

## **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 **elected from the City at large** and four Council Members elected ~~from the City at large~~ **by Electoral Districts, as described in Chapter 2.06 of the Lompoc Municipal Code**. 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, Community Development, **Human Services**, 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 Department 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.~~

### Community Development Department

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

**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.

**Parks & Recreation Division** – - 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, and 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.

### **Human Resources Department**

**Human Resources 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.**

### **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.

## 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~~ **Five** members appointed by the City Council for four-year overlapping terms. ~~Five~~ **Three** members must be City residents and two ~~non-voting~~ members **may live outside the City limits as long as** ~~must have~~ their primary residence **is** 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.~~ **shall meet, a minimum of once per calendar year 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 Lompoc City Hall at 100 Civic Center Plaza, Lompoc, CA, on the first Thursday of the chosen month at 7:00 p.m. The Commission may also meet on other dates and at other times as determined by the Commission Chair, the Transit/Airport Administrator, or by a majority of Commission Members. The time and date of each meeting will be made public as soon as feasible after each meeting is set.**

### Officers:

**A meeting shall be scheduled in February of each year to elect a chairperson and vice chairperson. Said elected officers shall hold office for a period of one year. The chairperson shall be the presiding officer at all meetings of the Airport Commission 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/or advisors.**

**Expenses:**

**All operational expenses of the Airport Commission shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Members of the Airport Commission shall serve without compensation. However, actual and necessary expenditures incurred by members, while engaged on official Commission business, may be reimbursed to said members, provided such expenses have been previously approved by the department head responsible for staffing the Commission.**

**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.~~

- ~~A. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Beautification and Appearance Commission whose term of office concurrently expires with that of the nominating Councilmember. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor, upon approval of a majority vote of all members of the City Council.~~
- ~~B. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Beautification and Appearance Commission. If the Mayor~~

~~fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the member of the City Council whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve such nominee for appointment and the Mayor appoints such nominee to the Beautification and Appearance Commission. The Mayor shall not refuse to appoint any nominee otherwise qualified to serve on the Beautification and Appearance Commission, once the majority of all the members of the City Council have voted the approval of such nomination.~~

~~C. If no qualified person has filed (and not withdrawn) an application to serve on the Beautification and Appearance Commission within 90 days following the creation of a Commission vacancy or the expiration of a Commissioner's term, then the Councilmember entitled to nominate an appointee to fill that Commission seat may nominate a person from any district in the City who otherwise meets all the qualifications in the Qualifications section, below. If such person is appointed by the City Council, then such person shall be considered a temporary appointee. A temporary appointee's term shall expire either (i) 12 months following the date of appointment, unless a majority of the City Council votes to extend the term, or (ii) concurrently with the expiration of the term of office of the nominating Councilmember if the nominating Councilmember is not reelected, whichever occurs first. A temporary appointee may not be reappointed to that seat on the Commission as a temporary appointee after the expiration or termination of the temporary term. If, during the term of the temporary appointment, an application is submitted by a person who is qualified to fill that Commission seat, the City Clerk shall place an item on the next available City Council agenda for the City Council to consider appointment of such applicant. If such applicant is appointed, then such applicant shall immediately replace the temporary appointee.~~

Qualifications:

~~A. With the exception of temporary appointees discussed in Membership paragraph (C), each Beautification and Appearance Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph (A). The Mayor, being elected at large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Beautification and Appearance Commissioner shall create a vacancy for that Beautification and Appearance Commission district on the thirty-first (31<sup>st</sup>) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Beautification and Appearance Commission seat.~~

~~B. No person shall be appointed to the Beautification and Appearance Commission who is employed by the City.~~

~~C. For purposes of paragraph (A), "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompec Municipal Code.~~

Term of Office:

~~With the exception of temporary appointees discussed in Members paragraph (C), the term of office of each Beautification and Appearance Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under Membership paragraph (A). Vacancies on the Beautification and Appearance Commission shall be filled in the same manner provided for in the Membership section, above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in Qualifications section, above, or the expiration of a temporary appointment under Membership paragraph (C). A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section, above.~~

