

**CITY OF LOMPOC  
HANDBOOK FOR  
COMMISSION,  
COMMITTEE, and  
BOARD MEMBERS**



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## **INTRODUCTION**

The City of Lompoc has established a number of standing City commissions and special citizen advisory committees and boards to review City program areas and special community problems in order to provide a greater public input into the city government of Lompoc. This Handbook has been prepared to provide a general idea of the policies, guidelines and responsibilities of committee, commission and board members.

It is hoped that this handbook will provide members with the necessary information to understand the basic functions of their commission, committee or board, as well as their role within the organization.

## ORIGIN OF NAME

The name comes from the Chumash; various translations suggest the lakes and lagoons resulting from the spring flooding: "lagoon, little lake."

## INDIAN PERIOD

The Chumash Indians lived in small villages, surviving off the sea and the land. They were non-agricultural. Two of their greatest achievements were the design and construction of the plank canoe and the fine workmanship of their baskets.

## EXPLORATION

1542 - Expedition by Juan Cabrillo (first white contact with the Indians)

1769 - Don Gaspar De Portala camped with his expedition at the mouth of the Santa Ynez River and found an inviting area about which he wrote in his diary.

## MISSION PERIOD

In 1769, King Carlos III of Spain acquired land from San Diego to Monterey for the purpose of building 21 missions and to protect the land from the invading Russians.

In 1787, Mission de la Purisima Concepcion de Maria Santisima was founded. It was built at the end of South "G" Street--just below the hills. Twenty-five years later the Mission was destroyed by an earthquake. Some wall structural remains are still at the site, and a huge, deep crevice can be seen in the hill above the ruins.

The Indians moved across the Valley to the present site, taking 5 years to build and complete the new mission. Unfortunately, white man's diseases wiped out the Indian population and the mission fell to ruin.

The Union Oil Company later owned the land where the Mission ruins lay. In 1933, Union Oil deeded the Purisima Mission site to the county, and a 507-acre State Park was later created. During the 1930's the CCC, the State Park Commission, the National Park Service, and the Department of the Interior restored the mission to its present condition. It is one of the most authentic restorations of an historical landmark in the nation. The restorations were completed in late 1941.

## RANCHO PERIOD

In 1837, the Mexican Governor of California gave land to his soldiers as payment for excellent service. In Santa Barbara County, land was divided into 40 Ranchos. In the Lompoc area there were 5.

In the early 1850's, Thomas Wallace More and his brothers A.P. More and H.H. More bought Rancho Lompoc from the Carrillos family. The partnership of Mr. W. W. Hollister, Hubbard Hollister, Albert Diblee, and Thomas Diblee purchased the two Ranchos in 1863 for \$60,000. They also owned most of the Ranchos between Lompoc and Santa Barbara. On this land, they ran thousands of sheep and the floor of the Lompoc Valley was covered with 20,000 sheep grazing on lush grass.

### LOMPOC COLONY PERIOD

Mr. W. W. Broughton, a lawyer and newspaperman, from Santa Cruz, California, was looking for a place to start a new town. He was unhappy with the drinking problem in the Santa Cruz area, and wanted to start a new town where he could raise his children in a peaceful atmosphere.

In his travels throughout the state, he saw the Lompoc Valley and realized that, because of its beauty, rich soil and excellent climate, this was the dream land he had been looking for. The land was very fertile and would be perfect for farming and raising sheep and cattle.

His town was to be a Temperance Colony - a town where no liquor could be made, consumed or sold. Mr. Broughton organized 100 farmers, ranchers and businessmen from Santa Cruz, Santa Barbara, and San Francisco. They purchased the land, which consisted of all the territory of the Lompoc and Mission Veija de la Purisima Ranchos. It was a total of 46,500 acres, and was purchased on October 19, 1874, at a cost of one half million dollars. These 100 businessmen made up the Lompoc Valley Land Company.

The land was divided into 5, 10, 20, 40 and 80-acre lots and it was to be put up for auction. One square mile would be for the town itself and the rest would be for farmland. One block was set aside for a school (the original site is where El Camino is located). Lots were set aside for churches and fraternal organizations, and a 10 - acre section was to be used for a cemetery. Everything was well planned before the auction was ever held.

Mr. Broughton then advertised his land sale in all the newspapers in the Santa Cruz, Santa Clara, San Jose and Watsonville areas. Families arrived in wagons, which held all their belongings and they lived in tents or the ruins of the first mission while anxiously awaiting the day of the auction. Lots sold fast and furiously.

Five hundred dollars from the land sales was set aside to start a newspaper, because news needed to be sent to the "Easterners" to come West to this wonderful new town. The first auction was so successful that another one was arranged. This time, with his new newspaper, Mr. Broughton was able to advertise throughout the United States. The second sale would be held Monday, April 26, 1875. (Terms of the sale were 15% down with purchase; 15% on the last Monday in December of the first year; and then 10% annually on the last Monday of December of each year.) The average price per acre was \$60.00. These people, who now called Lompoc their home, were peaceful, non-drinking, farmers and ranchers. They brought their trades with them. They ran blacksmith shops, harness shops, made wagons and buggies, set up a creamery and ran grocery and drug stores.

