



**MEASURE LC CITIZENS' OVERSIGHT COMMITTEE
SPECIAL MEETING
AGENDA**

**LANCASTER MEASURE LC CITIZENS' OVERSIGHT
COMMITTEE
SPECIAL MEETING AGENDA
Wednesday, March 24, 2021
5:00 PM**

TELEPHONIC MEETING PURSUANT TO GOVERNOR'S ORDER

N-29-20

Council Chambers – Lancaster City Hall
Posted by 5:00 p.m. on March 19, 2021
at the entrance to the Lancaster City Hall Council Chambers
44933 Fern Avenue, Lancaster, CA 93534

MEASURE LC CITIZENS' OVERSIGHT COMMITTEE

Committee Member Cassandra Harvey

Committee Member Dave Gomez

Committee Member James Vose

Committee Member Geoff Yeager

Committee Member Kristine Sisson

In response to Governor's Executive Order N-29-20, this meeting will be conducted telephonically and audio streamed live on Channel 28 and the City's website:

<https://www.cityoflancasterca.org/about-us/departments-services/city-clerk/meetings-agendas-and-minutes/public-meetings-web-streaming>

Meeting ID:987 9398 7248

Passcode: 276902

Call-In Number: 1(877) 475-4499

<https://zoom.us/j/98116387294?pwd=M3FiVmE3YUM2WEhJMXFIZnJCNFJIZz09>

CALL TO ORDER

ROLL CALL

Committee Members: Cassandra Harvey, Dave Gomez, James Vose, Geoff Yeager, Kristine Sisson

INVOCATION

PRESENTATION

INTRODUCTION TO LANCASTER CITY FINANCE – PART 1 OF 2

Presented by City Manager, Jason Caudle; Assistant City Manager, Trolis Niebla and Finance Director, George N. Harris II

AGENDA ITEMS TO BE REMOVED

Sometimes it is necessary to remove items from the agenda. We apologize for any inconvenience this may cause you.

PUBLIC BUSINESS FROM THE FLOOR - AGENDIZED ITEMS

Any person who would like to address the Measure LC Citizens' Oversight Committee on any agendized item is requested to complete a speaker card for the Commission Secretary and identify the agenda item you would like to discuss. Each person will be given an opportunity to address the Commission at the time such item is discussed. Speaker cards are available at the rear of the Council Chambers and your speaker card must be filled out prior to the agenda item being called. We respectfully request that you fill the cards out completely and print as clearly as possible. Following this procedure will allow for a smooth and timely process for the meeting and we appreciate your cooperation. Individual speakers are limited to three (3) minutes each unless a different time limit is announced.

Consent Calendar items may be acted upon with one motion, a second and the vote. If you desire to speak on an item or items on the Consent Calendar, you may fill out one speaker card for the Consent Calendar. You will be given three minutes, unless a different time limit is announced, to address your concerns before the Lancaster Measure LC Oversight Committee takes action on the Consent Calendar.

CONSENT CALENDAR

NEW BUSINESS

APPROVAL OF THE MEASURE LC CITIZENS' OVERSIGHT COMMITTEE BY-LAWS

COMMITTEE/ STAFF PRESENTATIONS, UPDATES, REPORTS

CITY MANAGER/FINANCE DIRECTOR ANNOUNCEMENTS

PUBLIC BUSINESS FROM THE FLOOR - NON-AGENDIZED ITEMS

This portion of the agenda allows an individual the opportunity to address the Measure LC Citizens' Oversight Committee on any item NOT ON THE AGENDA regarding Commission business and speaker cards must be submitted prior to the beginning of this portion of the Agenda. Please complete a speaker card for the Commission Secretary and identify the subject you would like to address.

We respectfully request that you fill the cards out completely and print as clearly as possible. Following this procedure will allow for a smooth and timely process for the meeting and we appreciate your cooperation. Individual speakers are limited to three (3) minutes each unless a different time limit is announced.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT

Next Special Meeting:

Wednesday, March 31, 2021 - 5:00 PM

MEETING ASSISTANCE INFORMATION

In compliance with the Americans with Disabilities Act, this meeting will be held at a location accessible to persons with disabilities; if you need special assistance to participate in this meeting, please contact the City Clerk at (661) 723-6020. Services such as American Sign Language interpreters, a reader during the meeting, and/or large print copies of the agenda are available. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. Due to difficulties in securing sign language interpreters, five or more business days notice is strongly recommended. For additional information, please contact the City Clerk at (661) 723-6020.

