

MINUTES

**Workshop Meeting of the Lompoc City Council
Tuesday, November 8, 2011
City Hall, 100 Civic Center Plaza, Council Chambers**

OPEN SESSION - 6:00 P.M.

Council/Agency Members Present: Ashley Costa, Cecilia Martner, Dirk Starbuck, Mayor Pro Tempore/Vice Chair Bob Lingl, and Mayor/Chair John Linn.

Staff Present: City Administrator Laurel Barcelona, City Attorney Joe Pannone, City Clerk Stacey Alvarez, Management Services Director Brad Wilkie, Public Works Director Larry Bean, Recreation Manager Mario Guerrero, Economic Development Director/Assistant City Administrator Teresa Gallavan, Police Chief Timothy Dabney, Library Director Molly Gerald, Utilities Director Ron Stassi, Human Resources Manager Beth Flamm-Overby, and Battalion Fire Chief Stan Hart.

Other Present: Mary Saladino, and Carol Benham.

ORAL COMMUNICATIONS: None

STAFF REQUESTS AND ANNOUNCEMENTS:

City Administrator Laurel Barcelona announced a formal Request for Qualifications for Shelter Service for the City of Lompoc was posted on November 7, 2011, further stating the Human Services Commission has accepted the City's request to be involved in the selection process of an interim shelter services provider.

NEW BUSINESS:**WORKSHOP**

CITY 1. Council review, discuss, and prioritize outstanding 2010/2011 Council Request Items.

City Administrator Laurel M. Barcelona presented a Power Point Presentation of Council Requests from 2010/2011, outlining the status of each request item and reviewed all outstanding Council request items. Ms. Barcelona suggested Council review the Council Priorities as stated during the 2011/13 FY Workshops and re-affirm, reorganize, or rewrite those priorities.

Council began discussing the Council Priorities as established during the FY 2011-13 Budget and with a general consensus Council confirmed Economic Development will remain Council's number one priority.

Council Member Lingl suggested Graffiti Abatement (Priority #2) be combined with Code Enforcement (Priority #3), stating he would like the inclusion of the review of enforcement of parked vehicles on City Streets, and add Public Safety as one of the top five Council Priorities.

Mayor Linn stated he believed Public Safety to be the number two object of this Council and Economic Development to be the tool used to get there.

Council Member Costa agreed with Council Member Lingl about his suggested combining of Priorities #2 and #3, the addition of Public Safety as a Council Priority and requested Council to consider Council Agenda Efficiencies and Technologies (Priority #4) and Efficiencies/Savings through Contracts (Priority #5) as a higher priority.

Council Member Martner agreed with Council Member Lingl's suggestion of combining Priorities #2 and #3, wants continued work on a City ordinance to address abandoned vehicles and unhitched trailers parked on City streets, suggested Priority #5 be deleted from the Council's list of Priorities, stating she understood this priority to be addressed and completed, and then requested Council develop a Strategic Plan and set that at Council's number one priority.

Mayor Linn requested Council review the memo from the Information Systems Division regarding providing Council with an electronic device to display Council Agendas and Minutes in electronic form as it relates to Priority #4, Council Agenda Efficiencies and Technologies and decide if this should be removed from the Council's list of priorities.

Council discussed the differences between e-readers, tablets, and laptops, and Staff's recommendation.

With a general consensus, Council approved the tablet option and Council Member Costa's request to be involved with selection of the tablet.

Council discussed the current list of Council Priorities including the addition of other priority categories, subcategories, and the order of listing the priorities.

Public Comment:

1. Mary Saladino spoke about the Council's Priorities list and suggested Council use a single-purpose packaging model to write the Priorities list, combine all items under a single priority that will be needed to achieve a set goal.

Council resumed its discussion of the Council Priorities list continued, which included a suggestion by Mayor Linn to add the General Plan and Zoning Update to the Council Priorities list; Council Member Martner's suggestion to add Accountability to the list; Council Member Costa's request to keep the categories of Council Priorities list to remain very broad and the addition of a Miscellaneous category.

