



# STAFF REPORT

AGENDA NO: 11a

MEETING DATE: November 18, 2024

**To: Honorable Mayor and City Council**

**Date: November 18, 2024**

**From: Lisa K. Goldman, City Manager – (650) 558-7243**

**Subject: Discussion and Direction on Economic Development Subcommittee Assignments**

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## **RECOMMENDATION**

Staff recommends that the City Council discuss the Economic Development Subcommittee rotation procedure and determine whether it wishes to amend the procedure given potential City Councilmember scheduling challenges.

## **BACKGROUND**

Prior to February 2018, the Mayor appointed Councilmembers to serve on the Economic Development Subcommittee, and the City Council approved the assignments, along with all other Mayor appointments, at a Council meeting early in the calendar year. At the January 16, 2018, City Council meeting, then-Mayor Brownrigg requested that the City Council consider changing the process for the Economic Development Subcommittee to remove the Mayor's discretion and instead make membership automatic (see attached memo). Each year, the Vice Mayor and Councilmember third in line to become Mayor would serve on the Subcommittee. This would allow all Councilmembers an opportunity to serve on this important Subcommittee. On February 5, 2018, the City Council adopted Resolution No. 024-2018 formalizing the revised process.

On December 18, 2023, the Council adopted Resolution 153-2023 amending this procedure to allow for the appointment of an alternate to the Subcommittee who may serve if a regular Subcommittee member is not available. The resolution also allows the Mayor to assign a different Councilmember to the Subcommittee on an ongoing basis if either the Vice Mayor or Councilmember third in line to become Mayor declines to serve on the Subcommittee for any reason.

## **DISCUSSION**

The Economic Development Subcommittee is a legislative body subject to the Brown Act (Government Code section 54950 et seq.). The Brown Act provides that in order for a legislative body to meet, a quorum must be present (Government Code section 36810). Thus, in order for the two-member Economic Development Subcommittee to meet, both members must be present in person. **If a member is not able to attend in person, then the meeting must be canceled and/or rescheduled. Participation via Zoom is not allowed.**

Members of the City Council serve on the Council part-time but have full schedules due to other commitments. While Councilmembers are usually able to rearrange their schedules to accommodate City business (including service on regional bodies), it can be challenging for some to make a regular, scheduled meeting.

The Economic Development Subcommittee currently meets the second Wednesday of the month at 8:15 a.m. The meeting usually lasts approximately one hour. The particular meeting time and day of the week can be changed and have been changed in the past, but staff and past Subcommittee members have found that morning meetings, starting between 8 a.m. and 9 a.m., tend to work best for members of the business community, who are invited to attend either to present an item or to offer feedback on City initiatives. Meeting prior to 8 a.m. is not advisable given Council, staff, and business community commutes and other responsibilities.

Vice Mayor Stevenson is beginning to work on Council assignments, which the Council will approve in January. Given the scheduling difficulties that have arisen in the past, staff thought it prudent to seek Council feedback as to whether the existing rotation procedure should remain in place, or whether some other system should be used. Under the current procedure, Councilmembers Brownrigg and Pappajohn would serve on the Subcommittee next year.

If the Council wishes to make a change in the rotation, then staff will bring a resolution back to the Council on December 2 to memorialize the change. If Council wishes to keep the existing procedure in place, then no further action is required.

### **FISCAL IMPACT**

There is no fiscal impact associated with this staff report.

Exhibits:

- Mayor Brownrigg's 2018 Memorandum
- 2018 Staff Report Memorializing Rotation Order
- 2018 Resolution Memorializing Rotation Order
- 2023 Staff Report Amending Rotation to Add an Alternate
- 2023 Resolution Amending Rotation to Add an Alternate