The first two years were great ones. By the end of the first year, 200 families had settled in the valley; school was in session; the stage coach came to town three days a week; there was a post office; a newspaper was being published; the town had a doctor; a five-acre picnic ground had been established in Miguelito Canyon; there were plans for an agricultural college; and plans for a much-needed wharf. The wharf was needed so that butter and cheese and other farm products could be shipped to San Francisco. As it was, wagons were hauling these goods to the Gaviota wharf 22 very-rough miles away. It was the plan of the stock company to set aside a quarter of all proceeds from the land sale for the building of an agricultural college. The wharf was urgently needed and so the money from the college fund was loaned for the building of a wharf - with the idea that the profits from shipping Lompoc goods to San Francisco would repay the loan for the college. Soon after the wharf was completed, disaster struck, and rough seas washed the wharf away. It was rebuilt a couple of times - only to wash away again - along with the dreams of a college. All that was left of the dream is the name of the street where the college was to be built - College Avenue.

Disaster seemed to be the key word following the shattered dreams of a wharf and college. For the next few years, no rain fell, and a damaging drought hit the valley. Animals died by the thousands and many people became discouraged and left. Colonel W.W. Hollister loved the new town and hated seeing these people losing everything they owned just because Mother Nature wasn't cooperating. He and the two Mr. Diblees saved the people and the town from total abandonment by remitting interest charges on the land payments for a few years until the drought had passed.

There were still hard times for 4 years - a diphtheria epidemic killed many of the children. However, many of these tough people clung to the rich soil and their new homes, and survived.

The town prospered and in years to come another industry, besides agriculture, developed. This was the mining of diatomaceous earth.

In 1896, the Balaam Family found the largest uniform deposit of pure diatomaceous silica, so far discovered in the world, on their property in Miguelito Canyon. The rights were sold in 1929 to the Johns Manville Corporation. At times, 1,200 people have been employed at one time at the Company. Most of the early employees lived in company housing on the property - which also had a store, a hospital and a school. Manville continues to be one of Lompoc's top industries.

The flower seed industry followed and has probably brought more fame to Lompoc than any other industry. Mr. Burpee from Philadelphia heard of the beautiful flowers growing in the yards of Lompoc residents. He came out to investigate and found it to be true. He first tried growing sweet peas here and because of the rich soil, cool ocean breezes for air pollination, and the long summers, the flowers grew profusely. Later, the sweet pea became the City flower. Today, Lompoc grows 500 varieties of flowers for seed for the world. Two major seed companies plant hundreds of acres of flowers. Lompoc has the distinction of being known as the Flower Seed Capital of the World.

In 1941, 86,000 acres of the Jesus Maria Rancho owned by the Olivera family, just north of Lompoc, was purchased by the Army for an Army base. The name of the new base was Camp Cooke - named for a pioneer cavalry officer. Camp Cooke was to be used for artillery firing and tank maneuvers. It was the first armored training center on the West Coast.

Camp Cooke was at one time a prisoner of war camp. Italian and German prisoners were brought to the camp by ships. It later became a federal penitentiary - built where the United States Penitentiary is now.

After the bombing of Pearl Harbor, there were rumors of enemy submarines off the coast of California. A blimp base was established at the Lompoc Airport for the purpose of spotting submarines. (At that time, the Lompoc Airport was at the site of the Lompoc Shopping Center and Lompoc High School).

Camp Cooke was reactivated for two and a half years after the outbreak in Korea. In 1956, the Air Force took over Camp Cooke for the purpose of launching missiles from the West Coast, and on December 26, 1958, the first missile was sent soaring into space. The name of the new facility was changed from Cooke Air Force Base to Vandenberg Air Force Base to honor the late General Hoyt S. Vandenberg, second Air Force Chief of Staff and early proponent of aerospace preparedness.

By 1944, Lompoc had grown to over 5,000 people. Four years after the Air Force's takeover of the base in 1957, Lompoc's population was more than 20,000. By 1988 the population was more than 32,300. The little farm community would be no more.

## **CITY GOVERNMENT**

The City of Lompoc 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 Administrator is responsible for carrying out Council policy.

The City of Lompoc is governed by a five-member City Council, consisting of the Mayor and four members elected from the city at large. 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 Administrator, City Attorney, and 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 City Clerk, Community Development, Fire, Human Resources, Library, Management Services, Parks and Recreation, 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 the 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. In addition, there are police volunteers and reserve fire officers who assist in providing public safety services.

### **Appointed Officers**

City Administrator. Subject to the approval of the City Council, the City Administrator performs a variety of duties designed to promote and further the interests of the City. The City Administrator provides general direction to the Economic Development and Administrative Support Staff, Department Directors and directs, controls and coordinates various City services and programs.

The City Administrator meets with, provides information to, and receives direction from the City Council. The City Administrator 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 Administrator 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 Division** - 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 Division coordinates the recruitment and appointment by the City Council to City advisory bodies. The division also administers the City's business tax (license) and permit requirements.

### **Community Development Department**

The Community Development Department is responsible for activities related to Planning, Community Development Block Grant, and Redevelopment Agency programs, and environmental review.

**Planning Division** - provides services related to comprehensive planning, development and maintenance of a safe and satisfying environment for the citizens of Lompoc. This is done by assisting and directing orderly growth, protecting environmental resources, and stressing high standards of architecture, landscaping, and site planning. In so doing, the division helps protect the public interest, the public's safety, and the preservation of property values. The Division provides staff services for the Planning Commission and prepares, updates, and maintains the General Plan program to ensure that 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's 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.

**The Lompoc Redevelopment Agency** - develops and implements programs and projects that promote visual attractiveness and the removal of blight in the Project Area. The Agency can also offer financial assistance to projects within the project area that assist in: the removal of barriers to investment; the creation of new jobs; the improvement of underutilized tenant spaces, and vacant lots; the revitalization of the project area and the Old Town Area in particular. Twenty percent of all tax increment funding is reserved to assist in the increase, preservation, and improvement of the quality of housing opportunities for individuals and households of Very Low, Low and Moderate Income Households.