Meetings:

~~Second Tuesday of each month, at 4:30 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 [Ordinance Nos. 1386(93), 1424(97), 1677(21), and 1688(22)].~~



## BEAUTIFICATION AND PARKS & RECREATION COMMISSION

### General Functions:

- A. The Beautification and Parks & Recreation Commission has the following duties:
1. To recommend and act in an advisory capacity to the City Council concerning the organization, management, promotion and conduct of programs for community recreation as well as the development and maintenance of City parks.
  2. The power and authority to hold public hearings and meetings to gather public comment for the purpose of obtaining facts and data concerning programs of community parks and recreation as well as beautification and appearance purposes.
  3. To stimulate public interest in the overall community appearance and to preserve and enhance the natural features of the Valley of Flowers.
  4. To encourage citizens, the business community and governmental agencies in the planting of trees, flowers and shrubs and the like.
  5. To encourage cooperation and coordination among private citizens to improve and make more attractive their residential and commercial property.
- B. Upon direction 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 directly appointed by Council Members and two members appointed at large.

- A. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Beautification and Parks & Recreation Commission whose term of office concurrently expires with that of the nominating Council Member. Two members can be nominated and appointed at-large with overlapping four-year terms. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor, upon approval of a majority vote of all members of the City Council.
- B. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Beautification and Parks & Recreation Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, then the member of the City Council whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve

such nominee for appointment and the Mayor appoints such nominee to the Beautification and Parks & Recreation Commission. The Mayor shall not refuse to appoint any nominee otherwise qualified to serve on the Beautification and Parks & Recreation Commission once the majority of all the members of the City Council have voted the approval of such nomination.

C. If no qualified person has filed (and not withdrawn) an application to serve on the Beautification and Parks & Recreation Commission within 90 days following the creation of a Commission vacancy or the expiration of a Commissioner's term, then the Council Member entitled to nominate an appointee to fill that Commission seat may nominate a person from any district in the City who otherwise meets all the qualifications in the Qualifications section, below. If such person is appointed by the City Council, then such person shall be considered a temporary appointee. A temporary appointee's term shall expire either (i) 12 months following the date of appointment, unless a majority of the City Council votes to extend the term, or (ii) concurrently with the expiration of the term of office of the nominating Council Member if the nominating Council Member is not reelected, whichever occurs first. A temporary appointee may not be reappointed to that seat on the Commission as a temporary appointee after the expiration or termination of the temporary term. If, during the term of the temporary appointment, an application is submitted by a person who is qualified to fill that Commission seat, then the City Clerk shall place an item on the next available City Council agenda for the City Council to consider appointment of such applicant. If such applicant is appointed, then such applicant shall immediately replace the temporary appointee.

Qualifications:

A. With the exception of temporary appointees discussed in Membership paragraph (C) and the two at-large appointees, each Beautification and Parks & Recreation Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph (A). The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Beautification and Parks & Recreation Commissioner shall create a vacancy for the nominating Council Member's district on the thirty-first (31<sup>st</sup>) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Beautification and Parks & Recreation Commission seat.

B. No person shall be appointed to the Beautification and Parks & Recreation Commission who is employed by the City.

C. For purposes of paragraph (A), "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompoc Municipal Code.

**Term of Office:**

**With the exception of temporary appointees discussed in Membership paragraph (C), the term of office of each Beautification and Parks & Recreation Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under Membership paragraph (A). Vacancies on the Beautification and Parks & Recreation Commission shall be filled in the same manner provided for in the Membership section above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in Qualifications section above, or the expiration of a temporary appointment under Membership paragraph (C). A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section above.**

**Any member of the Beautification and Parks & Recreation Commission may be removed from office by a majority vote of the full City Council. If any Commission member misses three consecutive meetings, without permission, his or her office becomes vacant.**