After a lengthy review and discussion and with a general consensus, Council agreed to the following list of priorities.

1. Economic Development
2. Public Safety
3. Code Enforcement/Graffiti Abatement
4. Efficiencies
5. Accountability
6. Miscellaneous

BREAK:

At 6:58 P.M. Mayor/Chair Linn announced a break. At 7:05 P.M., the meeting reconvened with all Council/Agency Members present.

Council reviewed all outstanding Council Requests and reorganized each request into the newly approved list of Council Priorities.

Council Member Costa requested a Council Strategic Plan be added the Council Outstanding Request of the **Council Ad Hoc Committee to develop Council Vision Statement** (Outstanding Request 1). With a general consensus, the Council directed Staff to draft a Vision Statement and present to Council at a later date.

All other Outstanding Requests were approved, with a general consensus to be reorganized as follows:

Outstanding Requests 1, 3, 4, 7, and 14 will be placed under Council Priority 1 – Economic Development.

Outstanding Requests 2 and 6 will be placed under Council Priority 2 – Public Safety.

Outstanding Request 15 will be placed under Council Priority 3 – Code Enforcement/Graffiti Abatement.

Outstanding Request 8 will be placed under Council Priorities 4 – Efficiencies and 5 – Accountability.

Outstanding Requests 9, 10, 11, 12, 13, and 16 will be placed under Priority 4 – Efficiencies.

Outstanding Request 18 will be placed under Priority 5 – Accountability.

Outstanding Requests 5 and 17 will be removed from the Outstanding Requests list and considered completed or in progress.

Mayor Linn asked Staff to speak about the current process of minute taking of all Council Meetings. City Clerk Stacey Alvarez stated the policy to prepare the minutes in action format was approved by Council action in 2003 and it has been the practice of the Clerk's office to produce the minutes in a hybrid of summary and action formats. Mayor Linn asked City Attorney Joseph Pannone if the video is a verbatim record of meetings and why the tape recorder is still used to record the meetings.

Mr. Pannone answered yes, in practicality the video recording is a verbatim record and the analog tape

recording would be for redundancy and as a backup to the video recording. Council Member Starbuck stated he is unsure of the best format to use, stating it is sometimes difficult to research past minutes. Council Member Costa expressed uncertainty in recommending a single format of minute taking, suggesting if Council approves action only minutes, the video accompanying the item should be made available on the City's website and at no charge to the public, and stated she understands that verbatim minutes are very time consuming. Council Member Lingl spoke against verbatim minutes and stated the Council has an approved method that allows any Council Member to request for their comments to be generated in verbatim. Council Member Martner stated she agrees with Council Member Lingl, verbatim minutes are not necessary, but she would like to clarify what a hybrid format of the minutes should be, explaining she would like the minutes to reflect the "essence" of Public Comments.

Public Comment:

1. Carol Benham stated she is not in favor of verbatim minutes and agrees with Council Member Martner that the "essence" of Public Comments should be included in the minutes and then stated that the City's website holds only one year of City Council Meeting videos.

Council Member Costa asked Council to confirm the minutes format shall now be in a summary format, reminding Council the nature of summary minutes is a bit subjective and that the City Clerk has been providing a hybrid of action and summary minutes which is more than what has been required and it is up to the Council and public to read and review the minutes and make any requests for changes, edits, or additions to the City Clerk and voiced her support for the summary minutes format. Council Member Lingl agreed with Council Member Costa and also supports the hybrid summary minutes format that includes the "essence" of Public Comments adding that Council Members request a verbatim of their comments if they feel it necessary.

With a general consensus, Council directed Staff to return with a revision to the City Council Handbook reflecting the requested changes to the format of the minutes.

Council Member Costa requested Council discuss Outstanding Request 5, specifically the use of Facebook and Twitter and asked to have this placed under Council Priority 1 – Economic Development, and suggested that when Council makes a request or suggestion it be made with a reference to specific Council Priority. Council agreed that the Council Priority list shall include Miscellaneous and will be listed as number 6 on the Council Priority list.

Mayor Linn asked if any Council Member wanted to add an item to the Council's Outstanding Request list.