### **Fire and Building Department**

The Fire and Building 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 of Lompoc and the State of California, including building, plumbing, mechanical, electrical, housing, sign codes, Title 24 requirements and ADA regulations. The building division also provides consistent and thorough inspection of all construction work to ensure compliance with approved plans, applicable codes and regulations and administers the graffiti eradication program. Inspectors investigate general code violations, substandard or unsafe buildings, and building equipment. Action is initiated to insure compliance with applicable codes and City ordinances.

### **Human Resources Department**

The Human Resources Department 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.

### **Lompoc Public Library**

Lompoc Public Library System's mission is to maintain an educated and informed public in a democratic society and to help provide for the informational, educational, cultural and recreational needs of the people of the Lompoc community through library materials and programs.

In support of this statement and purpose, the Lompoc Public Library subscribes to the Library Bill of Rights and the Freedom to Read Statement of the American Library Association.

### **Management Services Department**

The Management Services Department provides administrative support, including city 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. A variety of financial reports for management information and Council action are prepared here.

**Finance Division** - is responsible for financial and budgetary control, accounting system, payroll, and debt management. Other major responsibilities of the Finance Division are assisting in the preparation and administration of the City's biennial budget and preparation of the City's Comprehensive Annual Financial Report (CAFR).

**Information Services** – provides information services data processing support for all departments of the City, storage of City documents with minimum space requirements, and other management information as requested. Maintains all computing, network, Geographic Information, Intranet, Internet and telephone systems for all City departments.

**Purchasing Division**- approves all City purchasing activities, assists departments with selection of products or services maintains central stores for commonly used and bulk items, and is the central receiving area for deliveries of goods.

### **Parks and Recreation Department**

The Recreation Division 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.

The Parks 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 needs.

Urban Forestry Division enhances the City beautification by providing City streets with attractive landscaped areas while providing routine maintenance and planting of street trees in a safe, efficient, and economical manner that are safe and attractive and to provide and maintain for street trees.

### **Police Department**

The Police Department provides effective and professional police services, in partnership with the citizens we serve, encouraging mutual respect and innovative problem solving, thereby improving the quality of life in our community.

### **Public Works Department**

**Airport/Transit Services** - provides convenient, safe, economical, and reliable transit services to meet the needs of those who are transportation disadvantaged and to help reduce traffic congestion, improve access to employment, shopping, medical, education, and recreational destinations and assist in air quality attainment. Airport programs are designed to develop and maintain a fully operational airport that meets the needs and expectations of the airport community within available resources.

**Building Maintenance Division** maintains City buildings in a safe and cost effective manner for the benefit of the general public and City employees.

**Engineering Division** - ensures the health and safety of the community by administering the City's street capital improvement and traffic engineering programs. The Engineering Division also provides engineering support for other projects, including private development, water, sewer, storm drains, and park facilities.

## **Public Work's Department (Cont'd)**

**Equipment Maintenance Division** provides for the orderly replacement, maintenance and repair of the City vehicular equipment in an efficient and economical manner.

**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, provides safety of the public as they come into contact with City facilities, equipment and personnel.

**Street Maintenance Division** improves the health, safety and appearance of the community by maintaining and improving the physical conditions of the City streets.

**Solid Waste Division** improves the health, safety, and appearance of the community by assuring a high level of refuse collection, including recycling, and providing street sweeping services. This division also operates and maintains the City's Landfill.

## **Utility Department**

The Utility Department provides the basic services of water, wastewater, and electric services to the citizens of Lompoc, which maintains and improves the community standards for health, safety and appearance. The Department is also currently developing telecommunications service for the City of Lompoc.

**Water Division** - provides production, treatment, storage, and distribution of municipal water supply as a contribution to the health and welfare of the community.

**Wastewater Division** - provides safe, and efficient conveyance and treatment of domestic and industrial wastewater, thereby making a positive contribution to the health of the community.

**Electric Division** - contributes to the maintenance and improvement of the quality of life in the City of Lompoc by ensuring that the supply of electricity meets the needs of the community and is provided efficiently and economically.

**Broadband Utility** - provides low cost reliable wireless Internet services to residents, businesses, and visitors to the City of Lompoc.

INSERT LATEST ORGANIZATION CHART would be page 12 in handbook.

## **COMMISSIONS, COMMITTEES, AND BOARDS**

The City Council is assisted by twelve (12) citizen-advisory commissions, committees, and boards. These bodies are charged with the following responsibilities:

- \* Advise the City Council and the City Administrator on matters within their area of responsibility and interest, as prescribed by State law, the City Council and its ordinance.
- \* Help focus attention on specific issues and problems within their scope of responsibilities and recommend actions and alternatives for Council consideration.
- \* Act as channels of communication and information between City government, the general public, and special interest groups.
- \* Reconcile contradictory viewpoints and provide direction toward achievement of citywide goals and objectives.
- \* Encourage broad citizen participation in the definition and formulation of City goals and actions for their achievement.
- \* Balance community wants and municipal responsibility and resources.

## **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:**

Five members appointed by the City Council for four-year overlapping terms. All members must be City residents.

### **Meetings:**

The Airport Commission meets on the first Thursday of the month at 7:00 p.m. in the Pilot's Lounge at the Lompoc Airport, Lompoc, CA. Meetings may be called by the Chairperson of the Commission or by a majority of its members.

### **Time Involved:**

Time involved is estimated to be approximately 28 hours per year.

### **References:**

Lompoc City Code Sections 0308 and 0310 and Ordinance No. 1352(91),1386(93) and 1504(04).

