the Presiding Officer may refer the item to City staff. Government Code Section 54954.3.

### **D-3 Manner of Addressing Planning Commission**

Any person desiring to address the Planning Commission shall stand and wait to be recognized by the Presiding Officer. After being recognized, the speaker shall state his/her name for the record and proceed to address the Planning Commission from the rostrum. All remarks and questions shall be addressed to the Planning Commission as a whole and not to any specific member thereof. No question shall be asked of a Commissioner or a member of the City staff without first obtaining permission from the Presiding Officer. Speakers shall refrain from argumentative conversation or prolonged debate of an issue.

#### **D-4 Time Limitation**

Every person addressing the Planning Commission shall limit his/her address to five (5) minutes during the first oral communications segment of the meeting and to two (2) minutes during the second oral communications segment unless further time is granted by the Presiding Officer. No express time limits shall be imposed upon public hearings where due process rights are involved; however, the Presiding Officer may limit repetitive presentation and curtail irrelevant remarks. When any group of persons wishes to address the Planning Commission on the same subject, it shall be proper for the Presiding Officer to request that a spokesperson be chosen to represent the group so as to avoid unnecessary repetition.

#### **D-5 Improper Remarks**

Any person making impertinent, slanderous, or profane remarks or who becomes boisterous or abusive while addressing the Planning Commission shall be called to order by the Presiding Officer and, if such conduct continues, the Presiding Officer shall order him/her barred from further audience before the Planning Commission during discussion of the current item.

### **E. DEBATE AND DECORUM**

#### **E-1 Getting the Floor**

Every Commissioner desiring to speak shall first address the Chair, gain recognition by the Presiding Officer, and confine his/her remarks to the question under debate.

#### **E-2 Questions of Staff**

Every Commissioner desiring to question the City staff shall, after recognition by the Presiding Officer, address his/her questions to the Secretary of the Commission or the City Attorney who may, in turn, refer questions to other City staff members who are present.

### **E-3 Interruptions**

A Commissioner, once recognized, shall not be interrupted when speaking except when called to order by the Presiding Officer, unless a point of order of personal privilege is raised by another Commissioner, or unless the speaker chooses to yield to a question by another Commissioner. If a Commissioner, while speaking, is called to order, the Commissioner shall cease speaking until the question of order is determined and, if determined to be in order, may proceed. Members of the City staff, after recognition by the Presiding Officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

### **E-4 Points of Order**

The Presiding Officer shall determine all points of order subject to the right of any Commissioner to appeal to the Planning Commission. At the request of the Chair, the City Attorney may offer an opinion in making such determination. If an appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?" The Planning Commission decision shall determine conclusively such question of order.

### **E-5 Point of Personal Privilege**

The right of a Commissioner to address the Planning Commission on a question of personal privilege shall be limited to cases in which the integrity, character or motives of the Commissioner are questioned, or where the welfare of the Planning Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor subject only to the power of the Presiding Officer to call him/her out of order.

### **E-6 Remarks of Commissioners and Synopsis of Debate**

Any Commissioner shall have the right to have an abstract of his/her statement and/or a synopsis of the debate on any subject under consideration by the Planning Commission entered into the minutes. Such right shall be exercised by specific direction to the Secretary of the Commission at the Planning Commission meeting.

### **E-7 Decorum and Order, Planning Commission and City Staff**

While the Planning Commission is in session, the Commissioners and City staff preserve order and decorum. No person shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Planning Commission, disturb any speaker, or refuse to obey the directives of the Presiding Officer.

## **E-8 Decorum and Order, Audience**

Members of the public attending Planning Commission meetings shall observe the same rules of order and decorum applicable to the Planning Commission and City staff. Any person making impertinent, slanderous, or profane remarks or who becomes boisterous or abusive while attending the Planning Commission meeting shall be removed from the room if the Sergeant-at-Arms is so directed by the Presiding Officer, and such person may be barred from further audience before the Planning Commission at the meeting in question. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Presiding Officer, who shall direct the Sergeant-at-Arms to remove such offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer or a Commissioner. Speakers shall refrain from argumentative conversation or prolonged debate of an issue.

The Planning Commission may order the meeting room cleared and continue in session if the meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct to such meeting infeasible and order cannot be restored other than by the removal of individuals who are willfully interrupting the meeting.

In such cases, only matters appearing on the agenda may be considered. Representatives of the press or other news media, except those participating in the disturbance, and individuals not responsible for disturbance of the orderly conduct of the meeting shall be allowed to remain at the meeting, or may be readmitted. Government Code Section 54975.9.

## **E-9 Enforcement of Decorum**

The Chief of Police, or such member of the Police Department as the Chief of Police may designate, shall be Sergeant-at-Arms of the Planning Commission and shall attend meetings at the request of the Presiding Officer, the Planning Commission, or the Secretary of the Commission. The Sergeant-at-Arms shall be available to respond to all meetings immediately upon call, and shall carry out all orders given by the Presiding Officer or Planning Commission for the purpose of maintaining order and decorum at the Planning Commission meetings. Any Commissioner may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Commissioners present shall require him/her to do so.

## **E-10 Failure to Observe Rules of Order**

Rules adopted to expedite the orderly transaction of the business of the Planning Commission are deemed to be procedural only and the failure to strictly observe such rules shall not affect the jurisdiction of the Planning Commission or invalidate any action taken at a meeting that is otherwise held in conformity with law.

## **F. MOTIONS**

### **F-1 Presentation of Motions**

A motion is a formal statement of a proposal or question to the Planning Commission for consideration and action. Every Commissioner has the right to present a motion.

### **F-2 Second Required**

A motion by any Commissioner shall be seconded prior to any vote thereon. Discussion of the motion may precede the receipt of a second to any motion.

### **F-3 Precedence of Motions**

When a main motion is before the Planning Commission, no motion shall be entertained except the following which shall have precedence, one over the other, in the following order:

- Adjourn
- Recess
- Postpone temporarily
- Previous question
- Limit or extend debate
- Refer to committee or staff
- Amend
- Postpone indefinitely



The above order of preference is subject to the following restrictions:

- A motion shall not be repeated without intervening business or discussion.
- A motion shall not be in order when the previous question has been ordered.
- A motion shall not be in order while a vote is being taken.

#### **F-4 Particular Motions, Purposes and Criteria**

The purposes and salient criteria of the above-listed motions are as follows:

##### **Motion to Adjourn**

**Purpose:** To terminate a meeting.

**Debatable or Amendable:** No, except a motion to adjourn to another time is debatable and amendable as to the time to which the meeting is adjourned.

##### **Motion to Recess**

**Purpose:** To permit an interlude in the meeting and to set a definite time for continuing the meeting.

**Debatable or Amendable:** Yes, but restricted as to time or duration of recess.

##### **Motion to Postpone Temporarily**

**Purpose:** To temporarily set aside a pending main motion, provided that it may be taken up again for consideration during the current meeting or at the next regular meeting. Also referred to as a "motion to table" or a "motion to lay on the table".

**Debatable or Amendable:** Debatable but not amendable.

### **Motion for Previous Question**

**Purpose:** To prevent or halt discussion on the pending question(s) and to bring such question(s) to vote immediately. If the motion fails, discussion resumes. If the motion passes, a vote shall be taken on the pending motion or motion(s).

**Debatable or Amendable:** No.

### **Motion to Limit or Extend Debate**

**Purpose:** To limit or determine the time that will be devoted to discussion of a pending motion or to extend or remove limitations already imposed on its discussion.

**Debatable or Amendable:** Not debatable; amendments are restricted to the duration of the proposed limit or extension.

### **Motion to Refer to Committee or Staff**

**Purpose:** To refer the question before the Planning Commission to a committee or to the City staff for the purpose of investigating or studying the proposal and subsequently reporting to the Planning Commission. If the motion fails, discussion or vote on the question resumes.

**Debatable or Amendable:** Yes.

### **Motion to Amend**

**Purpose:** To modify or change a motion that is being considered by the Planning Commission so that it will express more satisfactorily the will of the Commissioners. If the motion fails, discussion or vote on the main motion resumes. If the motion passes, the main motion shall be voted on as amended, unless it is further amended.

**Debatable or Amendable:** Debatable (unless applied to an undebatable main motion); amendable.

### **Postpone Indefinitely**

**Purpose:** To prevent further discussion and voting on the main motion. If the motion fails, discussion and voting on the main motion resumes. If it passes, the subject of the main motion shall not be brought up again during the remainder of the meeting or at the next regular meeting.

**Debatable or Amendable:** Debatable, but not amendable.

### **Main Motion**

**Purpose:** The primary proposal or question before the Planning Commission for discussion and decision.

**Debatable or Amendable:** Yes.

## **G. VOTING**

### **G-1 Voting Procedure**

When any motion is in order for the question, a vote thereon shall be taken by voice or roll call and entered in full upon the record. Unless otherwise required by law, motions may be passed by a simple majority of the members present at a properly quorumed meeting (e.g., two votes are sufficient if only three members are present.)

Motions shall not require a roll call vote unless required by law or requested by a Commissioner before the negative has been put. It shall not be in order for Commissioners to explain their votes during the roll call.

### **G-2 Change of Vote**

A Commissioner may change his/her vote only if a request is made to do so immediately following the announcement of the vote by the Secretary of the Commission and prior to the time that the next item in the order of business is taken up.

### **G-3 Failure to Vote**

Every Commissioner should vote unless disqualified for cause accepted by vote of the Planning Commission or by opinion of the City Attorney. Self-disqualification, without approval, which results in a tie vote shall be avoided as thwarting Planning Commission action, but no Commissioner shall be forced to vote. A Commissioner who abstains consents that a majority of the quorum may act for him/her. Tie votes shall be lost motions and may be reconsidered.

### **G-4 Conflicts of Interest**

Conflicts of interest shall be governed by the Political Reform Act of 1974 (Government Code Sections 897100-91015), Government Code Sections 1090 et seq., Government Code Sections 1126 et seq., and other provisions of applicable law, case law, and common law principles. Commissioners shall state the facts of potential conflicts of interest to the City Attorney or the Fair Political Practices Commission at the earliest possible time so that an opinion can be rendered and Commissioners can take appropriate action.

