

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.

COMMISSIONS, COMMITTEES, AND BOARDS

The City Council is assisted by 1243 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.

**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 30th 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).

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).

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.

Placing Business on the Agenda

Agenda items are limited to those business matters within the commission, committee, or board's subject matter jurisdiction.

Any item within the commission, committee, or board's jurisdiction may be placed on an agenda by a majority of the members of the commission, committee, or board, the City Manager, or the staff liaison for the commission, committee, or board. However, an item will not be placed on a future commission agenda if it requires the expenditure of a significant amount of public funds to prepare for the item, unless the City Council first authorizes that expenditure. In that circumstance, the commission, committee, or board may vote to request that the City Council authorize the placement of the item on the commission, committee, or board's future agenda. Only the City Council has the authority to spend public funds or to authorize others to spend public funds.

During a meeting, any member of the commission, committee, or board may request an item be placed on a future agenda for the commission, committee, or board. Outside of a

meeting, if a member of a commission, committee, or board intends to make a request at an upcoming meeting that an item be placed on a future agenda, the member may inform City staff of the member's intent to make the request. If there are no items on the agenda for the upcoming meeting, then the meeting shall nevertheless be held in order to allow the member to request the future agenda item, so long as the member notifies staff of the intent to request a future agenda item at least five (5) working days prior to the date of the upcoming meeting. If there are no items on the agenda for the upcoming meeting, and staff is not notified of an intent to request a future agenda item by the end of the fifth day prior to the date of the upcoming meeting, then the upcoming meeting may be cancelled for lack of agenda items. Failure to give staff prior notice of an intent to request a future agenda item does not prevent a member of a commission, committee, or board from requesting a future agenda item during a meeting of the commission, committee, or board.

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 at least 72 hours before the meeting, unless urgent circumstances require later delivery. 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 at least 72 hours before the meeting, unless urgent circumstances require later posting. 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.

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) Inform staff liaison of intent to request a future agenda item at least five (5) working days prior to date of meeting.
- b) Prepare meeting agenda, which is given to all members prior to meeting.
- ~~bc)~~ Agenda background information is provided as applicable.
- ~~ed)~~ 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~~ 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.~~ Request future agenda items.

IV. Meeting Follow Up:

- a) Written report.
- b) Place requested agenda items on future agenda. ~~Agenda item at subsequent meeting.~~
- c) Distribution of minutes to others via normal channels.