## **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 of Lompoc 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. 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.
6. 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 in put 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 to serve a concurrent term with that of the nominating Councilmember. All members must be City residents.

**Meetings:** Second Tuesday of the month, 7:00 p.m., in the Utility Conference Room at City Hall, 100 Civic Center Plaza, Lompoc, CA.

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

**References:** Lompoc City Code Section 3109 through 3114 and Ordinance No. 1386(93),1424(97), and 1504(04).

**CITIZENS COMMITTEE TO  
OVERSEE THE PARK MAINTENANCE AND CITY POOL  
ASSESSMENT DISTRICT (NO. 2002-01)**

General Functions:

The City Council annually will publicly review the budget for improvements and services funded by the Park Maintenance and City Pool Assessment District No. 2002-01. The purpose of the Oversight Committee is to annually review the budget and plans to ensure that all funds of the Park Maintenance and City Pool Assessment District are spent as intended and as approved by the City Council.

Members:

Five members shall be appointed by the City Council at large to serve four-year overlapping terms. Members shall serve until their successors have been appointed by the City Council and qualified.

Qualifications:

All Committee members shall reside in the City of Lompoc. No person shall be appointed to the Committee who is employed by the City. One member shall be appointed from the Parks & Recreation Commission. The remaining four members should possess a general knowledge of budget practices and purpose of the Assessment District.

Meetings:

The Oversight Committee will meet at least once a year or as needed more frequently to carry out their general functions.

Officers:

The Committee shall not elect officers. The Committee members shall designate one of their members to chair meetings and direct the performance of the Committee functions.

Committee Report: Not later than November 30<sup>th</sup> of each year, the Committee shall submit to the City Council at a regular City Council meeting a report of the results of its annual review of the budget and plans of the Park Maintenance and City Pool Assessment District (No. 2002-01).

Time Involved:

Time involved is estimated to be approximately 6 hours per year.

References:

Lompoc City Council Resolution No. 5092(03), and 5214(04)

## **HUMAN SERVICES COMMISSION**

### **General Functions:**

The goal of the Human Services Commission is to ensure that basic critical needs (food, shelter, clothing, and personal protection) of Lompoc citizens are met. 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. Establish 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) 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. Each member to serve a concurrent term with that of the nominating Councilmember. All members must be City residents. Members shall not be a paid staff member for any human services organization in the Lompoc Valley.

**Meetings:** The Human Services Commission meets the first Monday of each month, at 6:30 p.m., in City Hall, Administrative Conference Room. Any regular meeting may be adjourned to a time and place certain, but not beyond the next regular meeting.

**Time Involved:** Approximately thirty hours per year.

**References:** Resolution No's. 4265(93), 4467(95), 4728(98), 5214(04), 5437(07) and 5483(08).



## **LIBRARY BOARD OF TRUSTEES**

### **General Function:**

The Lompoc Public Library was established by Ordinance No. 128, June 24, 1907, with Ordinance stipulation that the library was to be maintained in accordance with provisions of Chapter 170 of the Statutes of 1901, as amended by Chapter 292 of the Statutes of 1905. The provisions have since been codified in the State Education Code in Section 18900-18927.

The Board of Library Trustees makes and enforces all rules, regulations, and bylaws necessary for the administration, government, and protection of the libraries under its management and all property belonging thereto. It also makes recommendations concerning the Library budget and approves the expenditures of all library funds for the main library in Lompoc and the branches in Buellton and Vandenberg Village.

### **Membership:**

The Board is composed of five members appointed by the Lompoc City Council. Trustees serve three-year overlapping terms. Trustees must live within Santa Barbara County Library Zone 2 (Buellton, Lompoc, and Vandenberg Village area), but one or two of the five may reside outside the City of Lompoc. Board offices include President, Vice President, and Secretary. The Board President chairs meetings, the Vice President serves as chair in the President's absence, and the Secretary reviews and signs minutes of each meeting. The minutes are recorded and prepared by the Library Administrative Aide.

### **Meetings:**

The Library Trustees meet the second Tuesday of each month at 6:00 PM 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:**

Education Code, Chapter 5, Section 18900-18927.

## **MOBILEHOME RENT STABILIZATION BOARD**

### **General Function:**

The Mobilehome Rent Stabilization Board shall hear requests for increases, as hereinafter provided, concerning rents in mobilehome parks located in the City of Lompoc. The Board is empowered to set and adjust maximum rents for mobilehome park tenancies in accordance with the Lompoc City Code.

The Board may adopt such rules and regulations as it may deem necessary to carry out its functions.

### **Membership:**

Five members appointed by the City Council to serve four-year overlapping terms on the following basis:

- \* Two members shall be appointed from nominations submitted by Lompoc Chapters of the Golden State Mobilehome Owners League.
- \* Two members shall be appointed from nominations submitted by the owners of the City's mobilehome parks.
- \* The fifth member of the Board shall be selected by the City Council.

No member shall be a tenant of, or involved in the management of any mobilehome park in the City. All members must be City residents.

### **Meetings:**

The Board shall meet at such times and dates necessary to consider requests for increases concerning rents in mobilehome parks located in the City of Lompoc. The Board meets at City Hall in the Council Chambers, 100 Civic Center Plaza, Lompoc, CA as required.

A meeting shall be scheduled in February of each year to elect a Chairperson and a Vice-Chairperson. Said elected officers shall hold office for a period of one (1) year.

### **Quorum:**

Three (3) members of the Board constitute a quorum for the purposes of conducting a hearing or meeting. The decision of the Board regarding any dispute brought before it shall be by a majority vote of the members present.