### **G-5 Reconsideration and Rescission of Prior Action**

After motion and vote by the Planning Commission, such action may be reconsidered or rescinded only in the following manner:

**Reconsideration:** A motion to reconsider (set aside a vote) on a main motion shall always be in order at the same meeting. The motion to reconsider is amendable and debatable. Such motion can be made by any Commissioner regardless of how he/she previously voted on the matter. If the motion to reconsider passes, the effect thereof is to overrule and cancel the prior action.

**Rescission:** A motion to rescind (repeal, cancel, nullify) prior Planning Commission action on a main motion shall be in order at any meeting of the Planning Commission. The effect of rescinding prior Planning Commission action shall operate prospectively only and not retroactively to the date of the original action; that is, rescission shall not operate to adversely affect intervening legal rights arising in the period between passage and rescission.

**Lost Motion:** A lost motion is one that fails to receive the necessary number of votes to carry. Tie votes result in a lost motion. Lost motions may be renewed at any subsequent Planning Commission meeting. To revive a lost motion at the same meeting, the proper action is a motion to reconsider, discussed above.

## **H. MINUTES**

### **H-1 Preparation of Minutes**

The minutes shall consist of a clear and concise statement of each and every Planning Commission action, including the motions made and the votes thereon. Reasons for making a motion, reasons for voting, Planning Commission debate, and audience reaction are generally irrelevant for purposes of the minutes, except as described in Section H-2, below. Such items may be included, if considered to be particularly relevant or otherwise necessary by the Secretary of the Commission or by the Planning Commission. The Secretary of the Commission shall be exclusively responsible for preparation of the minutes, and any directions for changes in the minutes shall be made only by action of the Planning Commission.

### **H-2 Minutes of Hearings**

Whenever the Planning Commission acts in a quasi-judicial proceeding, such as hearings described in Section I, below, the minutes shall contain a synopsis of all evidence considered in the hearing including summaries of statements of persons addressing the Planning Commission.

### **H-3 Reading of Minutes**

Unless the reading of the minutes of a Planning Commission meeting is ordered by a majority vote of the Planning Commission, such minutes may be approved without reading if the Secretary of the Commission has previously furnished each Commissioner with a copy.

## **I. HEARINGS**

### **I-1 Application and Definition**

The following procedural rules shall apply to all hearings before the Planning Commission. As used herein, the term "hearing" includes all public hearings required by state law or City ordinance.

### **I-2 Rights of Interested Persons**

On the date and at the time and place designated in the notice, the Planning Commission shall afford interested persons or their authorized representatives, or both, the opportunity to present documentary and oral evidence, and present statements, arguments, and contentions orally and in writing, subject to Section D, above, and the rules hereinafter stated.

## **Presentation of Evidence**

**Oral Evidence:** All oral statements which are relevant to the subject matter of the hearing may be considered by the Planning Commission. Oral evidence may be taken on oath or affirmation at the request of any Commissioner, City staff member, interested party, or his/her authorized representative.

**Exhibits and Documents:** Exhibits and documents used by City staff and any persons participating in the hearing may be considered as evidence.

**Communications and Petitions:** All communications and petitions concerning the subject matter of the hearing shall be read aloud either in full or by synopsis thereof, provided that a reading in full shall be had at the request of any Commissioner. All such communications and petitions may be considered as evidence by the Planning Commission.

**Staff Reports:** Whenever practicable, a written staff report shall be prepared and summarized by staff as part of the staff presentation. Said report shall be considered as evidence.

**Large Maps and Displays:** Large maps and displays presented for use at the hearing shall, whenever practicable, be displayed in full view of the participants and the audience. Said maps or displays, or authentic reductions thereof, may be considered as evidence.

**Admissible Evidence:** The hearing need not be conducted according to technical rules relating to evidence and witnesses applicable in a court of law. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a decision unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing. Irrelevant and unduly repetitious evidence shall be excluded.

### **I-4 Evidence Outside the Hearing**

Any evidence taken outside the hearing, such as field trips, views of the premises and the surrounding areas, and discussions with individuals, may be considered by the Planning Commission in reaching its decision providing it is disclosed at a public meeting.

## **I-5 Continuance**

Any hearing being held, or noticed or ordered to be held, by the Planning Commission may, by minute action, be continued to any subsequent regular or adjourned meeting of the Planning Commission provided that if the hearing is continued to a time less than twenty-four hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance shall be posted outside the Council Chambers forthwith following the meeting at which the order of continuance was made.

## **I-6 Decision**

The Planning Commission shall consider all evidence properly presented in accordance with the rules stated herein and, unless otherwise provided by law, shall render a decision or determination on the matter within forty days after the close of the hearing. Such decision or determination shall be by motion made and action taken thereon at a regular or adjourned meeting of the Planning Commission. Any Commissioner who was not present during the entire hearing (unless having read or listened to the entire transcript thereof and having so stated for the record) or who, in the opinion of the City Attorney or the Fair Political Practices Commission, has a substantial conflict of interest in the matter, shall disqualify himself/herself from participating in or voting on said matter.

## **I-7 Record of Hearing**

A verbatim mechanical recording shall be made of the oral evidence presented at the hearing. Said recording, together with all documents, maps, exhibits and displays admitted into evidence, shall be retained by the Secretary of the Commission for two (2) years after the date of the close of the hearing. Said recording, any transcript thereof, and documentary evidence shall be available for public inspection in accordance with the Public Records Act (Government Code Sections 6250-6286).

## **HISTORY OF RULES OF PROCEDURE**

Manual of Procedure adopted by Planning Commission, 1974.

Rules A-3, A-6 and G-1 amended August 9, 1976 to reflect reduction in membership from 7 to 5 members.

Manual of Procedure, Revision 1 adopted by Planning Commission on June 28, 1993.

Manual of Procedure, Revision 2 adopted by Planning Commission on April 13, 2011.





# **Handbook for Commission, Committee, and Board Members**

**Updated February 2020**  
(Resolution No. 6303)

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## **INTRODUCTION**

The City of Lompoc (City) has established a number of standing City commissions and special citizen advisory committees and boards to review City program areas and special community problems in order to provide a greater public input into the city government of Lompoc. This Handbook has been prepared to provide a general idea of the policies, guidelines and responsibilities of committee, commission and board members.

It is hoped this handbook will provide members with the necessary information to understand the basic functions of their commission, committee or board, as well as their role within the organization.

# LOMPOC VALLEY HISTORY

## ORIGIN OF NAME

The name Lompoc comes from the Chumash; various translations suggest the lakes and lagoons resulting from the spring flooding: "lagoon, little lake."

## INDIAN PERIOD

The Chumash Indians lived in small villages, surviving off the sea and the land. They were non-agricultural. Two of their greatest achievements were the design and construction of the plank canoe and the fine workmanship of their baskets.

## EXPLORATION

1542 - Expedition by Juan Cabrillo (first white contact with the Indians)

1769 - Don Gaspar De Portala camped with his expedition at the mouth of the Santa Ynez River and found an inviting area about which he wrote in his diary.

## MISSION PERIOD

In 1769, King Carlos III of Spain acquired land from San Diego to Monterey for the purpose of building 21 missions and to protect the land from the invading Russians.

In 1787, Mission de la Purisima Concepcion de Maria Santisima was founded. It was built at the end of South "G" Street--just below the hills. Twenty-five years later the Mission was destroyed by an earthquake. Some wall structural remains are still at the site, and a huge, deep crevice can be seen in the hill above the ruins.

The Indians moved across the Valley to the present site, taking 5 years to build and complete the new mission. Unfortunately, white man's diseases wiped out the Indian population and the mission fell to ruin.

The Union Oil Company later owned the land where the Mission ruins lay. In 1933, Union Oil deeded the Purisima Mission site to the county, and a 507-acre State Park was later created. During the 1930's the Civilian Conservation Corps (now known as the California Conservation Corps), the State Park Commission, the National Park Service, and the Department of the Interior restored the mission to its present condition. It is one of the most authentic restorations of an historical landmark in the nation. The restorations were completed in late 1941.

## RANCHO PERIOD

In 1837, the Mexican Governor of California gave land to his soldiers as payment for excellent service. In Santa Barbara County, land was divided into 40 Ranchos. In the Lompoc area there were 5.

In the early 1850's, Thomas Wallace More and his brothers A.P. More and H.H. More bought Rancho Lompoc from the Carrillos family. The partnership of Mr. W. W. Hollister, Hubbard Hollister, Albert Diblee, and Thomas Diblee purchased the two Ranchos in 1863 for \$60,000.

## RANCHO PERIOD (cont'd)

They also owned most of the Ranchos between Lompoc and Santa Barbara. On this land, they ran thousands of sheep and the floor of the Lompoc Valley was covered with 20,000 sheep grazing on lush grass.

## LOMPOC COLONY PERIOD

Mr. W. W. Broughton, a lawyer and newspaperman from Santa Cruz, California, was looking for a place to start a new town. He was unhappy with the drinking problem in the Santa Cruz area, and wanted to start a new town where he could raise his children in a peaceful atmosphere.

In his travels throughout the state, he saw the Lompoc Valley and realized that, because of its beauty, rich soil and excellent climate, this was the dream land he had been looking for. The land was very fertile and would be perfect for farming and raising sheep and cattle.

His town was to be a Temperance Colony – a town where no liquor could be made, consumed or sold. Mr. Broughton organized 100 farmers, ranchers and businessmen from Santa Cruz, Santa Barbara, and San Francisco. They purchased the land, which consisted of all the territory of the Lompoc and Mission Veija de la Purisima Ranchos. It was a total of 46,500 acres, and was purchased on October 19, 1874, at a cost of one half million dollars. These 100 businessmen made up the Lompoc Valley Land Company.