AGENDA ADDENDUM INFORMATION

On occasion items may be added after the agenda has been mailed to subscribers. Copies of the agenda addendum item will be available at the City Clerk Department and are posted with the agenda on the windows of the City Council Chambers. For more information, please call the City Clerk Department at (661) 723-6020.

All documents available for public review are on file with the City Clerk Department.

**BYLAWS OF THE
CITY OF LANCASTER MEASURE LC CITIZENS' OVERSIGHT COMMITTEE**

I. MEASURE LC CITIZENS' OVERSIGHT COMMITTEE

- A. Name.** The official name of the Committee shall be the Measure LC Citizens' Oversight Committee (the "Committee").
- B. Compensation.** Committee members shall receive no compensation for attendance at a Committee meeting. Committee members may be reimbursed for any expenses actually incurred in connection with serving on the Committee.
- C. Committee Established.** Measure LC was approved by vote of the people in the November 2020 election; Measure LC expressly called for the establishment of the Committee
- D. Purposes.** The purposes of the Committee are set forth in Measure LC, ("Protecting Lancaster's long-term financial stability; maintaining essential city services; repairing streets/potholes; addressing homelessness; maintaining 911 emergency response; keeping public areas safe/clean for all; retaining local businesses; protecting local water sources; maintaining veterans, senior, mental health, community programs; all funds used locally in Lancaster"). These Bylaws are specifically made subject to the applicable provisions of Measure LC as to the duties and rights of the Committee. The Committee is subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The City shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Measure LC.
- E. Duties.** To carry out its stated purposes, the Committee shall perform the following duties:
1. The Committee shall oversee that the expenditure of the proceeds provided by Measure LC's three-quarter cent sales tax are spent in accordance with Measure LC, in order to help maintain community services for the City of Lancaster.
 2. The Committee shall prepare an annual written report setting forth the purposes for which Measure LC funds were expended in the preceding year and the amount spent in each category

II. OFFICERS.

The officers of the Committee shall be the Chair and the Vice-Chair (collectively "Officers").

- A. Time of Appointment of Chair and Vice-Chair.** Prior to the first organizational meeting and thereafter prior to the Committee's annual organizational meeting, the Mayor of Lancaster shall appoint the Chair and Vice- Chair.

- B. Duties of Chair and Vice-Chair.** The Chair shall preside at all meetings of the Committee. The Vice-Chair shall perform the duties of the chair in the absence or incapacity of the Chair, until such time as a new Chair is selected or appointed.

The Chair, or the Vice Chair in the absence of the Chair, shall act as the presiding officer of Committee and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote and perform such other duties as are required by the Committee. The Chair shall have all the rights and duties enjoyed by any other member of Committee, including the right to make and second motions.

- C. Terms of Office.** Except as otherwise provided herein, each Officer shall serve a term of one (1) year. Terms commence as of the date an Officer is appointed to the position.

- D. Authority to Bind Committee.** No member of the Committee, acting individually, shall have any power or authority to bind the Committee by any contract, to pledge its credit, or to render it liable for any purpose in any amount. All such actions shall occur only through collective action of the Committee.

- E. Recording Secretary.** The Recording Secretary shall keep the minutes of all official meetings of the Committee, which shall be open for inspection by any member of the public. The Recording Secretary shall sign reports and correspondence for the Committee, along with setting meeting dates; providing agendas to each Committee member prior to each official meeting. The Recording Secretary shall inform Committee members of all available data gathered by City staff pertinent to each item on said agenda. The Recording Secretary shall inform Committee members of the time and place of any special meeting. The Recording Secretary shall make available to the Committee all correspondence addressed to the Committee.

III. MEETINGS.

- A. Ralph M. Brown Act.** The Ralph M. Brown Act (Cal. Gov't Code §54950 et seq.) (the "Brown Act") applies to all meetings of the Committee.

- B. Regular Meetings.** The Committee shall hold regular meetings as specified by Committee resolution, and the date, hour and place of the regular meetings shall be fixed by such resolution. To the extent permitted by the Brown Act, such meetings may be held by telephone conference.

- C. Special Meetings.** A special meeting may be called at any time by the Chair or the Vice Chair in accordance with the Brown Act.