### **Board Report:**

On February 1st of each year, the Board shall submit to the City Council a status report of the activities of the Board to date, including current information on rental rates and vacancy rates in mobilehome parks within the City.

Time Involved: Varies from year to year.

References: Lompoc City Code Section 1903. City of Lompoc Ordinances 1258(86), 1386(93) and 1504(04).

### 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 power to establish and enforce rules of conduct governing such a program and the organization, management and control thereof.
3. Such powers as are expressly granted by the City Code as are granted by the motion of the City Council. The City Council may by motion regularly pass, grant to the Commission such additional powers and duties as seem expedient and necessary to carry out the purpose of the City Code.
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.

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 to serve a concurrent term with that of the nominating Councilmember. All members must be City residents.

### Meetings:

Second Wednesday of each month at 7:00 PM at the Lompoc Valley Community Center, 1501 E. Ocean Avenue.

### Time Involved:

Averages three to five hours per month.

### References:

Lompoc City Code Section 2204 and Ordinance No. 1386(93), 1424(97), and 1504(04).

### General Functions:

The Planning Commission shall have authority over planning and zoning matters as set forth by City Code or state law. Examples of some of the functions of the Planning Commission are as follows:

1. Make recommendations to the City Council regarding amendment of the General Plan, Zoning Ordinance, or Subdivision Ordinance.
2. Approve, conditionally approve, or disapprove tentative subdivision maps.
3. Approve, conditionally approve, or disapprove development plans or architectural plans, when required, for residential, commercial, industrial, and public facility projects.
4. Approve or disapprove conditional use permits and variances pursuant to the Zoning ordinance.

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 to serve a concurrent term with that of the nominating Councilmember. All members must be City residents.

### Meetings:

The Planning Commission meets the second Wednesday of each month at 6:30 PM, in the Lompoc City Hall Council Chambers, 100 Civic Center Plaza.

### Time Involved:

Ten to twenty hours per month.

### References:

Lompoc City Code Section 2501, Handbook adopted March 6, 1990, Ordinance No. 1386(93), 1402(95), 1424(97), and 1504(04).

### 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 may adopt such rules and regulations as it deems necessary to carry out its functions.

### Membership:

Five members to be appointed by the City Council. Each member to serve a concurrent term with that of the nominating Councilmember. All members must be City residents.

### Meetings:

The Public Safety Commission meets every other month the last Wednesday of January, March, May, July, September, and November, at 6:30 p.m. in the Administrative Conference Room at City Hall. Meetings may be called by the Chairperson of the Commission, or by a majority of its members.

### References:

Resolution No. 4298(93), 4594(97), and 5214(04).

### General Functions:

The Senior Commission shall advise the City Council in the following areas:

1. Defining senior needs and engaging in community planning for the development of needed services.
2. Locating and publicizing resources not already available.
3. Identifying problems affecting seniors and recommending solutions to such problems.
4. Researching and providing recommendations concerning the prevention of problems.
5. Submitting recommendations to the City Council in matters of senior citizen legislation and general legislation affecting senior citizens.
6. Serving upon request as a consultant to other agencies concerned with the problems of senior citizens.
7. Serving as a medium through which organizations can exchange information.

The Committee may adopt such rules and regulations as it may deem necessary to carry out its functions.

### Membership:

Five members to be appointed by the City Council to serve four-year overlapping terms. All members must be City residents.

### Meetings:

The Senior Commission meets monthly on the fourth Wednesday at 11:15 a.m. at the Lompoc Valley Community Center, 1501 East Ocean Avenue.

### References:

Resolution No. 4300(93), and 5214(04).

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 Section 3391.

Membership: Five members appointed by the City Council. Each member to serve a concurrent term with that of the nominating Councilmember. 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, 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: Lompoc City Code Section 3323, Ordinance No. 1454(00), 1504(04), and 1536(06).

## YOUTH COMMISSION

### General Functions:

The Youth Commission shall advise the City Council in the following areas:

1. To solicit community input on youth service needs.
2. To identify, and recommend effective solutions to, youth needs and problems.
3. Initiation of various projects that will further the opportunities available to youth.
4. To represent the viewpoint of the youth by taking their suggestions, ideas, and opinions and offering them to the City Council.

The Committee may adopt such rules and regulations as it may deem necessary to carry out its functions.

### Membership:

The Youth Commission shall consist of seven (7) members whose age is between 15 and 21 and who live within the Lompoc Unified School District boundaries; and (2) members with no age restrictions who must be City residents. At no time shall the majority of the Commission reside outside the city limits. All members are appointed by the City Council to serve two-year overlapping terms.

### Meetings:

The Youth Commission meets the fourth Thursday of every month at 7 p.m. at the Anderson Recreation Center, 125 W. Walnut Avenue, Lompoc, CA. Meetings may be called by the Chairperson of the Commission, or by a majority of its members.

### References:

Resolution No. 4299(93). Terms amended by Resolution No. 4391(94), 4492(96), 4797(99), and 5214(04).

## MEMBERSHIP

### Appointment

Applications for commission, committee, and board appointments must be submitted to the City Clerk's Office. A separate application is required for each body to which the applicant is seeking appointment. Applications are maintained by the City Clerk's Office in an active status for one year at which time they become inactive and new applications must be submitted.

The appointment process for Beautification and Appearance, Parks and Recreation, Planning, Public Safety, and Utility Commissions is handled by nomination of a member of the City Council, upon commencement of that member's term of office. The appointee must be approved by the majority of the members of the City Council. Further details of the nomination and appointment process for these commissions are contained in their respective ordinance or resolution.