The land was divided into 5, 10, 20, 40 and 80-acre lots and it was to be put up for auction. One square mile would be for the town itself and the rest would be for farmland. One block was set aside for a school (the original site is where El Camino is located). Lots were set aside for churches and fraternal organizations, and a 10-acre section was to be used for a cemetery. Everything was well planned before the auction was ever held.

Mr. Broughton then advertised his land sale in all the newspapers in the Santa Cruz, Santa Clara, San Jose and Watsonville areas. Families arrived in wagons, which held all their belongings and they lived in tents or the ruins of the first mission while anxiously awaiting the day of the auction. Lots sold fast and furiously.

Five hundred dollars from the land sales was set aside to start a newspaper, because news needed to be sent to the "Easterners" to come West to this wonderful new town. The first auction was so successful that another one was arranged. This time, with his new newspaper, Mr. Broughton was able to advertise throughout the United States. The second sale would be held Monday, April 26, 1875. (Terms of the sale were 15% down with purchase; 15% on the last Monday in December of the first year; and then 10% annually on the last Monday of December of each year.) The average price per acre was \$60.00. These people, who now called Lompoc their home, were peaceful, non-drinking, farmers and ranchers. They brought their trades with them. They ran blacksmith shops, harness shops, made wagons and buggies, set up a creamery and ran grocery and drug stores.

## LOMPOC COLONY PERIOD (cont'd)

The first two years were great ones. By the end of the first year, 200 families had settled in the valley; school was in session; the stage coach came to town three days a week; there was a post office; a newspaper was being published; the town had a doctor; a five-acre picnic ground had been established in Miguelito Canyon; there were plans for an agricultural college; and plans for a much-needed wharf. The wharf was needed so that butter and cheese and other farm products could be shipped to San Francisco. As it was, wagons were hauling these goods to the Gaviota wharf 22 very-rough miles away. It was the plan of the stock company to set aside a quarter of all proceeds from the land sale for the building of an agricultural college. The wharf was urgently needed and so the money from the college fund was loaned for the building of a wharf – with the idea that the profits from shipping Lompoc goods to San Francisco would repay the loan for the college. Soon after the wharf was completed, disaster struck, and rough seas washed the wharf away. It was rebuilt a couple of times – only to wash away again – along with the dreams of a college. All that was left of the dream is the name of the street where the college was to be built – College Avenue.

Disaster seemed to be the key word following the shattered dreams of a wharf and college. For the next few years, no rain fell, and a damaging drought hit the valley. Animals died by the thousands and many people became discouraged and left. Colonel W.W. Hollister loved the new town and hated seeing these people losing everything they owned just because Mother Nature wasn't cooperating. He and the two Mr. Diblees saved the people and the town from total abandonment by remitting interest charges on the land payments for a few years until the drought had passed.

There were still hard times for four more years – a diphtheria epidemic killed many of the children. However, many of these tough people clung to the rich soil and their new homes, and survived.

The town prospered and in years to come another industry, besides agriculture, developed. This was the mining of diatomaceous earth.

In 1896, the Balaam Family found the largest uniform deposit of pure diatomaceous silica, so far discovered in the world, on their property in Miguelito Canyon. The rights were sold in 1929 to the Johns Manville Corporation. At times, 1,200 people have been employed at one time at the Company. Most of the early employees lived in company housing on the property – which also had a store, a hospital and a school. Manville continues to be one of Lompoc's top industries.

The flower seed industry followed and has probably brought more fame to Lompoc than any other industry. Mr. Burpee from Philadelphia heard of the beautiful flowers growing in the yards of Lompoc residents. He came out to investigate and found it to be true. He first tried growing sweet peas here and because of the rich soil, cool ocean breezes for air pollination, and the long summers, the flowers grew profusely. Later, the sweet pea became the City flower. Today, Lompoc grows 500 varieties of flowers for seed for the world. Two major seed companies plant hundreds of acres of flowers. Lompoc has the distinction of being known as the Flower Seed Capital of the World.



## LOMPOC COLONY PERIOD (cont'd)

In 1941, 86,000 acres of the Jesus Maria Rancho owned by the Olivera family, just north of Lompoc, was purchased by the Army for an Army base. The name of the new base was Camp Cooke – named for a pioneer cavalry officer. Camp Cooke was to be used for artillery firing and tank maneuvers. It was the first armored training center on the West Coast.

Camp Cooke was at one time a prisoner of war camp. Italian and German prisoners were brought to the camp by ships. It later became a federal penitentiary – built where the United States Penitentiary is now.

After the bombing of Pearl Harbor, there were rumors of enemy submarines off the coast of California. A blimp base was established at the Lompoc Airport for the purpose of spotting submarines. (At that time, the Lompoc Airport was at the site of the Lompoc Shopping Center and Lompoc High School).

Camp Cooke was reactivated for two and a half years after the outbreak in Korea. In 1956, the Air Force took over Camp Cooke for the purpose of launching missiles from the West Coast, and on December 26, 1958, the first missile was sent soaring into space. The name of the new facility was changed from Cooke Air Force Base to Vandenberg Air Force Base to honor the late General Hoyt S. Vandenberg, second Air Force Chief of Staff and early proponent of aerospace preparedness.

By 1944, Lompoc had grown to over 5,000 people. Four years after the Air Force's takeover of the base in 1957, Lompoc's population had grown to more than 20,000. By 1988 the population was more than 32,300. The little farm community would be no more.

## **CITY GOVERNMENT**

The City is a general law city with a Council-Manager form of government. Under this form of government, the City Council is the policy making body and the City Manager is responsible for carrying out Council policy.

The City is governed by a five-member City Council, consisting of the Mayor and four Council Members elected from the City at large. Municipal elections are held each even-numbered year, with the Mayor and two Council Members elected on each occasion. The Mayor is elected for a two-year term, and Council Members are elected for four-year terms. The Mayor serves as presiding officer during all public meetings. The duties of the City Council include appointing a City Manager, City Attorney, and members of the commissions, boards, and committees; adopting the budget; enacting legislation and generally establishing basic policy for the City.

The City has a staff of over 400 full-time employees. The principal departments within the City's organization include the Departments of Administration, Economic and Community Development, Fire, Library, Management Services, Police, Public Works, and Utilities.

The City forces are responsible for the distribution of electrical power within the City and the City owns and operates wastewater and water treatment plants. The City provides refuse collection and maintenance of the landfill as well, as the operation of the transit system and the Lompoc Airport. The City has its own Police and Fire Departments. In addition, there are police volunteers and reserve fire fighters who assist in providing public safety services.

### **Appointed Officers**

City Manager. Subject to the approval of the City Council, the City Manager performs a variety of duties designed to promote and further the interests of the City. The City Manager provides general direction to the Economic Development and Administrative support staff, department heads, and directs, controls and coordinates various City services and programs.

The City Manager meets with, provides information to, and receives direction from the City Council. The City Manager also advises the City Council on the fiscal affairs of the City and assists the Council in developing goals and the planning framework for the City. Additionally, the City Manager seeks alternative state and federal revenue sources, coordinates the preparation and submission of grant applications, coordinates and promotes economic development activities, and researches and implements modern management practices.

City Attorney. The City Attorney directs and performs legal services on behalf of the City, its officers, boards, committees, commissions and departments. The City Attorney attends meetings of the City Council, Planning Commission and other official bodies on request. The City Attorney renders legal advice and opinions when requested, prepares ordinances, resolutions, contracts and other legal documents, and represents the City as legal counsel.

## **CITY ADMINISTRATION**

The City's administrative organizational structure reflects modern management principles and provides an effective arrangement of City functions and activities to meet the goals, objectives and service requirements of the City.

**City Clerk's Office** – plans and supervises the work involved in maintaining official City documents and records. Additionally, the division prepares the City Council agenda, arranges for agenda distribution, attends City Council meetings, records actions taken, prepares minutes, and certificates of adoption of Council resolutions and ordinances. The City Clerk also provides information on filing procedures to potential Council candidates and assists the County in conducting municipal elections, which are consolidated with the County elections. The Office coordinates the recruitment and appointment by the City Council to City advisory bodies.

**Human Resources Division and Safety and Risk Management** – enables the City to manage its human resource requirements and to improve organizational effectiveness by assisting City departments through programs of recruitment, selection, employee performance and development. Responsibilities also include employee relations, benefits, administration, developing fair and equitable policies and procedures, and attaining a diverse workforce. Safety and Risk Management provides for the safety and health of City employees through training of staff in safe practices and procedures, including CPRT. Also, the division protects the safety of the public as they come into contact with City facilities, equipment and personnel.

### **Economic & Community Development Department**

The Economic & Community Development Department is responsible for activities related to Planning, Community Development Block Grant programs and environmental review.

**Planning Division** – provides services related to comprehensive planning, development and maintenance of a safe and satisfying environment for the citizens of Lompoc. This is done by assisting and directing orderly growth, protecting environmental resources, and stressing high standards of architecture, landscaping, and site planning. In so doing, the division helps protect the public interest, the public's safety, and the preservation of property values. The Division provides staff services for the Planning Commission and prepares, updates, and maintains the General Plan program to ensure City policies are coordinated and implemented.

**Community Development Block Grant (CDBG) and Human Service Program** – provides efficient and effective administration that results in attainment of the CDBG's program goals, which are: to provide decent housing, a suitable living environment, and expanded economic opportunities for persons of low and moderate income through public services, public facilities, housing programs, economic development, and the elimination of slums and blight.

**Building Inspection** – provides consistent and thorough inspection of all construction work to ensure compliance with approved plans, applicable codes and regulations. Inspectors investigate general code violations, substandard or unsafe buildings, and building equipment. Action is initiated to ensure compliance with applicable codes and City ordinances.

**Recreation Division** – provides the citizens of Lompoc a comprehensive program of leisure-time activities based on the expressed needs of the community, and the availability of resources to meet those needs.

