



CITY COUNCIL STAFF REPORT

MEETING DATE: April 22, 2024

ITEM TITLE: Adopt Ordinance 1614 Amending San Carlos Municipal Code Chapter 2.24 - Commissions, to Update the Meeting Frequency for the Economic Development Advisory Commission.

RECOMMENDATION:

Staff recommends that the Council adopt Ordinance 1614 amending San Carlos Municipal Code Chapter 2.24 to state that the Economic Development Advisory Commission (EDAC) shall meet quarterly at a minimum.

FISCAL IMPLICATIONS:

None.

BACKGROUND:

San Carlos Municipal Code Chapter 2.24.080 Meetings - Frequency, states that "Each commission or board shall hold regular meetings, not less than one each month, at the Council chambers of the City Hall of San Carlos or at such other place as may be convenient and necessary. The time and day of such meetings shall be as set from time to time by each commission or board."

However, Chapter 2.24.260 C.2 states that "EDAC shall establish rules and regulations for its own procedures and shall meet a minimum of four times per year, and whenever else it determines to be necessary."

Historically, EDAC met at City Hall on a monthly basis. At times, the Commission faced difficulty establishing a quorum at monthly meetings, requiring last-minute cancellations on the day of a meeting. When staff approached Commissioners on strategies to ensure more regular attendance at meetings, the Commissioners proposed reducing the number of regularly scheduled meetings. In 2021, the Commission began meeting five times per year and now effectively meets on the fourth Tuesdays of January, March, May, August, and October.

On April 8, 2024, the City Council held the first reading of Ordinance 1614.

ANALYSIS:

Since adopting this reduced meeting schedule, staff has found attendance at EDAC meetings to be more stable and has not faced issues establishing a quorum at regularly scheduled meetings. However, while SCMC Chapter 2.24.260 states that EDAC must only meet a minimum of four times per year, Chapter 2.24.080 states that all commissions must meet no less than once a

month, with the exception of the Parks, Recreation and Culture Commission. For this reason, EDAC has continued to send out cancellation notices for the months during which it does not meet.

Staff proposes an amendment to the Municipal Code to add EDAC as an exception to the monthly meeting requirement alongside the Parks, Recreation and Culture Commission and aligning Chapter 2.24.260 with Chapter 2.24.080. This amendment will also mean that the City is no longer required to send cancellation notices for the months during which EDAC is not scheduled to meet. If approved, EDAC's regular meeting times will be the fourth Tuesdays of January, March, May, August, and October at 4:00 p.m.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt Ordinance 1614 amending San Carlos Municipal Code Chapter 2.24 - Commissions to update the meeting frequency for the Economic Development Advisory Commission; or
2. Do not adopt the proposed Ordinance; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Al Savay, Community Development Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Ordinance 1614 with Exhibit A