Council Member Martner expressed concern about the lack of information provided on the ongoing and completed Council request items.

Council Member Lingl asked Council to discuss the Pocket Park and the proposal the Lompoc Valley Parks & Recreation and Pool Foundation, Inc. was scheduled to deliver to the City; and requested Staff provide an update to the previously requested City of Lompoc Transportation (COLT) bus stop in or near the Wine Ghetto area. City Attorney Joseph Pannone stated the Lompoc Valley Parks & Recreation and Pool Foundation, Inc. will be providing the conceptual plans for the Pocket Park on Monday, November 14, 2011, and a report will be provided to Council at a later date.

Council Member Costa requested an updated progress list of all Council Requests be provided to Council in their Agenda Binders to be updated indicating what is ongoing, what action has been taken and what has been completed and as it pertains to the Council's Priority List.

Mayor Linn asked for Staff to place the Planning Commission's review of the Sign Ordinance, a Council request from the December 14, 2010, Council Workshop, onto the Council's Outstanding Request list under Priority 1 – Economic Development.

Council Member Martner stated she made the request for a memo regarding loans made when properties were noncompliant on October 4, 2011.

Council Member Costa expressed her support for Mayor Linn's request regarding the Sign Ordinance review and should be placed under Council Priority 1 – Economic Development.

With a general consensus, Council directed Staff to provide an updated list of all Council Requests that illustrates what action has been taken, what has been completed, and what is ongoing, to be updated

monthly and placed in the City Council's Agenda Binders for reference.

Council Member Martner requested a public discussion of the goals and objectives for the City Administrator position. Council agreed with a general consensus to have a review of the City Administrator job description at the December 6, 2011 City Council Meeting.

Council Member Costa requested a discussion on a Council intern program. After a short discussion, Council directed Staff to research current policies and programs in other California cities on intern and/or volunteer programs and provide information to Council at a later date and to be placed in Council Priority 6 – Miscellaneous.

BREAK: At 8:23 P.M. Mayor/Chair Linn announced a break. At 8: 28 P.M., the meeting reconvened with all Council/Agency Members present.

CITY 2. Presentation by Management Services Director Brad Wilkie on the State of the City.

Management Services Director Brad Wilkie presented an overview of the 2009-2011 Budget Cycle.

Council Member Martner expressed surprise in the increase of the property tax the City received and questioned if the shown Building Inspection Fees of \$134,970 on page 14 is current activity from July 2011 to September 2011, and if this could mean that the contracted building inspection firm may receive fewer fees than expected. Management Services Director Brad Wilkie explained the numbers given are directly from the County Assessor's and County Auditor's Offices, stated there is difference from the past years in that the City is now part of the teeter program allowing the City to receive an absolute number representing the amount of property tax the City will be receiving, and the overall tax values in the City is slightly higher than last year. Mr. Wilkie clarified the \$134,970 in Building Inspection Fees is an annualized amount based on the fees received from July 2011 to September 2011, further explaining the contracted building inspection firm receives a minimum monthly payment of just over \$10,000 per month and would receive larger payments from the City if the volume of inspections increases. The amount of \$134,970 does not show the plan check fees, which is not a significant amount but is part of the contract. Council discussed property tax, Building Inspection Fees, the contracted building inspection firm and the estimated savings of using a contracted firm for building inspection services.

Council Member Lingl asked Mr. Wilkie if he had any concerns regarding any of the funds shown. Mr. Wilkie stated the Wastewater Fund debt service ratio is below the minimum obligation and a rate study should be completed to help confirm if the current rate structure could sustain our debt service obligation now and in the future, and a proposal for a rate study will be presented to the Utilities Commission for review and then presented to Council at a later date for consideration.

ORAL COMMUNICATIONS: None

ADJOURNMENT: At 9:15 P.M. Mayor Linn adjourned the Lompoc City Council/Redevelopment Agency to a Regular Council Meeting at 7:00 P.M. on November 15, 2011.

John H. Linn, Mayor

Stacey Alvarez, City Clerk
November 29, 2011