### **Fire Department**

The Fire Department provides for community fire safety, the control and suppression of fire, emergency medical service, emergency preparedness planning, support of allied services providing for the safety of the citizenry, public safety through the coordination and enforcement of all building regulations established by the City and the State of California, including building, plumbing, mechanical, electrical, housing, sign codes, Title 24 and Americans with Disabilities Act requirements.

### **Library Department**

The Library Department's mission is to be the learning center of our communities within the Lompoc Valley and the place people turn to for the discovery of ideas, the joy of reading, and the power of information.

Library's values:

- Reading improves lives.
- Literacy and the ability to learn are basic tools of economic opportunity and personal success.
- Outstanding customer service to patrons of all ages and backgrounds is a responsibility and privilege.

### **Management Services Department**

The Management Services Department provides administrative support, including treasury, finance, accounting, budget, print shop, information systems, insurance, and central purchasing and materials warehousing for all departments of the City.

**City Treasury** – is responsible for supervising receipt counting, deposits, and the accounting of fees, taxes, claims due the City and directs the preparation and collection of utility bills. A variety of financial reports for management information and Council action are prepared here.

**Finance** – is responsible for financial and budgetary control, accounting system, payroll, and debt management. Other major responsibilities of the Finance Division are assisting in the preparation and administration of the City's Biennial Budget and preparation of the City's Comprehensive Annual Financial Report (CAFR). The division also administers the City's business tax (license) and permit requirements.

**Information Services** – provides information services data processing support for all departments of the City, storage of City documents with minimum space requirements, and other management information as requested. The division maintains all computing, network, Geographic Information, Intranet, Internet and telephone systems for all City departments.

**Purchasing Division** – approves all City purchasing activities, assists departments with selection of products or services maintains central stores for commonly used and bulk items, and is the central receiving area for deliveries of goods.

### **Police Department**

The Police Department provides effective and professional police services, in partnership with the citizens we serve, encouraging mutual respect and innovative problem solving, thereby improving the quality of life in our community.

### **Public Works Department**

**Airport/Transit Services** – provides convenient, safe, economical, and reliable transit services to meet the needs of those who are transportation disadvantaged and to help reduce traffic congestion, improve access to employment, shopping, medical, education, and recreational destinations and assist in air quality attainment. Airport programs are designed to develop and maintain a fully operational airport that meets the needs and expectations of the airport community within available resources.

**Building Maintenance**– maintains City buildings in a safe and cost effective manner for the benefit of the general public and City employees.

**Engineering** – ensures the health and safety of the community by administering the City's street capital improvement and traffic engineering programs. The Engineering Division also provides engineering support for other projects, including private development, water, sewer, storm drains, and park facilities.

**Equipment Maintenance** – provides for the orderly replacement, maintenance and repair of the City vehicular equipment in an efficient and economical manner.

**Parks** – maintains and continues to develop City parks, public facility grounds, street landscaping, and open space, based on the expressed needs of the community and the availability of the resources to meet those needs.

**Street Maintenance** – improves the health, safety and appearance of the community by maintaining and improving the physical conditions of the City streets.

**Urban Forestry** – enhances the City beautification by providing City streets with attractive landscaped areas while providing routine maintenance and planting of street trees in a safe, efficient, and economical manner that are safe and attractive and to provide and maintain for street trees.

## **Utility Department**

The Utility Department provides the basic services of water, wastewater, electric, internet and broadband services to the citizens of Lompoc, which maintains and improves the community standards for health, safety and appearance.

**Solid Waste Division** – improves the health, safety, and appearance of the community by assuring a high level of refuse collection, including recycling, and providing street sweeping services. This division also operates and maintains the City's Landfill.

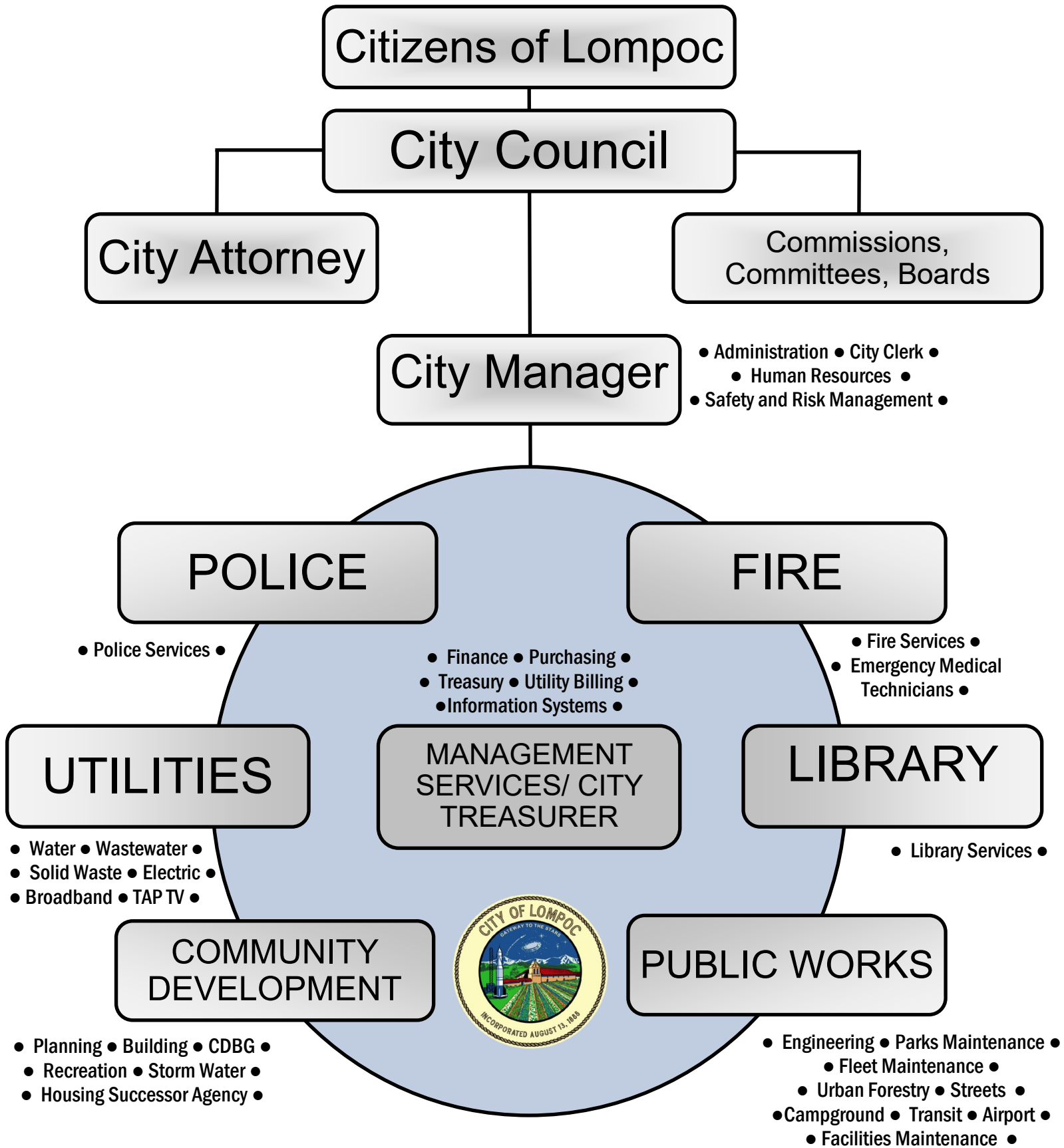
**Water Division** – provides production, treatment, storage, and distribution of municipal water supply as a contribution to the health and welfare of the community.

**Wastewater Division** – provides safe, and efficient conveyance and treatment of domestic and industrial wastewater, thereby making a positive contribution to the health of the community.

**Electric Division** – contributes to the maintenance and improvement of the quality of life in the City by ensuring the supply of electricity meets the needs of the community and is provided efficiently and economically.

**Broadband Utility** – provides low cost reliable wireless Internet services to residents, businesses, and visitors to the City.

# ORGANIZATIONAL CHART



## **COMMISSIONS, COMMITTEES, AND BOARDS**

The City Council is assisted by 13 citizen-advisory commissions, committees, and boards. These bodies are charged with the following responsibilities:

- Advise the City Council and the City Manager on matters within their area of responsibility and interest, as prescribed by State law, the City Council, and its ordinances and resolutions.
- Help focus attention on specific issues and problems within their scope of responsibilities and recommend actions and alternatives for Council consideration.
- Act as channels of communication and information between City Council, the general public, and special interest groups.
- Reconcile contradictory viewpoints and provide direction toward achievement of citywide goals and objectives.
- Encourage broad citizen participation in the definition and formulation of City goals and actions for their achievement.
- Balance community wants and municipal responsibility and resources.



## AIRPORT COMMISSION

### General Functions:

The Airport Commission shall promote the economic benefits of the Lompoc Airport and act in an advisory capacity in matters pertaining to safety, operations, maintenance, long-term planning, and economic development; provided, however, that the commission shall not make recommendations on rates and charges for use of the Airport. It shall also assist in the development of rules and regulations for safety, operations, hangar occupancy, hangar waiting list, and any other areas necessary for the orderly operation of the airport in association with the Aviation/Transportation Administrator.

The Commission may adopt such rules and regulations, as it may deem necessary to carry out its functions.

### Members:

Seven members appointed by the City Council for four-year overlapping terms. Five members must be City residents and two non-voting members must have their primary residence within the boundaries of the Lompoc Unified School District.

### Meetings:

The Airport Commission meets on the first Thursday of the month at 7:00 p.m. in the Administrative Conference Room at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA. Meetings may be called by the Chairperson of the Commission or by a majority of its members.

### Time Involved:

Time involved is estimated to be approximately 28 hours per year.

### References:

Lompoc Municipal Code (LMC) section 4.04.090 and Ordinance Nos. 1352(91), 1386(93), and 1579(11).

