

STAFF REPORT

City of Lancaster

CC 18
12/10/2024
TN

Date: December 10, 2024

To: Mayor Parris and City Council Members

From: George N. Harris II, Senior Director/Treasurer-Admin Services
Andrea Alexander, City Clerk

Subject: Adoption of Resolution Regarding Regular City Council Meetings

Recommendation:

1. Adopt Resolution No. _____, setting the regular meeting day and time of the Lancaster City Council.
2. Authorize the City Manager, or his designee, to execute and sign all documents necessary to implement this change.

G.C. Section 84308: No

Fiscal Impact:

None.

Background:

The proposed resolution establishes the regular City Council meeting time of 1:30 p.m. on the 2nd and 4th Tuesday of each month. In addition, the proposed resolution changes the time of the December City Council meeting from 1:30 p.m. to 5:00 p.m. The proposed time change will allow the opportunity to recognize students within the community and present the annual bike giveaway. Furthermore, in order to observe Veterans Day, the proposed resolution will change the date and time of the November 2025 City Council meeting to the third Tuesday of the month at 1:30 p.m. instead of the 2nd Tuesday of November 2025 at 5:00 p.m.

On December 8, 2015, the City Council approved Resolution 15-67, which continued to eliminate the second meetings in November and December due to the Thanksgiving and Christmas holidays. Resolution 15-67 also eliminated the need to take future action of canceling the second meeting in April during election months by establishing the City Council meeting for April to only take place on the fourth Tuesday. Additionally, holding the City Council meeting

on the fourth Tuesday of April provided for a break during the Easter season each year.

Adoption of Resolution No. 21-60 allowed the City of Lancaster to continue cancelation of the second meeting in April during non-election years. It also allowed adjustments during election years to include the cancelation of April meetings for Joint Power Authority Members to attend the April scheduled Antelope Valley Fair. Furthermore, during election years, this resolution allowed for the holding of a meeting on the first and fourth Tuesday in May. Resolution No. 21-60 continued the cancelation of the second meeting in November and December, allowed the cancelation of the second meeting in September in observance of the Antelope Valley Fair, and the cancelation of the second meeting in July to allow for a summer break.

Adoption of Resolution No. 24-25 allowed the City of Lancaster to continue its established practices regarding meeting schedules, including the cancelation of the second meetings in November and December, the April adjustments during election years, and the additional cancelations during the summer and in observance of local events.

Staff recommends adopting this resolution to change the meeting day and time to avoid placing these items before Council each year. A special meeting of the City Council may be called at any time by the Mayor, or by three members of the City Council, as established in the Ralph M. Brown Act.

Attachment:
Resolution No.