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ADOPTED BY LOMPOC CITY COUNCIL MARCH 6, 1990

REVISED per Ordinances 1258(86), 1386(93), 1402(95), 1424(97), 1454(00), 1504(04), 1536(06), 1579(12) and 1585(12); Resolutions 4265(93), 4275(93), 4298(93), 4299(93), 4300(93), 4391(94), 4467(95), 4492(96), 4594(97), 4728(98), 4797(99), 5092(03), 5214(04), 5437(07), 5483(08), 5818(13), 5905(14), 5954(14), 5968(15), 5981(15), 6006(15); 6031(16); 6075(16), [6115\(17\)](#); Minute Actions: 7/19/94, 3/4/97, 11/01/11, 2/21/12 & 10/16/12; City Reorganization 6/02, 6/04, 7/05, and 12/11.

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., at-in the Dick DeWees Community & Senior Center, 1120 West Ocean Avenue, Lompoc, CA. 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).

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.

One member of the Parks and Recreation Commission shall be appointed as a member of the Citizens Committee to Oversee the Park Maintenance and City Pool Assessment District (No. 2002-01).

Meetings:

Second Tuesday of each month at ~~7:00:30~~ p.m. ~~at the Dick DeWees Senior and Community Center, 1120 W. Ocean Avenue, Lompoc CA~~ 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)].

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 ~~every other month~~ quarterly on the last third Wednesday of January, ~~March~~ April, ~~May~~, July, ~~September~~, and ~~October~~ November, at 6:30 p.m., ~~in the Administrative Conference Room at City Hall~~ 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), and 6075(16).

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, 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, 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, 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, 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 6:00 p.m. in the ~~City Hall Utilities Conference Room~~, 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), and 1536(06)].

ORGANIZATION

Regular Meetings

Regular meetings are held for most commissions, committees, and boards with the exception of the Mobilehome Rent Stabilization Board ~~and, 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.

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. The Mobilehome Rent Stabilization Board meets in April or May or each year to elect a 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.