## **BEAUTIFICATION AND APPEARANCE COMMISSION**

### **General Functions:**

The Beautification and Appearance Commission shall recommend and act in an advisory capacity to the City Council in all matters pertaining to the beautification and appearance of the City and its environs, including the following duties:

1. To stimulate public interest in the overall community appearance and to preserve and enhance the natural features of the Valley of Flowers.
2. To encourage citizens, the business community and governmental agencies, in the planting of trees, flowers and shrubs and the like.
3. To encourage cooperation and coordination among private citizens to improve and make more attractive their residential and commercial property.
4. To advise the City Council relative to Urban Forestry operations, policies and procedures.
5. To make recommendations to the City Council regarding public art programs and become the oversight body of such programs as directed by Council.
6. As requested by the City Council, Planning Commission or other City agency or department, to prepare special appearance reports relative to areas and conditions of public interest and concern.
7. To make an annual written report to the City Council on or before the first day of April of each year, which shall include projects completed in the past year, projected projects, and solicit Council input for future projects.

The functions and duties of the Commission as contained herein shall not be construed as prohibiting the Commission from initiating such studies and preparing such reports concerning conditions and problems regarding City beautification and appearance, which its membership feels warrant the attention of the Commission and the consideration of the City Council.

The Commission may adopt such rules and regulations, as it may deem necessary to carry out its functions.

### **Membership:**

Five members appointed by the City Council. Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents.

### **Meetings:**

Second Wednesday of each month, at 6:30 p.m., in the Administrative Conference Room at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA.

### **Time Involved:**

Averages eight to ten hours per month for meetings and preparation.

### **References:**

LMC Chapter 2.60 and Ordinance Nos. 1386(93), and 1424(97).

**CITIZENS COMMITTEE TO  
OVERSEE THE PARK MAINTENANCE AND CITY POOL  
ASSESSMENT DISTRICT (NO. 2002-01)**

General Functions:

The City Council annually will publicly review the budget for improvements and services funded by the Park Maintenance and City Pool Assessment District No. 2002-01 (District). The purpose of the Oversight Committee is to annually review the budget and plans to ensure that all funds of the District are spent as intended and as approved by the City Council.

Members:

During their terms of office, the City Council Members shall serve as the Committee Members.

Meetings:

The Oversight Committee will meet at least once a year or as needed more frequently to carry out their general functions.

Officers:

The Committee shall not elect officers. The Committee members shall designate one of their members to chair meetings and direct the performance of the Committee functions.

Committee Report:

Not later than November 30<sup>th</sup> of each year, the Committee shall submit to the City Council at a regular City Council meeting a report of the results of its annual review of the budget and plans of the District.

Time Involved:

Time involved is estimated to be approximately 6 hours per year.

References:

Resolution Nos. 5092(03), 5818(13) and 6146(17).

**COMPLIANCE COMMITTEE**  
**(FOR SUB-RECIPIENT FINANCIAL, PROGRAMMATIC,  
AND MONITORING REPORTING POLICY)**

General Functions:

To receive and review and approve or deny any and all downgraded financial reporting requests by any sub-recipient, funded by the City (sub-recipient here, is defined by Chapter 45 of the City of Lompoc Administrative Procedures Manual).

Membership:

The Compliance Committee shall be comprised of five members: one member of the City's Economic and Community Development Department; one member from the City's Management Services Department; an annually rotating member from the Human Services Commission; an annually rotating member of the City Council; and the City Manager or his/her designee.

Meetings:

The Committee shall meet at such times and dates necessary to consider requests received by any sub-recipient.

Officers:

The Committee shall not elect officers. The Committee members shall designate one of their members to chair meetings and direct the performance of the Committee functions.

Time Involved:

Varies from year to year.

References:

Resolution No. 5916(14).

## **ECONOMIC DEVELOPMENT COMMITTEE**

### **General Functions:**

The Economic Development Committee (Committee) shall establish an Economic Development Plan (Plan) for the City. Following completion of the Plan, the Committee shall conduct annual reviews, each calendar year, that include reporting of progress to benchmarks and other identified measures, and recommend amendment of the Plan, if needed. The Committee shall be staffed by the Economic Development Director/Assistant City Manager.

The Committee functions shall include the following:

1. Conduct an annual detailed review of the Economic Development Element of the 2030 General Plan.
2. Develop a Plan for the City that considers each economic market segment and establishes target industries and priorities to be updated annually.
3. Clearly identify the roles of the Chamber of Commerce and the City in the economic development efforts, and the cross cooperation in these efforts.
4. Hold public meetings to solicit input and encourage community involvement in the economic development planning process and its implementation.
5. Provide a forum for ongoing dialogue on economic issues between the City government, private sector, and other governmental agencies by regularly reviewing business incentives, policies, and procedures that impact economic development. The identification of any improvements, potential new programs, and/or suggestions for revisions of policies and procedures that would enhance the City's economic development efforts may then be recommended by the Committee to the City Council and staff.
6. The Committee members will be selected from, but not limited to, the following economic market segments in the Lompoc Valley and strive to represent the demographic diversity of the Lompoc Valley:
  - Education
  - Vandenberg Air Force Base/Aerospace
  - Medical/Public Health
  - Manufacturing/Commercial
  - Federal Correctional Institute/Public Safety
  - Agriculture/Wine Industry
  - Tourism
  - Retail Services
  - Contractors/Tradesmen/Professional Services
  - Auto Industry
  - Finance
  - Real Estate
  - Energy
  - Information Technology/High Tech
  - Commuter/Resident At-Large

### Membership:

The Committee shall be composed of 22 members appointed by the City Council: 15 regular members, and 7 associate members, who will have all the same responsibilities as regular members, except they will only be called upon to participate as part of a quorum and vote when needed to create a quorum. The associate members, on a rotating basis will vote when a regular member is absent and the associate member is needed to make a quorum of eight. One of the associate members shall be the CEO/President of the Lompoc Valley Chamber of Commerce & Visitor's Bureau or a Chamber of Commerce staff member designated by the CEO/President. One of the associate members shall be a member of Visit Lompoc, Inc., the non-profit owners association for the Lompoc Tourism Improvement District. The Committee shall select, from its membership, a five-member Executive Board. At least three-fifths of the Committee members shall reside within the 93436 zip code. The Committee shall select a Chairperson and Vice Chairperson from the Executive Board.

### Terms:

Of the 15 regular members, 5 will be direct appointments made by the City Council, and 10 will be at-large. The remaining 7 members will be associate positions; 1 of which will be the Chamber CEO/President; and 1 a representative from Visit Lompoc, Inc. The 5 positions directly appointed by Council will match the term of the appointing Council Member; 4 positions will serve four-year terms, and 1 position will serve a two-year term, to match the term of the appointing Mayor. Vacancies in any of those 5 positions shall be filled by the appointing Council Member/Mayor. All other regular and associate terms of office, except the Chamber CEO/President and Visit Lompoc, Inc. representative, shall be four years with positions staggered. If an at-large or associate member is unable to fulfill his/her term, then a new at-large or associate member can be appointed at-large. The new member will then complete the remainder of the initial term.

### Meetings:

The Executive Board shall meet a minimum of six times a year, and the Committee shall meet a minimum of four times a year. Meetings shall be held in publicly accessible locations, preferably the City Council Chambers, and on dates to be established by the Economic Development Director/Assistant City Manager and the Executive Board. Committee and Board meetings are subject to the Brown Act. Additional meetings may be called by the Economic Development Director/Assistant City Manager, the Chairperson of the Committee, or by a majority of its members.

### Subcommittees/Ad Hoc Committees:

Due to the extensive nature of an Economic Development Plan, the Committee is encouraged to have separate subcommittees and ad hoc committees work on parts of the Plan and economic development opportunities as they arise. Each subcommittee/ad hoc committee should have no more than seven members; and since each subcommittee/ad hoc committee will be made up of less than a majority of the Committee, its meetings would be exempt from complying with the Brown Act. Each subcommittee/ad hoc committee could then work on its assignments in a less formal atmosphere and bring its final recommendations for consideration at one or more Committee public meetings.

References: Lompoc City Council Minutes 11/01/11 and 10/16/12; Resolution No. 6027(16).

## **HUMAN SERVICES COMMISSION**

### **General Functions:**

The goal of the Human Services Commission is to assess community needs and requests and to provide the City Council with recommendations for fiscal support. The City Council has established the Human Services Commission to make recommendations and advise the City Council on matters affecting the human services of this community, as well as those in areas surrounding the City and having some relationship to the City.

The Human Services Commission shall perform the following functions:

1. Establish procedures for applying for funds, criteria for allocations, and making funding recommendations to the City Council.
2. Coordinate Human Services and Community Development Block Grant (CDBG) Public Service Activity funding so that basic human service needs are met.
3. Encourage citizens to contribute to the Human Services Fund.
4. Provide recommendations to the City Council concerning matters relating to human services.

The Commission may adopt such rules and regulations, as it may deem necessary to carry out its functions.

**Emergency Grant Authority** – Emergency grants of a maximum of \$1,000 per year may be available to any requesting human service agency to provide non-duplicate services or items not funded under current contract, which fall within basic critical needs as defined by Section 2. (B). **General Functions**, and meet CDBG criteria.

### **Membership:**

Five members appointed by the City Council. Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents. Members shall not be a paid staff member for any human services organization in the Lompoc Valley.

One member of the Human Services Commission shall be appointed as a member of the Compliance Committee (for Sub-recipient Financial, Programmatic, and Monitoring Reporting Policy).

**Meetings:** The Human Services Commission shall meet at least once per calendar month on a date and at a time to best ensure a quorum is present, as determined by the Commission Chair or a majority of the Commission Members. The meetings shall be convened at City Hall, in the Administrative Conference Room. Regular meetings may be opened and, if needed, as determined by a majority of Commission Members, adjourned to a time and place certain. The Commission may also meet on other dates and at other times as determined by the majority of Commission Members. The time and date of each meeting will be made public as soon as feasible after each meeting is set.

**Time Involved:** Approximately 60 to 80 hours per year.

**References:** LMC section 5.60.030; Resolution Nos. 3754(88), 3842(89), 4113(91), 4265(93), 4467(95), 4728(98), 5214(04), 5437(07), 5483(08), 5916(14), 6075(16), and 6146(18).

