



## City Council Agenda Item

**City Council Meeting Date:** February 3, 2026

**TO:** Honorable Mayor and City Council Members

**FROM:** Jeff Malawy, City Attorney

**SUBJECT:** Introduction of Ordinance No. 1742(26) Amending Section 2.12.050 of the Lompoc Municipal Code to Establish New Acting City Manager Designation Procedures

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### **Recommendation:**

Staff recommends the City Council introduce, for first reading by title only with further reading waived, Ordinance No. 1742(26) (attached) amending Section 2.12.050 of the Lompoc Municipal Code to establish new Acting City Manager designation procedures.

### **Background:**

Chapter 2.12 of the Lompoc Municipal Code establishes the office of the City Manager and the power, duties and authority of the position. Section 2.12.050 specifies the procedure for the designation of a "City Manager pro tem" by the City Council in the event of the City Manager's absence or disability. This section currently reads as follows:

#### **§ 2.12.050 Designation of City Manager Pro Tem.**

The City Council shall, from time to time, designate one of the other officers of the City to serve as City Manager pro tem during the absence or disability of the City Manager.

### **Discussion:**

The procedures described in Section 2.12.050 for the appointment of a temporary City Manager in the event of the City Manager's absence or disability do not appear to have been substantively updated in at least decades and no longer align with typical California city procedures in this situation. Ordinance 1673(20), adopted by the City Council in 2020, changed the references in Section 2.12.050 from City Administrator to City Manager but no substantive updates were made.

The "City Manager pro tem" position title is not currently commonly used in California cities. Instead, the title of "Acting City Manager" is more typically used. Additionally, for

short-term absences or disability, the City Manager (rather than City Council) will typically be responsible for designating the Acting City Manager for the duration of the absence.

The attached ordinance, if adopted, would update the Lompoc Municipal Code procedures to change the temporary City Manager position title to “Acting City Manager” and specify appointment procedures more commonly used today in California cities. The procedures would be the following:

- For the City Manager’s temporary absence or disability of 30 days or less, the City Manager must file a written notice with the City Clerk designating the Acting City Manager. The City Manager or City Clerk must inform the City Council of the appointment.
- For absences of longer than 30 days, or if the City Manager does not make an appointment, then the City Council may appoint an assistant or deputy city manager, department director, or other City employee to serve as Acting City Manager.
- The Acting City Manager would be required to exercise the powers and perform the duties of the City Manager for the duration of the appointment.

**Fiscal Impact:**

There is no anticipated fiscal impact with the adoption of this ordinance.

**Conclusion:**

The attached ordinance, if adopted, would update Lompoc Municipal Code procedures for the appointment of an Acting City Manager to more closely align with typical current practice in California today.

Respectfully submitted,

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Jeff Malawy, City Attorney

Attachment: Ordinance No. 1742(26)