**Meetings:**

**The Beautification and Parks & Recreation Commission shall meet at such times and dates necessary to consider the activities described under Section 2.52.020. Meetings may be called by the City Manager, Community Development Director, chairperson of the Commission, or by a majority of its members.**

**Time Involved:**

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

**References:**

**LMC Chapter 2.52 (see also section 12.08.040) [Ordinance No. 1711(24)].**

## 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 of Lompoc and having some relationship to the City of Lompoc.~~

The Human Services Commission shall perform the following functions:

1. ~~Assist in E~~**Assist in E**~~establishing~~**ng** 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 **Authority** 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 one thousand dollars (\$1,000) per year may be available to any requesting human service agency to provide nonduplicate 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.

1. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Human Services Commission whose term of office concurrently expires with that of the nominating Council Member. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor upon approval of a majority vote of all members of the City Council.
2. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Human Services Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the member of the City Council whose nominee was rejected

may nominate such other persons as necessary until the majority of the City Council votes to approve such nominee for appointment and the Mayor appoints such nominee to the Human Services Commission. The Mayor shall not refuse to appoint any nominee otherwise qualified to serve on the Human Services Commission, once the majority of all the members of the City Council have voted the approval of such nomination.

3. If no qualified person has filed (and not withdrawn) an application to serve on the Human Services Commission within 90 days following the creation of a Commission vacancy or the expiration of a Commissioner's term, then the ~~Councilmember~~ **Council Member** entitled to nominate an appointee to fill that Commission seat may nominate a person from any district in the City who otherwise meets all the qualifications in the Qualifications section, below. If such person is appointed by the City Council, then such person shall be considered a temporary appointee. A temporary appointee's term shall expire either (i) 12 months following the date of appointment, unless a majority of the City Council votes to extend the term, or (ii) concurrently with the expiration of the term of office of the nominating ~~Councilmember~~ **Council Member** if the nominating ~~Councilmember~~ **Council Member** is not reelected, whichever occurs first. A temporary appointee may not be reappointed to that seat on the Commission as a temporary appointee after the expiration or termination of the temporary term. If, during the term of the temporary appointment, an application is submitted by a person who is qualified to fill that Commission seat, the City Clerk shall place an item on the next available City Council agenda for the City Council to consider appointment of such applicant. If such applicant is appointed, then such applicant shall immediately replace the temporary appointee.

Compliance Committee Member:

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).

Qualifications:

1. With the exception of temporary appointees discussed in Membership paragraph 3, each Human Services Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1, above. The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Human Services Commissioner shall create a vacancy for that Human Services Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Human Services Commission seat.
2. No person shall be appointed to the Human Services Commission who is employed by the City.

3. Commissioners shall not be a paid staff member for any human services organization in the Lompoc Valley.
4. For purposes of Qualifications paragraph 1, above, “district” refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompoc Municipal Code.

#### Term of Office

With the exception of temporary appointees discussed in Membership paragraph 3, the term of office of each Human Services Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1, above. Vacancies on the Human Services Commission shall be filled in the same manner provided for in the Membership section, above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in the Qualifications section, above, or the expiration of a temporary appointment under Membership paragraph 3. A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section, above.

#### Removal of Members:

Any member of the Human Services Commission may be removed from office by a majority vote of the full City Council. If any Commission member misses three (3) consecutive meetings, without permission, his or her office becomes vacant.

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.~~ **during the following calendar months 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.**

1. **September – Application, Pre-Application Workshop and Needs Assessment Review**
2. **November – Pre-Application Workshop and Needs Assessment**
3. **February – Deliberations for Human Services Grant Recommendations**
4. **May – Grantee Workshop**
5. **July – Elections of Commission Officers**

**6. Joint Meeting of Council and Commission – only during even years (date to be determined by the City Council)**

**The meetings shall be convened at City Hall, in the Administrative Conference Room or in the Council Chamber. 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 Commission Chair or a majority of Commission Members. The time and date of each meeting will be made public as soon as feasible after each meeting is set.**

**Officers:**

A meeting shall be scheduled in July of each year to elect a chairperson and vice chairperson. Said elected officers shall hold office for a period of one (1) year. The chairperson shall be the presiding officer at all meetings of the Human Services Commission 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/or advisors.