It should be noted that appointment to a City commission, committee, or board is recognition of expertise and interest in a specific area as well as an honor bestowed upon a citizen. Members of an advisory body serve at the pleasure of the City Council and may be removed from office at Council discretion.

### Eligibility

Applicants must be City residents. Except applicants to the Board of Library Trustees must live within Santa Barbara County Library Zone 2 (Buellton, Lompoc, and Vandenberg Village area), but one or two of the five can live outside the City of Lompoc. Youth members of the Youth Commission must live within the Lompoc Unified School District boundaries; however, at no time shall the majority of the Youth Commission reside outside the city limits. City employees are not eligible to apply. Membership on City boards, commissions, and committees shall be limited to service on one standing board, etc. at any one time.

### Oath of Office

Prior to the date each term begins, Appointees must be sworn in by the City Clerk, sign a Certificate of Appointment and sign an Oath of Office. If an Appointee is reappointed, a new Oath of Office will be administered.

### Ethical Principles

Attached to the application is a copy of the Statement of Ethical Principles Applicable to Local Government which sets forth certain principles for the proper operation of democratic government to assure that the public have confidence in the integrity of its government and public officials. Effective January 1, 2006, state law (AB 1234) required that local officials must receive training in public service ethics laws and principles *every two years*. **New official/commission members must receive this ethics training within one year of appointment.**

The AB 1234 ethics-training requirement does not apply to all commissioners; however, all City commissioners are encouraged to receive training. **The City Attorney determined ethics training is mandatory for members of the following commissions: Planning Commission; Youth Commission; Parks and Recreation Commission; and Beautification Commission.**

### Term Limits

The terms are for a period of four (4) years with the exception of the Library Board of Trustees, which is for 3 years as established by State Code, and the Youth Commission that is for 2 years. Except the committee members which are nominated by City Council members, appointments are for overlapping, balanced terms commencing on the first day of February of the year of appointment or for the balance of the term of a predecessor. The other exception is Human Services Commissioners whose terms commence on the first day of July of the year of appointment.

Term of office for members of the commissions which are by nomination expire concurrently with the term of the Council member responsible for that Commission member's nomination and ultimate appointment. All commission, committee and board members will serve until their successors have been appointed by the City Council and qualified.

### Attendance

Members unable to attend meetings must advise the Chair or staff person assigned to the board, commission or committee. If any member misses three (3) consecutive regular meetings, without permission, his or her office becomes vacant.

### Removal

Any member of a board, commission or committee may be removed from office by a majority vote of the full City Council.

### Resignation

If an appointee resigns from office before the end of the term, a letter announcing the resignation shall be forwarded to the Mayor. Copies will be forwarded to the City Council, the City Administrator, City Clerk, and the board, commission, or committee chairperson.

### Vacancy

When a vacancy occurs, a notice will be posted and applications solicited. All active applications for that commission, committee, or board will be forwarded to the City Council for review. When there is at least one qualified applicant, the appointment will be scheduled for the next City Council meeting. An applicant is appointed to fill that vacancy by the affirmative vote of the majority of the City Council. Appointments made during the middle of a term are usually for the unexpired portion of that term.

Vacancies occurring on the Beautification and Appearance, Parks and Recreation, Planning, Public Safety and Utility Commissions during an unexpired term will be selected in the same manner provided for in the appointment section. Vacancies on the City Council occurring during a term of office of a Councilmember shall not automatically terminate the commissioner nominated by the departing Councilmember (Ord. No. 1504(04)).

### Compensation

Commission, committee, and board members do not receive compensation or benefits of any kind.

### Incidental Expenses

All operational expenses of the commission, committee or board shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Actual and necessary expenditures incurred by members, while engaged on official commission, committee or board business, may be reimbursed to said members, provided such expenditures have been previously approved by the department head responsible for staffing the commission, committee or board. It should be noted that wives or husbands who wish to accompany their spouses on authorized trips will not be covered for any such expenses.

## ORGANIZATION

### Regular Meetings

Regular meetings are held for most commissions, committees, and boards with the exception of the Mobilehome Rent Stabilization Board and Citizens Committee to Oversee the Park Maintenance and City Pool Assessment District (No. 2002-01) which meet on a given notice. Agendas of all regular meetings must be posted, for public review, at least 72 hours prior to the meeting.

### Adjourned Regular Meetings

If for any reason the business to be considered at the regular meeting cannot be completed, the body may then adjourn to a specified time and location. A notice announcing the adjournment must be posted in the standard location within twenty-four 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 chair 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 twenty-four 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 their activities' schedule or as provided in the City Code 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 Council should be aware.

Every two years, the City Council would 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.

### Joint Meeting with Council & Committees

Joint meetings with the City Council and Boards, Commissions, and Committees will be scheduled when appropriate generally following the biennial committee review to give the committee members appropriate directions, etc.

### Ralph M. Brown Act

The Brown Act insures that all meetings, including Commission, Committee, and Board meetings, are open to the public. Orientation materials relating to Conflicts of Interest, Brown Act and related matters are available from the City Attorney's Office.

### Informal Public Hearings

An informal public hearing is one which is not required by law but which is called in order to give the public a chance to comment on a subject. The commission, committee, or board can set rules for notifying the public of an informal hearing, establish a time frame, and conduct the hearing in any fair way it chooses.

### Formal Public Hearings

A formal public hearing is one that must be conducted according to State laws or City ordinances and is designed to solicit comment from the general public. An official Notice of Public Hearing will be published in a local paper of general circulation.

### Hearing Procedures

Hearings held by an advisory body should be fair and impartial. If a member is biased or has a personal interest in the outcome of the hearing, that member should disqualify himself/herself and not participate.