- D. Emergency Meetings.** Emergency meetings shall be called in conformance with Section 54956.5 of the California Government Code

- E. Closed Sessions.** Nothing contained in these Bylaws shall be construed to prevent the Committee from holding closed sessions during a regular or special meeting concerning any matter permitted by law to be considered in a closed session. All closed sessions shall be held pursuant to and in accordance with the Brown Act.

- F. Public Hearings.** All public hearings conducted by the Committee shall be held during regular or special meetings of the Committee.
- G. Adjourning Meetings and Continuing Public Hearings to Other Times or Places.** The Committee may adjourn any meeting to a time and place specified in the order of adjournment. A copy of the order or notice of adjournment shall be noticed and conducted in accordance with the Brown Act. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specific for regular meetings.
- H. Open and Public Meetings.** All meetings of the Committee to take action or to deliberate concerning the Committee business and its conduct shall be open and public. All persons shall be permitted to attend any such meetings.
- I. Agendas Involving Regular Meetings.** At least 72 hours before a regular meeting, an agenda containing a brief general description of each item of business to be transacted or discussed shall be posted at a location freely accessible to members of the public. All agendas shall include a time period for public comment and shall specify the time and location of the regular meeting. No discussion shall occur, or action be taken, on any item not appearing on the posted agenda except as permitted by law. Questions or comments regarding items not included on the agenda shall be limited to the scope permitted for “public comment”. Supplemental agendas posted later than 72 hours prior to a regular meeting may be considered by the Committee only under the following conditions:
- 1. Emergencies.** Upon a determination by the Committee that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
 - 2. Need Arising after Posting.** Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the potential votes are present, a unanimous vote of the Committee members present, that there is a need to take immediate action and the need to take action came to the attention of the Committee or Committee staff subsequent to the regular agenda being posted.
 - 3. Recently Continued Item.** The item was properly posted for a prior meeting of the Committee occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
- J. Minutes.** Minutes of the proceedings of the Committee and all documents received and reports issued shall be a matter of public record and be made available on an Internet website maintained by the Committee.

IV. CONDUCT OF MEETINGS

A. Order of Business. The regular order of business of the Committee shall be:

1. Call to order.

2. Approval of the minutes of the previous meeting.
3. Consideration and Action on Agenda Items.
4. Public comment on Non-Agendized items.
5. Adjournment.

B. Parliamentary Procedure. All proceedings before the Committee be may be guided by the rules of parliamentary procedure set forth in Robert's Rules of Order, but failure to follow Robert's Rules of Order shall not affect the validity of any action or motion duly taken or adopted by the Committee at any lawfully held meeting.

C. Presentations to the Committee. Any person desiring to address the Committee shall be requested, when recognized by the Chair, to give his or her name and address for the record. The Chair may, in the interest of facilitating the business of Committee, set in advance of the presentation of testimony reasonable time limits for oral presentations. Persons may be required to submit written testimony in lieu of oral testimony if the Chair determines that a reasonable opportunity for oral presentations has been provided, and in such a case, the matter may be continued to a later date to allow a reasonable time for such submittals to occur.

V. VOTING AND QUORUM

A. Roll Call Vote. A roll call vote may be required in voting upon any motion of the Committee in the discretion of the Chair.

B. Quorum. A majority of the currently appointed members of the Committee shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other official purposes, except that less than a quorum may adjourn from time to time until a quorum is obtained.

C. Number of Votes Required for Action. All actions require a motion and a second. No action or recommendation of the Committee shall be valid and binding unless a quorum is present and the motion is approved by at least a majority of the members present. Each member shall have one vote. No votes may be cast by proxy. Tie votes shall be considered as denial of the motion.

D. Conflicts of Interest. The Committee shall be subject to the City of Lancaster's conflict of interest code adopted pursuant to, and in accordance with, the Fair Political Practices Act.

E. Motion to Reconsider. The Committee may reconsider a matter during the meeting at which the vote was taken, provided all members who were present when the matter was discussed and voted upon are still present, all persons who addressed the Committee regarding the matter are still present, and the motion to reconsider is made by a member who voted with the prevailing side. A motion for reconsideration shall have precedence over every motion except a motion to adjourn. A final vote on any matter may also be placed on any future agenda for reconsideration by the Committee or any member of the

Committee at the meeting at which the actions was taken or at any later time. Any interested person may request that an action be reconsidered, provided that such a request must be in writing and filed with the Lancaster City Clerk within ten calendar days of the action of the Committee.

VI. AMENDMENTS.

Any amendment to these Bylaws shall be approved by a majority vote of the Committee.