## **LIBRARY COMMISSION**

### **General Functions:**

The Library Commission is responsible for providing input and recommendations on matters involving the operations of the Library Department of the City. The Commission supports the Library's Mission and Values by outreach and advocacy in the community, providing feedback to the Library from the general public, and making recommendations to the Library Director, City Manager, and City Council.

### **Membership:**

The Commission is composed of five members appointed by the Lompoc City Council. Commissioners serve three-year overlapping terms. Commissioners must live within Santa Barbara County Library Zone 2 (Lompoc and Vandenberg Village area), but one of the five may reside outside the City of Lompoc.

### **Meetings:**

The Library Commission meets the second Tuesday of each month at 10:00 AM in the Lompoc Public Library Grossman Gallery, 501 E. North Avenue, Lompoc, CA.

### **Time Involved:**

Averages three hours per month for meeting and preparation.

### **References:**

LMC section 2.40.020 [Ordinance No. 1613(15)]; Resolution No. 6075(16).



## **MOBILEHOME RENT STABILIZATION BOARD**

### **General Function:**

The Mobilehome Rent Stabilization Board shall hear requests for increases, as hereinafter provided, concerning rents in mobilehome parks located in the City. The Board is empowered to set and adjust maximum rents for mobilehome park tenancies in accordance with the LMC.

The Board may adopt such rules and regulations as it may deem necessary to carry out its functions.

### **Membership:**

During their terms of office, the City Council Members shall serve as, and provide the duties and functions of, the Mobilehome Rent Stabilization Board. While carrying out the duties of the Board, the City Council will not be considered acting in the capacity of a separate board.

No member shall be a tenant of, or involved in the management of any mobilehome park in the City. All members must be City residents.

### **Meetings:**

The Board shall meet at such times and dates necessary to consider requests for increases concerning rents in mobilehome parks located in the City. The Board shall fulfill its duties as part of regular, regular adjourned, or special City Council meetings. The officers of the Board shall be the officers of the City Council. The City Manager shall appoint appropriate staff members to serve as secretary and/or advisors.

### **Quorum:**

Three members of the Board constitute a quorum for the purposes of conducting a hearing or meeting. The decision of the Board regarding any dispute brought before it shall be by a majority vote of the members present.

### **Board Report:**

On February 1st of each year, the Board shall submit to the City Council a status report of the activities of the Board to date, including current information on rental rates and vacancy rates in mobilehome parks within the City.

### **Time Involved:**

Varies from year to year.

### **References:**

LMC section 5.60.030 [Ordinances 1258(86), 1386(93), 1504(04), 1585(12), and 1644(18)].

## PARKS AND RECREATION COMMISSION

### General Functions:

The Parks and Recreation Commission has the following powers and duties:

1. The power and authority to hold public hearings and meetings to conduct investigations and surveys for the purpose of obtaining facts and data concerning programs of community recreation.
2. Upon approval by the City Council of the recommendations of the Commission relative to a program of community recreation, the Commission may establish rules of conduct governing such a program and the organization, management and control thereof.
3. The City Council may by resolution or amendment of the LMC regularly passed, grant to the Commission such additional powers and duties as seem expedient and necessary to carry out the purpose of the LMC.
4. The Commission shall be an advisory to the City Council on the subject of City parks and community recreation, concerning the organization, management, promotion and conduct of programs for community recreation and for the development and maintenance of parks.

Upon approval by the City Council of the recommendations of the Commission, the Commission may adopt such rules and regulations, as it may deem necessary to carry out its functions and without the need for such approval may take actions at public meetings to fulfill its duties.

### Membership:

Five members appointed by the City Council. Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents.

### Meetings:

Second Tuesday of each month at 7:00 p.m. in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA.

### Time Involved:

Averages three to five hours per month.

### References:

LMC Chapters 2.52, 12.08 [Ordinance Nos. 998(76), 1386(93), 1424(97), 1504(04), and 1629(16)], Resolution Nos. 6146(18) and 6171(18)

## **PLANNING COMMISSION**

### **General Functions:**

The Planning Commission shall have authority over planning and zoning matters as set forth by the LMC or state law. Examples of some of the functions of the Planning Commission are as follows:

1. Make recommendations to the City Council regarding amendment of the General Plan, Zoning Ordinance, or Subdivision Ordinance.
2. Approve, conditionally approve, or disapprove tentative subdivision maps.
3. Approve, conditionally approve, or disapprove development plans or architectural plans, when required, for residential, commercial, industrial, and public facility projects.
4. Approve or disapprove conditional use permits and variances pursuant to the Zoning ordinance.

The Commission may adopt such rules and regulations as it may deem necessary to carry out its functions.

### **Membership:**

Five members appointed by the City Council. Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents.

### **Meetings:**

The Planning Commission meets the second Wednesday of each month at 6:30 PM, in the Lompoc City Hall Council Chambers, 100 Civic Center Plaza.

### **Time Involved:**

Ten to twenty hours per month.

### **References:**

LMC Chapter 2.48 [Ordinance Nos. 1386(93), 1402(95), 1424(97), and 1504(04)].

## **PUBLIC SAFETY COMMISSION**

### **General Functions:**

The Public Safety Commission shall advise the City Council and review local concerns related to police, fire or emergency medical activities, or social conditions that present a real or perceived threat to public safety in Lompoc. The Commission functions shall include:

1. Review public safety service delivery and address problems related to criminal activities, fear of crime, neighborhood decay and quality of life issues, as well as fire suppression and prevention efforts, and emergency medical services.
2. Attend meetings, solicit input and encourage community involvement in programs and matters of public safety and related volunteer services.
3. Make recommendations to the City Council in matters of public safety.

The Commission will abide by applicable Parliamentary procedures and all requirements of the Brown Act.

### **Membership:**

Five members to be appointed by the City Council. Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents.

### **Meetings:**

The Public Safety Commission meets monthly on the third Wednesday of each month, at 6:30 p.m., in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA. Meetings may be called by the Chairperson of the Commission, or by a majority of its members.

### **References:**

Resolution Nos. 4298(93), 4594(97), 6075(16) and 6303(20).

## UTILITY COMMISSION

### General Functions:

The Utility Commission shall recommend and act in an advisory capacity to the City Council in all matters pertaining to water supply, water distribution activities of the City, operation of the City's wastewater facilities, operation of the City's electric distribution system, operation of the City's solid waste facilities, and operation of the City's broadband utility system as follows:

1. Water supply and quality principles, guidelines, policies, and objectives for long term water resource planning of the City, surrounding environs, and surrounding region, including groundwater and surface water management programs and the control and use of reclaimed water;
2. Management and operation of the water, wastewater, electric, solid waste, and broadband utilities and facilities of the City, including the development, production, distribution, and use of water; possible use of reclaimed water from the City's wastewater system; and long-term capital improvement plans for the electric utility distribution systems;
3. Periodic review of Utility Department revenues and expenditures;
4. Review and recommendations concerning the biennial budget for the water, wastewater, electric, solid waste, and broadband utilities prior to adoption by City Council. That review shall consist of evaluation of operating costs, capital expenditures, projected revenues, and level of cash reserves, which City Council shall thereafter consider at the time of adoption of the biennial budget, based upon the recommendations of the Commission and such other factors deemed appropriate;
5. Review and recommendation regarding the establishment and adjustment of consumer rates for water service, sewer service, broadband service, solid waste service, and electrical energy sales within the City; and
6. Review and recommendation to the City Council of rules and regulations governing the City's electric system, including hearing appeals by citizens regarding the implementation of such rules and regulations in accordance with LMC Chapter 13.24.

### Membership:

Five members appointed by the City Council. Each member is to serve a concurrent term with that of the nominating Council Member. All members must be residents of the City.

### Meetings:

The Utility Commission meets the second Monday of each month at 5:00 p.m. in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA. The Commission Chairperson, a majority of its members, or the Utility Director may call meetings.

Time involved: Averages 20 to 40 hours per year.

References: LMC Chapter 2.56 [Ordinance Nos. 1454(00), 1504(04), 1536(06), and Resolution 6257(19)].

## YOUTH COMMISSION

### General Functions:

The Youth Commission shall advise the City Council in the following areas:

1. To solicit community input on youth service needs.
2. To identify, and recommend effective solutions to youth needs and problems.
3. Initiation of various projects that will further the opportunities available to youth.
4. To represent the viewpoint of the youth by taking their suggestions, ideas, and opinions and offering them to the City Council.

The Committee may adopt such rules and regulations as it may deem necessary to carry out its functions.

### Membership:

The Youth Commission shall consist of five members whose age is between 15 and 21 and who live within the Lompoc Unified School District boundaries; two members with no age restrictions who must be City residents; and four additional associate members who will have all the same responsibilities as regular members, except they will only be called upon to participate as part of a quorum and vote when needed to create a quorum. The associate members, on a rotating basis will vote when a regular member is absent and the associate member is needed to make a quorum of five. At no time shall the majority of the Commission reside outside the city limits. All members are appointed by the City Council to serve two-year overlapping terms. All adult members (18 years or older) will be required to submit to Live Scan (fingerprinting) for the purpose of conducting a background check as required by California Law (Public Resources Code Sec. 5164 and Penal Code Sec. 11105.3).

### Meetings:

The Youth Commission meets the fourth Monday of each month (excluding June and July, no meetings will be held during these two months) at 7:00 p.m. at the Anderson Recreation Center, 125 W. Walnut Avenue, Lompoc, CA. Special meetings may be called by the Chairperson of the Commission, or by a majority of its members.

### References:

Resolution Nos. 4299(93), 4391(94), 4492(96), 4797(99), 5214(04), and 5818(13), 6075(16), and 6146(18); and 02/21/2012 Minute Order.

## MEMBERSHIP

### Appointment

Applications for commission, committee, and board appointments must be submitted to the City Clerk's Office. A separate application is required for each body to which the applicant is seeking appointment. Applications are maintained by the City Clerk's Office in an active status for one year at which time they become inactive and new applications must be submitted.

