

Annual Recurring Items		
	Month	Department
Appointments – Boards/Commissions/Committees	Jan	
Appointments of Council Members to External Agencies/Bodies	Jan	
Proclamation – Martin Luther King Day	Jan	
Joint Meetings with Boards, Commissions, and Committees (Even Years)	Jan - Sept	
Measure A – Adoption of Local Program of Projects	Feb	Public Works
Annual Review of ACFR – Annual Comprehensive Financial Report	Feb	Finance
Annual Report from Lompoc Chamber of Commerce – Deadline March 31	March	
Proclamation – International Women’s Day	March	
General Plan Annual Report	March	Planning
Proclamation – Arbor Day	April	
Proclamation – National Telecommunicators Week	April	Police
Proclamation – Donate Life Month	April	
Proclamation – Sexual Assault Prevention Awareness Month	April	
Proclamation – National Library Week	April	
Proclamation – Peace Officers Memorial Day	May 15	Police
Proclamation – Older Americans Month	May	
Park Maintenance & Pool Assessment	May/June	Finance
Unclaimed Property Stale-Dated Checks	May	Finance
Wildfire Mitigation Plan Update	May	Utility
Election Years – Request for Election Consolidation Services	June	Clerk’s Office
Annual AB481 Report	June	Police
Presentation – Summer Reading Program	June	Library
Proclamation – Pride Month	June	
Annual Operation & Maintenance Plan	June	Planning

Annual Recurring Items		
	Month	Department
Proclamation – Lineworker Recognition Day	July	Utility
Annual Sub-Recipient Financial, Programmatic, and Monitoring Report	July	Community Development
Proclamation -Parks & Recreation Month	July	
Annual Report from Visit Lompoc, Inc	July	Administration
Proclamation – Man & Woman of the Year	Aug	
Report from Lompoc Chamber of Commerce	Aug	
Designation of League of CA Cities Voting Delegates	Aug/Sep	
Biennial Update to Conflict of Interest Code	Aug/Sep	City Clerk
Annual Power Content Label Affirmation	Sep	Utility
Proclamation – National Preparedness Month	Sept	Fire
Proclamation – Constitution Week	Sept	
Proclamation – Small Business Excellence Award	Sept	
Proclamation – Public Power Week	Oct	Utility
Proclamation – National Fire Prevention Week	Oct	Fire
Proclamation – National Disability Employment Awareness Month	Oct	
Agreement for County-wide Library System	Oct - Dec	
National Police Records & Support Personnel Day	Nov	Police
Certification of Newly Elected Officials (Even Years)	Dec	
Ethics Training (Even Years)	Dec	