**Expenses:**

All operational expenses of the Human Services Commission shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Members of the Human Services Commission shall serve without compensation. However, actual and necessary expenditures incurred by members, while engaged on official Commission business, may be reimbursed to said members, provided such expenses have been previously approved by the department head responsible for staffing the Commission.

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

**References:** Resolution Nos. 3754(88), 3842(89), 4113(91), 4265(93), 4467(95), 4728(98), 5214(04), 5437(07), 5483(08), 5916(14), 6075(16), 6146(18), 6373(20), 6385(21), and 6474(22).

## 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~~ **two** of the five may reside outside the City of Lompoc **if their primary residence is within the boundaries of Library Zone 2.**

### Meetings:

The Library Commission meets the second Tuesday of every other month, which will be January, March, May, July, September, and November, 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 Nos. 6075(16) and 6550(22).



## 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.

- A. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Parks and Recreation Commission whose term of office concurrently expires with that of the nominating Councilmember. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor, upon approval of a majority vote of all members of the City Council.
- B. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Parks and Recreation Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the member of the City Council whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve such nominee for appointment and the Mayor appoints such nominee to the Parks and Recreation Commission. The Mayor shall not refuse to appoint

~~any nominee otherwise qualified to serve on the Parks and Recreation Commission, once the majority of all the members of the City Council have voted the approval of such nomination.~~

~~C. If no qualified person has filed (and not withdrawn) an application to serve on the Commission within 90 days following the creation of a Parks and Recreation Commission vacancy or the expiration of a Commissioner's term, then the Councilmember entitled to nominate an appointee to fill that Commission seat may nominate a person from any district in the City who otherwise meets all the qualifications in the Qualifications section, below. If such person is appointed by the City Council, then such person shall be considered a temporary appointee. A temporary appointee's term shall expire either (i) 12 months following the date of appointment, unless a majority of the City Council votes to extend the term, or (ii) concurrently with the expiration of the term of office of the nominating Councilmember if the nominating Councilmember is not reelected, whichever occurs first. A temporary appointee may not be reappointed to that seat on the Commission as a temporary appointee after the expiration or termination of the temporary term. If, during the term of the temporary appointment, an application is submitted by a person who is qualified to fill that Commission seat, the City Clerk shall place an item on the next available City Council agenda for the City Council to consider appointment of such applicant. If such applicant is appointed, then such applicant shall immediately replace the temporary appointee.~~

#### Qualifications:

~~A. With the exception of temporary appointees discussed in Membership paragraph (C), each Parks and Recreation Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph (A). The Mayor, being elected at large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Parks and Recreation Commissioner shall create a vacancy for that Parks and Recreation Commission district on the thirty first (31<sup>st</sup>) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Parks and Recreation Commission seat.~~

~~B. No person shall be appointed to the Parks and Recreation Commission who is employed by the City.~~

~~C. For purposes of paragraph (A), "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompoc Municipal Code.~~

#### Term of Office:

~~With the exception of temporary appointees discussed in Membership paragraph (C), the term of office of each Parks and Recreation Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under~~

~~Membership paragraph (A). Vacancies on the Parks and Recreation Commission shall be filled in the same manner provided for in the Membership section, above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in the Qualifications section, or the expiration of a temporary appointment under Membership paragraph (C). A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section, above.~~

Meetings:

~~Second Tuesday in January, March, May, July, September, and November 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), 1629(16), 1677(21) and 1688(22)], Resolution Nos. 6146(18), 6171(18), and 6518(22).~~