Persons and/or groups who may be affected by the subject of the hearing should be given sufficient notice of the time and place of the hearing and a reasonable opportunity to be heard. They may be represented by counsel and be permitted to present oral and documentary evidence. They should also be permitted to rebut any statements made by others.

At the appropriate time, the chair should open the hearing and explain to the audience the hearing procedures. If there are numerous persons who would like to participate, and all represent the same views and opinions, the chair may ask that a spokes-person

be selected to speak for the group. If this arrangement cannot be made, the chair may restrict each speaker to a limited time (generally five minutes) so all may be heard. Irrelevant and off-the-subject comments should be ruled out of order by the chair. The usual procedure after the hearing has been opened is for staff to present the staff report, followed by commissioners' questions relating to the report. Proponents would be given the opportunity to present their case first. This is followed by an opportunity for opponents to present their case. After all interested persons have had an opportunity to speak, the hearing is closed, ending audience participation. Commission, committee, or board members may discuss the proposal and take an action of the proposal.

### Motions

When a member wishes to propose an idea for the board to consider, the member must make a motion. A motion goes through the following steps:

- A. The member asks to be recognized by the Chair.
- B. After being recognized, the member makes the motion (I move...)
- C. Another member seconds the motion.
- D. When the Chair feels there has been sufficient discussion, the debate is closed.
- E. If no one asks for permission to speak, the Chair puts the question to vote.
- F. After the vote, the Chair announces the decision.

### Adjournment

When a commission, committee, or board has finished its business, a motion to adjourn is in order. This motion is not debatable; therefore, it is the duty of the Chair to see that no important business is overlooked.

If the body wishes to meet before the next regularly scheduled meeting, a motion may be made to adjourn the meeting to a designated time and place. If this is done, a notice of the adjourned meeting must be posted within 24 hours after the time of adjournment. The notice shall state date, time, and place of the adjourned meeting.

### Agenda

At least 72 hours before a regular meeting, an agenda shall be publicly posted which specifies the time and location of the meeting and contains a brief general description of each item of business to be transacted or discussed at the meeting.

In accordance with the Ralph M. Brown Act, no action or discussion may be taken on an item that has not been placed on the agenda except as provided otherwise in the Government Code.

### Minutes

Minutes of all meetings must be kept and prepared by staff. Written minutes, upon approval by the commission, committee or board, constitute the official record of its activities. Additions and correction of the minutes may be made only in public meetings, with the approval of the body, and not by the private request of individual members. It is the policy of the City Council that minutes are not verbatim. They are, instead, action minutes, recording the essence of the decisions made and significant action taken.

It is the responsibility of the staff liaison to forward copies of the agenda, related reports and minutes to the City Council where one set will be maintained in the Council office.

### Agenda Packets

Agenda packets detailing the items of business to be discussed and any communications to be presented will be prepared by the staff and delivered to the members of the body within a reasonable amount of time before the meeting. In order to be prepared for meetings, members should read these packets and contact the Chair if there are any questions regarding information presented in the staff reports.

### 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 the official may possibly affect by the exercise of his or her official duties. If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision.

A Conflict of Interest is where an official makes, participates in, or uses his or her official position to influence a governmental decision; it is foreseeable that the decision will affect the official's financial interest; the effect of the decision on the official's financial interest will be material; the effect of the decision on the official's financial interest will be distinguishable from its effect on the public generally.

### Officers

A meeting 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. Elected officers shall hold office for a period of one (1) year. 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 Administrator shall appoint appropriate staff members to serve as secretary and/or advisor.

### Role of the Chairperson

It is incumbent upon the Chair of the commission, committee, or board to ascertain the responsibility of his/her 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. He or she 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 Chair and the staff should be in contact prior to each regularly scheduled meeting in order to review and discuss the agenda.

## RELATIONS

### Relations with City Council

The primary responsibility of commissions, committees, and boards is to advise and make recommendations to the City Council. It is the Council's role to absorb the advice and recommendations offered by numerous sources and to make decisions to the best of its ability. Because the City Council is in such a position to see the broader context and is aware of other concerns, it may not always follow the recommendation offered by individual commissions, committees, and boards.

If a board, commission, or committee wishes to express a position on a particular project, program, or legislation relative to their general duties, that position should be forwarded to the City Council for appropriate consideration. This includes both written and/or oral statements. This policy does not apply to matters which the board, commission, or committee has direct authority for as set forth by the City Code or state law. (Of course, this policy is not intended to deny committee members their right as an individual citizen to express their own viewpoints.)

Each Councilmember will select two or three committees on which to serve as a liaison to the Council. Councilmembers will attend meetings of the selected committees as time permits, once or twice a year. The Staff or Committee will remind the Councilmember of the next meeting or follow-up regarding significant issues. Councilmember/liaison will then report to Council concerning the Committee meetings.

### Relations with the Public

Members are encouraged to become aware of public opinion relating to their field of influence. They should welcome citizen input at meetings and ensure that the rules and procedures for these public hearings are clearly understood.

Members should conduct themselves at public meetings in a manner that is fair, understanding, and gracious. Members should be considerate of all interests, attitudes, and differences of opinion. They should also take care to observe their appearance as well as the principle of impartiality. Members shall not accept gifts from applicants or other persons concerned with matters, which have been or might come before the commission, committee, or board.

### Relations with City Staff

Staff is assigned by the City Administrator or Department Head to assist the advisory groups to effectively carry out their duties and responsibilities. Staff is to be considered an information source on City programs and activities and will provide advice, data and suggestions as requested. The amount of staff time assigned shall be reasonable and generally will not exceed two meetings per month. Reports to the City Council from

commissions, committees, and/or boards will always represent the viewpoint and include the majority position of the advisory body. If differences of opinion exist between staff and the advisory body, staff will identify those differences in the report to the City Council, which has responsibility for making the final decision.