Generally, the appointment process is for each commission, committee, and board to be nominated by a Council Member, which shall take place upon commencement of that Member's term of office. The appointee must be approved by the majority of the Council Members. Further details and requirements for nomination and appointment of members of commissions committees, and boards are contained in the respective ordinance or resolution for each body.

Appointment to a City commission, committee, or board is recognition of expertise and interest in a specific area as well as an honor bestowed upon a citizen. Members of an advisory body serve at the pleasure of the City Council and may be removed from office at the Council's discretion.

### Eligibility

Aside from the following exceptions, all applicants must reside within City limits. Exceptions to eligibility include: Two members of the Airport Commission may live outside the City limits if their primary residence is located within the boundaries of the Lompoc Unified School District (LUSD). One member of the Library Commission may live outside the City limits if they live within Santa Barbara County Library Zone 2 (Lompoc and Vandenberg Village area). At least three-fifths of the Economic Development Committee Members must reside within the 93436 zip code. Youth members (between ages 15 and 21) of the Youth Commission must live within the LUSD boundaries; however, at no time shall the majority of the Youth Commission reside outside the City limits.

City employees are not eligible to apply. Except as otherwise may be expressly provided in the Handbook or the document adopted by the Council establishing a board, commission or committee, membership on City boards, commissions, and committees shall be limited to service on one standing board, at any one time.

### Oath of Office

Prior to the date each term begins, Appointees must be sworn in by the City Clerk, sign a Certificate of Appointment and sign an Oath of Office. If an Appointee is reappointed, then a new Oath of Office will be administered.

### Ethical Principles

Attached to the application is a copy of the Statement of Ethical Principles Applicable to Local Government which sets forth certain principles for the proper operation of democratic government to assure that the public have confidence in the integrity of its government and public officials. Effective January 1, 2006, state law (AB 1234) required that local officials must receive training in public service ethics laws and principles *every two years*. **New officials/commission members must receive this ethics training within one year of**

**appointment.** The AB 1234 ethics-training requirement applies to all board members, commissioners, and committee members.

### Term of Service

The terms are for a period of four years with the exception of the Library Commission, which is for three years, and the Youth Commission which is two years. Except the committee members nominated by City Council Members, appointments are for overlapping, balanced terms commencing on the first day of February of the year of appointment or for the balance of the term of a predecessor. The other exception is Human Services Commissioners whose terms commence on the first day of July of the year of appointment.

Term of office for members of the commissions by nomination of City Council Members expire concurrently with the term of the Council Member responsible for that Commission member's nomination and ultimate appointment. All commission, committee and board members will serve until their successors have been appointed by the City Council and qualified.

### Attendance

Members unable to attend meetings must advise the Chairperson or staff person assigned to the board, commission or committee. If any member misses three consecutive regular meetings, without permission, then that office becomes vacant.

### Removal

Any member of a board, commission or committee may be removed from office by a majority vote of the City Council.

### Resignation

If an appointee resigns from office before the end of the term, then a letter announcing the resignation shall be forwarded to the Mayor. Copies will be forwarded to the City Council, the City Manager, City Clerk, and the board, commission, or committee Chairperson.

### Vacancy

When a vacancy occurs, a notice will be posted and applications solicited. All active applications for that commission, committee, or board will be forwarded to the City Council for review. When there is at least one qualified applicant, the appointment will be scheduled for the next City Council meeting. An applicant is appointed to fill that vacancy by the affirmative vote of the majority of the City Council. Appointments made during the middle of a term are usually for the unexpired portion of that term.

### Vacancy (cont'd)

Vacancies occurring on the Beautification and Appearance, Human Services, Parks and Recreation, Planning, Public Safety and Utility Commissions during an unexpired term will be selected in the same manner provided for in the appointment section. Vacancies on the City Council occurring during a term of office of a Council Member shall not automatically terminate the commissioner nominated by the departing Council Member (Ord. No. 1504(04)).



## Compensation

Commission, committee, and board members do not receive compensation or benefits of any kind.

## Incidental Expenses

All operational expenses of the commission, committee or board shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Actual and necessary expenditures incurred by members, while engaged on official commission, committee or board business, may be reimbursed, provided such expenditures have been previously approved by the department head responsible for staffing the commission, committee or board. It should be noted spouses who wish to accompany members on authorized trips will not be covered for any such expenses.

## ORGANIZATION

### Regular Meetings

Regular meetings are held for most commissions, committees, and boards with the exception of the Mobilehome Rent Stabilization Board, the Citizens Committee to Oversee the Park Maintenance and City Pool Assessment District (No. 2002-01), and Compliance Committee **(FOR SUB-RECIPIENT FINANCIAL, PROGRAMMATIC, AND MONITORING REPORTING POLICY)**, which meet on an as-needed basis.

### Adjourned Regular Meetings

If for any reason the business to be considered at the regular meeting cannot be completed, then the body may then adjourn to a specified time and location. A notice announcing the adjournment must be posted in the standard location within 24 hours after the time of adjournment.

### Special Meetings

Special meetings are those called by the advisory body in order to discuss an important issue that needs to be addressed immediately. Written notice, signed by the Chairperson calling the special meeting and describing the items to be discussed, shall be received by members, the local media and posted in City Hall at least 24 hours in advance of the convening of the special meeting. The notice must state the time and place of the meeting and identify the business to be transacted and only the business set forth in the notice may be considered at the meeting.

### Subcommittees

Committees may form ad hoc committees as appropriate when a particular issue or project would lend itself to involving members from various committees. Subcommittees may discuss how each committee could become more effective and address other appropriate concerns. The subcommittee or ad hoc committee shall report their findings to the City Council.

### Annual Reports

Each Committee shall submit an annual report to the City Council, suitable to its activities' schedule or as provided in the LMC or other provisions. The annual report should include the number of meetings, approximate number of citizens attending, accomplishments for the year, goals for the next year, and any other significant areas of which the City Council should be aware.

### Biennial Review of Committees

Every two years, the City Council should review each Committee to provide the following: recognize their efforts, assess accomplishments for the prior two years, suggest future goals consistent with the designated functions, and provide any other appropriate guidance.

## Joint Meetings with City Council

Joint meetings with the City Council and boards, commissions, and committees will be scheduled when appropriate generally following the biennial review to give the members appropriate directions, etc.

## Ralph M. Brown Act

The Brown Act insures all meetings, including commission, committee, and board meetings, are open to the public. Orientation materials relating to Conflicts of Interest, Brown Act and related matters are available from the City Attorney's Office.

## Informal Public Hearings

An informal public hearing is one which is not required by law but which is called in order to give the public special notice and opportunity to comment on a subject. The commission, committee, or board can set rules for notifying the public of an informal hearing, establish a time frame, and conduct the hearing in any fair way it chooses.

## Formal Public Hearings

A formal public hearing is one that must be conducted according to State or City laws, rules or regulations and is designed to solicit comment from the general public. An official Notice of Public Hearing will be published in a local paper of general circulation.

## Hearing Procedures

Hearings held by an advisory body should be fair and impartial. If a member is biased or has a personal interest in the outcome of the hearing, then that member should disqualify himself/herself and not participate.

Persons or groups who may be affected by the subject of the hearing should be given sufficient notice of the time and place of the hearing and a reasonable opportunity to be heard. They may be represented by counsel and be permitted to present oral and documentary evidence. They should also be permitted to rebut any statements made by others.

At the appropriate time, the Chairperson should open the hearing and explain to the audience the hearing procedures. If there are numerous persons who would like to participate, and all represent the same views and opinions, then the Chairperson may ask a spokesperson be selected to speak for the group. If that arrangement cannot be made, then the Chairperson may restrict each speaker to a limited time (generally five minutes) so all may be heard. Irrelevant and off-the-subject comments should be ruled out of order by the Chairperson.

The usual procedure after the hearing has been opened is for staff to present the staff report, followed by members' questions relating to the report. Proponents would be given the opportunity to present their case first. That is followed by an opportunity for opponents to present their case. After all interested persons have had an opportunity to speak, the hearing is closed, ending audience participation. Commission, committee, or board members may discuss the proposal and take an action on the proposal.

## Motions

When a member wishes to propose an idea for the board to consider, the member must make a motion. A motion goes through the following steps:

- A. The member asks to be recognized by the Chairperson.
- B. After being recognized, the member makes the motion (I move...).
- C. Another member seconds the motion.
- D. When the Chairperson feels there has been sufficient discussion, the debate is closed.
- E. If no one asks for permission to speak, then the Chairperson puts the question to vote.
- F. After the vote, the Chairperson announces the decision.

## Adjournment

When a commission, committee, or board has finished its business, a motion to adjourn is in order. That motion is not debatable; therefore, it is the duty of the Chairperson to be sure no important business is overlooked.

If the body wishes to meet before the next regularly scheduled meeting, then a motion may be made to adjourn the meeting to a designated time and place.

## Agenda

At least 72 hours before a regular meeting, an agenda shall be publicly posted which specifies the time and location of the meeting and contains a brief general description of each item of business to be transacted or discussed at the meeting.

In accordance with the Ralph M. Brown Act, no action or discussion may be taken on an item that has not been placed on the agenda except as provided otherwise in the Government Code.

## Minutes

Minutes of all meetings must be kept and prepared by staff. Written minutes, upon approval by the commission, committee or board, constitute the official record of its activities. Additions and correction of the minutes may be made only in public meetings, with the approval of the body, and not by the private request of individual members. It is the policy of the City Council that minutes are not verbatim. They are, instead, action minutes, recording the essence of the decisions made and significant action taken.

It is the responsibility of the staff liaison to forward copies of the agenda, related reports and minutes to the City Council where one set will be maintained in the Council office.

## Agenda Packets

Agenda packets detailing the items of business to be discussed and any communications to be presented will be prepared by the staff and delivered to the members of the body within a reasonable amount of time before the meeting. In order to be prepared for meetings, members should read these packets and contact the Chairperson if there are any questions regarding information presented in the staff reports.