## 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's 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.

1. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Public Safety Commission whose term of office concurrently expires with that of the nominating Council Member. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor upon approval of a majority vote of all members of the City Council.
2. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Public Safety Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the member of the City Council whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve such nominee for appointment and the Mayor appoints such nominee to the Public Safety Commission. The Mayor shall not refuse to appoint any nominee otherwise qualified to serve on the Public Safety Commission, once the majority of all the members of the City Council have voted the approval of such nomination.
3. If no qualified person has filed (and not withdrawn) an application to serve on the Public Safety Commission within 90 days following the creation of a Commission vacancy or the expiration of a Commissioner's term, then the ~~Councilmember~~ **Council Member** entitled to nominate an appointee to fill that Commission seat may nominate a person

from any district in the City who otherwise meets all the qualifications in the Qualifications section, below. If such person is appointed by the City Council, then such person shall be considered a temporary appointee. A temporary appointee's term shall expire either (i) 12 months following the date of appointment, unless a majority of the City Council votes to extend the term, or (ii) concurrently with the expiration of the term of office of the nominating Councilmember **Council Member** if the nominating Councilmember **Council Member** is not reelected, whichever occurs first. A temporary appointee may not be reappointed to that seat on the Commission as a temporary appointee after the expiration or termination of the temporary term. If, during the term of the temporary appointment, an application is submitted by a person who is qualified to fill that Commission seat, the City Clerk shall place an item on the next available City Council agenda for the City Council to consider appointment of such applicant. If such person is appointed, then such person shall immediately replace the temporary appointee.

#### Qualifications:

1. With the exception of temporary appointees discussed in Membership paragraph 3, each Public Safety Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1, above. The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Public Safety Commissioner shall create a vacancy for that Public Safety Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Public Safety Commission seat.
2. No person shall be appointed to the Public Safety Commission who is employed by the City.
3. For purposes of Qualifications paragraph 1, "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompoc Municipal Code.

#### Term of Office:

With the exception of temporary appointees discussed in Membership paragraph 3, the term of office of each Public Safety Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1, above. Vacancies on the Public Safety Commission shall be filled in the same manner provided for in the Membership section, above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in the Qualifications section, above, or the expiration of a temporary appointment under Membership paragraph 3. A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council

Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section, above.

#### Removal of Members:

Any member of the Public Safety Commission may be removed from office by a majority vote of the full City Council. If any Commission member misses three (3) consecutive meetings, without permission, his or her office becomes vacant.

#### Meetings:

The Public Safety Commission meets ~~monthly on the third Wednesday of January, March, May, July, September, and November~~ **at least three times per calendar year on a date and time to best ensure a quorum is present**, at 6:30 p.m., in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA, **or at other noticed locations within the City**. Meetings may be called by the **City Manager, Police Chief, Fire Chief**, Chairperson of the Commission, or by a majority of its members.

#### Officers:

A meeting shall be scheduled in March of each year to elect a chairperson and vice chairperson. Said elected officers shall hold office for a period of one (1) year. The chairperson shall be the presiding officer at all meetings of the Public Safety Commission 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/or advisors.

#### Expenses:

All operational expenses of the Public Safety Commission shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Members of the Public Safety Commission shall serve without compensation. However, actual and necessary expenditures incurred by members, while engaged on official Commission business, may be reimbursed to said members, provided such expenses have been previously approved by the department head responsible for staffing the Commission.

#### References:

Resolution Nos. 4298(93), 4594(97), 6075(16), 6303(20), 6307(20), 6373(20), 6385(21), 6411(21), 6474(22), and 6484(22)

## UTILITY COMMISSION

### General Functions:

The Utility Commission ~~shall recommend and act~~s 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 broadband utility system~~ and operation of the **City's** solid waste facilities, as described follows:

1. ~~Review and recommendation of water supply and quality principles,~~ **wastewater effluent, and solid waste disposal 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, ~~broadband,~~ and solid waste, 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, refuse collection, waste management, recycling, and protection of the landfill capacity; and long-term capital improvement plans for the utility distribution **and collection** systems;
3. ~~Periodic review~~ **receipt of reports or presentations regarding** of Utility Department **Divisions'** revenues and expenditures **financial information**;
4. **Periodic r**~~Review and recommendations concerning~~ **of** the biennial budget for the water, wastewater, electric, ~~broadband,~~ and solid waste utilities **when directed** prior to adoption by **the** City Council. This review shall **may** consist of evaluation of **budgetary elements such as** operating costs, capital expenditures, **debt obligations**, projected revenues, and level of cash-reserves, **or financial reserve policies** which City Council shall thereafter consider at the time of adoption of the biennial budget, based upon the recommendation of the Commission and such other factors deemed appropriate;
5. ~~Review and recommendation regarding the establishment and adjustment~~ **of cost of service or rate studies** of consumer rates for water service, sewer service, ~~broadband service, electrical service and solid waste service provided by the City,~~ **and electrical energy sales within the City when directed by the City Council**; and
6. ~~Review and recommendation to the City Council of rules and regulations governing the City's electric system, including hearing~~ **of** 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.

- A. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Utility Commission whose term of office concurrently expires with that of the nominating Councilmember. The nominee may be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor, upon approval of a majority vote of all members of the City Council.
- B. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Utility Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the Councilmember whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve a nominee for appointment and the Mayor appoints that nominee to the Utility Commission. The Mayor shall not refuse to appoint any nominee otherwise qualified to serve on the Utility Commission, once the majority of all the members of the City Council have voted the approval of such nomination.
- C. If no qualified person has filed (and not withdrawn) an application to serve on the Utility Commission within 90 days following the creation of a Commission vacancy or the expiration of a Commissioner's term, then the Councilmember entitled to nominate an appointee to fill that Commission seat may nominate a person from any district in the City who otherwise meets all the qualifications in the Qualifications section, below. If such person is appointed by the City Council, then such person shall be considered a temporary appointee. A temporary appointee's term shall expire either (i) 12 months following the date of appointment, unless a majority of the City Council votes to extend the term, or (ii) concurrently with the expiration of the term of office of the nominating Councilmember if the nominating Councilmember is not reelected, whichever occurs first. A temporary appointee may not be reappointed to that seat on the Commission as a temporary appointee after the expiration or termination of the temporary term. If, during the term of the temporary appointment, an application is submitted by a person who is qualified to fill that Commission seat, the City Clerk shall place an item on the next available City Council agenda for the City Council to consider appointment of such applicant. If such applicant is appointed, then such applicant shall immediately replace the temporary appointee.

### Qualifications:

- A. With the exception of temporary appointees discussed in Membership paragraph (C), each Utility Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph (A). The mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Utility Commissioner shall create



a vacancy for that Utility Commission district on the thirty-first (31<sup>st</sup>) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Utility Commission seat.

B. No person shall be appointed to the Utility Commission who is employed by the City.

C. For purposes of paragraph (A), "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompoc Municipal Code.

Term of Office:

With the exception of temporary appointees discussed in Membership paragraph (C), the term of office of each Utility Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under Membership paragraph (A). Vacancies on the Utility Commission shall be filled in the same manner provided for in the Membership section, above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in the Qualifications section, above, or the expiration of a temporary appointment under Membership paragraph (C). A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section, above. **Commissioners missing three consecutive noticed meetings are deemed to have vacated their appointment. The Commissioner's appointing City Council member shall nominate a member to replace the vacated appointment under Membership paragraph (A).**

Meetings:

The Utility Commission ~~shall meet~~ at such ~~times and dates~~, **times, and locations** necessary to consider the activities described in Section 2.56.020, **but no less than three times per calendar year. When a meeting is scheduled, the Commission shall meet on the second Monday of the month at 5:00 p.m. in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA, or at an alternate noticed location.** ~~Meetings may be called by the Commission chairperson, a majority of its members, or the Utility Director.~~ **The City Council, City Manager, Utility Director, or a majority of the Commission may call meetings when deemed necessary.**

Time involved: Averages 20 to 40 hours per year.

References: LMC Chapter 2.56 [Ordinance Nos. 1454(00), 1504(04), 1536(06), 1677(21), 1688(22), and Resolution 6257(19)].