The City Council expects that a mutually respectful and professional relationship be maintained between the staff personnel and advisory board members. However, should a difference of opinion or conflict arise between an individual member and staff, the Chairperson should try to mediate the issue. If the problem cannot be resolved, the Chair should bring the matter to the attention of the head of the department to address the matter. If, the problem remains unresolved, the matter will be referred to the City Administrator, and, if necessary, the City Council.

## **COMMISSION, COMMITTEE AND BOARD EFFECTIVENESS**

Commission, committee, and board meetings are the time and place for decisions and actions. The quality of those decisions, and the resultant impact on the community, is the responsibility of each committee member. Each has an obligation to prepare, discuss, evaluate, review, and select the best possible alternatives. The following guidelines lead to constructive meetings:

i. Preparation for Meeting:

- a) Prepare meeting agenda, which is given to all members prior to meeting.
- b) Agenda background information is provided as applicable.
- c) Prepare to handle sensitive matters in a positive manner.

II. The Meeting Procedure:

- a) Stick to agenda - avoid straying.
- b) Suggest functional seating arrangements.
- c) Observe rules of order.
- d) Verify meeting records are kept.
- e) Bring out pertinent matters.
- f) Encourage participation.
- g) Discourage disruption.
- h) Try to resolve differences.
- i) Don't waste time.
- j) Summarize progress from time to time.

III. Meeting action:

- a) Recommendations in form of motion or resolution.
- b) Other action included in meeting minutes.
- c) Establish procedures for discussion and for adding items to agenda during meetings.

IV. Meeting Follow Up:

- a) Written report.
- b) Agenda item at subsequent meeting.
- c) Distribution of minutes to others via normal channels.

## COOPERATION

Organized groups exist to complete certain tasks and to achieve certain agreed upon purposes and goals. A commission, committee, or board is a set of individuals held together by web of inter-relationships and feelings. Members have feeling about themselves, about the group and the group's tasks. The nature and intensity of these feelings set the climate of the advisory body at any given moment. A positive climate encourages member involvement and responsibility to take actions. Optimum productivity is achieved when the body's stated tasks are understood and are clearly visible to other members.

### Functions and Behaviors:

Pay attention to the following functions and behaviors:

- \* Prioritizing tasks
- \* Anticipating problems
- \* Analyzing problems
- \* Setting clear objectives
- \* Developing actions-options
- \* Deciding
- \* Active listening
  - Not interrupting
  - Listening to feelings
  - Not judging others
  - Summarizing and feeding-back
- \* Supporting your colleagues
  - Accepting their ideas
  - Showing warmth
  - Creating opportunities to involve members
  - Building on members' ideas
  - Encouraging different ideas
- \* Confronting what's happening
  - Dealing directly with conflict
  - Focusing on the idea, not the person
- \* Diagnosis skills
  - How are you working together?
  - Who isn't involved?
  - What isn't being discussed?
  - Where is your help needed?
  - When are YOU going to help?

### Effective Conflict Management

Public hearings or citizen input meetings are difficult to manage. Participants are usually highly motivated and often nervous. When you have a group of potential adversaries in one room, the possibility of uncontrolled conflict may be very high. As commission, committee, and board meetings, your role is to guide conflict to positive results, not to eliminate it.

## **MANAGING CONFLICT**

The following suggestions should help manage conflict and confrontation effectively:

- \* Anticipate conflicts by doing your homework so you can concentrate on the dynamics of the meeting rather than learning about the topic at hand.
- \* Treat all sides fairly. Set the rules of the hearing early and make sure everyone abides by them without exception.
- \* Explain carefully the purpose of the public hearing and what action is expected at the end of the hearing. Insistence on playing by the rules is your best tool for conflict management.
- \* All persons speaking must identify themselves, not only for the record, but also so that you may address them by name.
- \* Set an acceptable time limit for testimony (generally three minutes) and stick to it.
- \* Make decisions promptly. Many boards get so bogged down in procedural distractions, petty details, and endless searches for more information that the issue never seems to get resolved.
- \* Try not to overreact to inflammatory comments. Most are expressions of frustration and do not require answers. Try to turn frustration to constructive avenues. Ask questions. Be specific if you can. Refer to the speaker by name. Reinforce areas where you agree. Do not return insult for insult. Your insults can turn the audience against you for your lack of control and unfairness.
- \* Try to avoid speaker-to-audience conversation. The purpose of a hearing is to help your commission, committee, or board act, not to engage in debate.
- \* If other members have questions of the speaker, permit these questions only during the speaker's time at the podium.
- \* Use the hearing to gather necessary information about the project and individual desires concerning the proposal. Refrain from stating comments and or asking questions, which might express your position until after testimony has ended.
- \* Once testimony has ended each member should be invited to discuss his or her views on the proposal.
- \* View the public hearing as an example of basic democracy in action at the local level. Make it your personal goal to make the public hearing work.

## **CONCLUSION**

The City Council would like to thank you for accepting this position and for devoting your time and effort to become actively involved in the affairs of this community. It is sincerely hoped that you will enjoy your participation in the governing process in the City of Lompoc as a member of one of its advisory bodies, and that you will feel totally free to call upon any of its representatives for advice, background information, or assistance.

It is with this in mind that this brief handbook has been prepared. Please consider it a guide as you begin your new duties as a member of an advisory body and not as an all-inclusive set of regulations.

Welcome aboard!