All Agenda packets are to be posted to the City of Lompoc website with a hard copy of the complete packet held in the lobby of Lompoc City Hall. There shall be no less than 12 months of hard copies of agenda packets held in well-marked binders in the lobby of Lompoc City Hall.

### Conflict of Interest

The Political Reform Act was enacted by the State of California by an initiative, known as Proposition 9, in 1974. One of the Act's main purposes is to prevent financial conflicts of interest on the part of public officials. The Political Reform Act requires every public official to disclose all financial interest, such as investments, interests in real estate or sources of income, which may possibly affect by the exercise of the public official's official duties. If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision.

A Conflict of Interest occurs when: a public official makes, participates in, or uses their official position to influence a governmental decision; it is foreseeable that decision will affect the official's financial interest; the effect of the decision on the official's financial interest will be material; and the effect of the decision on the official's financial interest will be distinguishable from its effect on the public generally.

### Officers

Meetings shall be scheduled in February of each year to elect a Chairperson and Vice-Chairperson. The Human Services Commission shall meet in July to elect a Chairperson and Vice-Chairperson. Elected officers shall hold office for a period of one year and until a successor has been appointed. The Chairperson shall be presiding officer at all meetings and the Vice-Chairperson shall act as presiding officer in the Chairperson's absence. The City Manager shall appoint appropriate staff members to serve as secretary and advisor.

### Role of the Chairperson

It is incumbent upon the Chairperson of the commission, committee, or board to ascertain the responsibility of their advisory body and to limit the discussion and deliberation to appropriately assigned areas of responsibility.

The Chairperson exists to encourage the input of ideas, to guide discussions in a logical and orderly fashion, and to facilitate the overall decision-making process. The Chairperson should clarify ideas as they are discussed and repeat motions made in order that all members fully understand the working of the item on which they are voting.

The Chairperson and the staff should be in contact prior to each regularly scheduled meeting in order to review and discuss the agenda.

## RELATIONS

### Relations with City Council

The primary responsibility of commissions, committees, and boards is to advise and make recommendations to the City Council. It is the Council's role to absorb the advice and recommendations offered by numerous sources and to make decisions to the best of its ability. Because the City Council is in such a position to see the broader context and is aware of other concerns, it may not always follow the recommendation offered by individual commissions, committees, and boards.

If a board, commission, or committee wishes to express a position on a particular project, program, or legislation relative to their general duties that position should be forwarded to the City Council for appropriate consideration. This includes both written and/or oral statements. This policy does not apply to matters which the board, commission, or committee has direct authority for as set forth by the LMC or state law. (Of course, this policy is not intended to deny committee members their right as an individual citizen to express their own viewpoints.)

Each Council Member will select two or three committees on which to serve as a liaison to the Council. Council Members are encouraged to occasionally attend the meetings of each Council Advisory Body. Rotation schedule for Council Members serving as liaisons to commissions will be given to Council by the City Clerk annually. The Staff or Committee will remind the Council Member of the next meeting or follow-up regarding significant issues. Council Member/liaison will then report to Council concerning the Committee meetings.

### Relations with the Public

Advisory group members are encouraged to become aware of public opinion relating to their field of influence. They should welcome citizen input at meetings and ensure that the rules and procedures for these public hearings are clearly understood.

The members should conduct themselves at public meetings in a manner that is fair, understanding, and gracious. The members should be considerate of all interests, attitudes, and differences of opinion. They should also take care to observe their appearance as well as the principle of impartiality. The members shall not accept gifts from applicants or other persons concerned with matters, which have been or might come before the commission, committee, or board.

### Relations with City Staff

Staff is assigned by the City Manager or Department Head to assist the advisory groups to effectively carry out their duties and responsibilities. Staff is to be considered an information source on City programs and activities and will provide advice, data and suggestions as requested. The amount of staff time assigned shall be reasonable and generally will not exceed two meetings per month. Reports to the City Council from commissions, committees, and/or boards will always represent the viewpoint and include the majority position of the advisory body.

## Relations with City Staff (cont'd)

In general, the City Council sets City policy, priorities and fees and provides direction to the City Manager. The City Manager is responsible for implementation of Council direction and assigns workload and tasks to City staff. Staff utilizes City boards, commissions and committees to obtain input on operations and to obtain public comment on controversial items. Operational approval is given by the City Manager (or designee) and all board, commission and committee input remains advisory. Work assignments to carry out the City Council's directions normally flow from the City Manager to the City staff to the boards, commissions and committees. The City Manager (or designee) is solely responsible for selecting the manner and method of implementing City Council policy and priorities. The City Manager (or designee) has the authority to create the necessary rules and regulations for efficient operation.

If differences of opinion exist between staff and the advisory body, then staff will identify those differences in the report to the City Council, which has responsibility for making the final decision.

The City Council expects a mutually respectful and professional relationship to be maintained between the staff personnel and advisory board members. However, should a difference of opinion or conflict arise between an individual member and staff, the Chairperson should try to mediate the issue. If the problem cannot be resolved, the Chairperson should bring the matter to the attention of the head of the department to address the matter. If the problem remains unresolved, then the matter will be referred to the City Manager, and, if necessary, the City Council.

## **COMMISSION, COMMITTEE AND BOARD EFFECTIVENESS**

Commission, committee, and board meetings are the time and place for decisions and actions. The quality of those decisions, and the resultant impact on the community, is the responsibility of each member. Each has an obligation to prepare, discuss, evaluate, review, and select the best possible alternatives. The following guidelines lead to constructive meetings:

i. Preparation for Meeting:

- a) Prepare meeting agenda, which is given to all members prior to meeting.
- b) Agenda background information is provided as applicable.
- c) Prepare to handle sensitive matters in a positive manner.

II. The Meeting Procedure:

- a) Stick to agenda – avoid straying.
- b) Suggest functional seating arrangements.
- c) Observe rules of order.
- d) Verify meeting records are kept.
- e) Bring out pertinent matters.
- f) Encourage participation.
- g) Discourage disruption.
- h) Try to resolve differences.
- i) Don't waste time.
- j) Summarize progress from time to time.

III. Meeting action:

- a) Recommendations in form of motion or resolution.
- b) Other action included in meeting minutes.
- c) Establish procedures for discussion and for adding items to agenda during meetings.

IV. Meeting Follow Up:

- a) Written report.
- b) Agenda item at subsequent meeting.
- c) Distribution of minutes to others via normal channels.



## COOPERATION

Organized groups exist to complete certain tasks and to achieve certain agreed upon purposes and goals. A commission, committee, or board is a set of individuals held together by web of inter-relationships. A positive climate encourages member involvement and responsibility to take actions. Optimum productivity is achieved when the body's stated tasks are understood and are clearly visible to other members.

### Functions and Behaviors:

Pay attention to the following functions and behaviors:

- \* Prioritizing tasks
- \* Anticipating problems
- \* Analyzing problems
- \* Setting clear objectives
- \* Developing actions-options
- \* Deciding
- \* Active listening
  - Not interrupting
  - Not judging others
  - Summarizing and providing feed-back
- \* Supporting your colleagues
  - Acknowledging their positive ideas as contributions
  - Creating opportunities to involve members
  - Building on members' positive ideas
  - Encouraging different positive ideas
- \* Confronting what's happening
  - Dealing directly with conflict
  - Focusing on the idea, not the person
- \* Diagnostic skills
  - How are you working together?
  - Who isn't involved?
  - What isn't being discussed?
  - Where is your help needed?
  - When are YOU going to help?

### Effective Conflict Management

Public hearings or citizen input meetings can be difficult to manage. Participants are usually highly motivated and often nervous. When you have a group of potential adversaries in one room, the possibility of uncontrolled conflict may be very high. At commission, committee, and board meetings, your role is to guide conflict to positive results, not to eliminate it.

## MANAGING CONFLICT

The following suggestions should help manage conflict and confrontation effectively:

- \* Anticipate conflicts by doing your homework so you can concentrate on the dynamics of the meeting rather than learning about the topic at hand.
- \* Treat all sides fairly. Set the rules of the hearing early and make sure everyone abides by them without exception.
- \* Explain carefully the purpose of the public hearing and what action is expected at the end of the hearing. Insistence on playing by the rules is your best tool for conflict management.
- \* It is preferable for persons speaking to identify themselves, not only for the record, but also so you may address them by name; however, this is not a requirement.
- \* Set an acceptable time limit for testimony (generally three minutes) and stick to it.
- \* Make decisions promptly. Many boards can get so bogged down in procedural distractions, petty details, and endless searches for more information the issue never seems to get resolved.
- \* Try not to overreact to inflammatory comments. Most are expressions of frustration and do not require answers. Try to turn frustration to constructive avenues. Ask questions. Be specific if you can. Reinforce areas where you agree. Do not return insult for insult. Your insults can turn the audience against you for your lack of control and unfairness.
- \* Try to avoid speaker-to-audience conversation. The purpose of a hearing is for your commission, committee, or board to receive direct public input, not to engage in debate with the public speakers.
- \* If other members have questions of the speaker, then permit those questions only during the speaker's time at the podium.
- \* Use the hearing to gather necessary information about the project and individual desires concerning the proposal. Refrain from stating comments and or asking questions that might express your position until after testimony has ended.
- \* Once testimony has ended each member should be invited to discuss his or her views on the proposal.
- \* View the public hearing as an example of basic democracy in action at the local level. Make it your personal goal to make the public hearing work.

## **CONCLUSION**

The City Council would like to thank you for accepting this position and for devoting your time and effort to become actively involved in the affairs of this community. It is sincerely hoped you will enjoy your participation in the governing process in the City of Lompoc as a member of one of its advisory bodies, and you will feel totally free to call upon any of its representatives for advice, background information, or assistance.

It is with this in mind this brief handbook has been prepared. Please consider it a guide as you begin your new duties as a member of an advisory body and not as an all-inclusive set of regulations.

Welcome aboard!