

**CITY OF CALEXICO
ECONOMIC DEVELOPMENT AND
FINANCIAL ADVISORY COMMISSION
REGULAR MEETING AGENDA**

**Fernando “Nene” Torres Council Chambers
Calexico City Hall
608 Heber Avenue
Calexico, Ca.**

**Tuesday, May 2, 2017
5:00 P.M.**

Commissioners

David Romero
Ben Horton
Ismael Lopez
Hector Araujo
David Cañez

Council Members

Armando Real, Mayor
Maritza Hurtado, Mayor Pro-Tem
Bill Hodge, Councilmember
Jesus Escobar, Councilmember
Lewis Pacheco, Councilmember

Armando G. Villa, City Manager

AGENDA

**CALL TO ORDER AND ATTENDANCE
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA**

PUBLIC COMMENTS AND PUBLIC APPEARANCES

NOTE: (Not to Exceed 3 Minutes) This is the time for the public to address the Economic Development and Financial Advisory Commission on any items on the meeting agenda. The Chair will recognize you and when you come to the microphone, please state your name and place of residence for the record. While members of the public are encouraged to participate, it is unlawful to disturb or delay the meeting with personal or slanderous remarks. If the item you wish to comment on is on the agenda, we will take your comment when we get to the item on the agenda. Please direct your questions and comments to the Board.

CONSENT AGENDA

1. Approval of Economic Development and Financial Advisory Commission Minutes for Meeting of April 6, 2017.

DISCUSSION AND POTENTIAL ACTION

2. Discussion/Action on Ratification of By-Laws.
3. Appointment of a Regional Economic Development Liaison.

4. Informational Item: Attendance Report

REPORT BY COMMISSIONERS

ITEMS FOR NEXT MEETING

ADJOURNMENT

It is the intention of the City of Calexico to comply with the Americans with Disabilities Act in all respects. If you are a person with a disability who requires a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, please request such modification or accommodation from the City Clerk at (760) 768-2102. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting. Please advise us at the time whether you will require accommodations to participate in meetings on a regular basis. Any person affected by any application on this agenda may submit their concerns in writing prior to the meeting or appear in person and be heard in support or opposition to the proposal at the time the matter is considered on the agenda. The staff reports, applications and environmental documents may be viewed at either the office of the office of the City Clerk, 608 Heber Avenue from 8:30 a.m. until 5:30 p.m. Monday through Thursday, except legal holidays. Telephone inquiries may be made at (760) 768-2102. If you challenge any agenda issue in court, you may be limited to raising only those issues that you or someone else raised at the public meeting described in this notice, or in written correspondence delivered to the City of Calexico at, or prior to, the public meeting.

ITEM 1

THE ECONOMIC DEVELOPMENT AND FINANCIAL ADVISORY COMMISSION MET IN SPECIAL SESSION ON THE 6TH DAY OF APRIL, 2017 AT 5:00 P.M. AT THE FERNANDO "NENE" TORRES COUNCIL CHAMBERS, 608 HEBER AVENUE, CALEXICO, CALIFORNIA. THE DATE, HOUR AND PLACE DULY ESTABLISHED FOR THE HOLDING OF SAID MEETING.

CALL TO ORDER

Commissioner Romero called the meeting to order at 5:13 p.m.

ATTENDANCE

Chairperson: Benjamin Horton
Vice-Chairperson: Ismael Lopez
Secretary: David Romero
Commissioner: Hector Araujo

ABSENT

Commissioner: David Cañez

PLEDGE OF ALLEGIANCE

Commissioner Romero led those present in the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion was made by Commissioner Horton to approve the agenda as presented. Motion was seconded by Commissioner Lopez and passed by the following vote to wit:

AYES: Horton, Lopez, Romero, Araujo
NOES: None
ABSENT: Cañez
ABSTAIN: None

ANNOUNCEMENTS/PUBLIC COMMENTS:

Commissioner Horton made correction to the agenda wording from Business Improvement District Board to read Economic Development and Financial Advisory Commission.

Mayor Armando Real welcome and commended the new serving board. Thanked the Commission for serving in this board.

ECONOMIC DEVELOPMENT AND FINANCIAL ADVISORY COMMISSION

SWEARING IN OF COMMISSIONERS

City Clerk Gabby Garcia administered the oath of office to all four new commissioners.

STATEMENT OF ECONOMIC INTEREST - FORM 700 AND AB 1234 (ETHICS TRAINING)

City Clerk Gabby Garcia provided to the commissioners Form 700 and AB 1234 package to read it and submit it as soon as possible. Deadline to submit the two forms is April 30th 2017. Also informed that they need to complete a two hour training of AB 1234 online required by city ordinance. Once completed the two hour training online at the end will give you a certificate to submit to the City Clerk's office.

ELECTION OF OFFICER'S: CHAIRPERSON, VICE-CHAIR AND SECRETARY

Commissioner Lopez made a motion to appoint Commissioner Horton as chairperson of the Economic Development and Financial Advisory Board, motion seconded by Commissioner Araujo and passed by the following vote to wit:

AYES: Horton, Lopez, Romero, Araujo
NOES: None
ABSENT: Cañez
ABSTAIN: None

Commissioner Horton nominates Commissioner Lopez as Vice Chairperson to the Economic Development and Financial Advisory Board, motion seconded by Commissioner Romero and passed by the following vote to wit:

AYES: Horton, Lopez, Romero, Araujo
NOES: None
ABSENT: Cañez
ABSTAIN: None

Commissioner Romero makes a motion to nominate himself as a secretary to the Economic Development and Financial Advisory Board. Motion seconded by Commissioner Horton and passed by the following vote to wit:

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AYES: Horton, Lopez, Romero, Araujo
NOES: None
ABSENT: Cañez
ABSTAIN: None

ORDINANCE ESTABLISHED BY CITY COUNCIL FOR THE ECONOMIC DEVELOPMENT AND FINANCIAL ADVISORY COMMISSION

Chairperson Horton recommends to place on the next agenda to appoint Commissioner Araujo to be the liaison for economics situations in the region to assist and inform the council and commission. Also to appoint Commissioner Lopez to assist with his experience to be involved in the financial side give the board a firmer direction assisting the council and the board.

DISCUSSION ON ATTENDANCE RECORD KEEPING

City Clerk Gabby Garcia informed the board on Ordinance No. 1159 which states any commissioner that misses a total of three regular meetings within a twelve month cycle will be automatically dismissed from the board. City Clerk Gabby Garcia also informed the board that there will be a monthly attendance report as an informational item. Chairperson made reference to if is there a form of appeal to absences? City Manager mentioned that there is not any right now it would have to be a city council action and approval.

ESTABLISHING BY-LAWS FOR THE COMMISSION

Mrs. Julia Osuna provided the board two samples of by-laws for the board to read and review. Also recommends to form a sub-committee of two people to work and discuss the bylaws and to bring back for approval. Commissioner Lopez recommends that bylaws be discussed make notes and bring them back at the next meeting for approval.

A motion was made by Chairperson Horton to approve and accept both bylaws with amendments as meetings go along. Motion seconded by Commissioner Araujo and passed by the following vote to wit:

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AYES: Horton, Lopez, Romero, Araujo
NOES: None
ABSENT: Cañez
ABSTAIN: None

A motion was made by Commissioner Horton to form a subcommittee and the subcommittee have their work done by next regular meeting combining and putting together bylaws. Motion seconded by Commissioner Araujo and passed by the following vote to wit:

AYES: Horton, Lopez, Romero, Araujo
NOES: None
ABSENT: Cañez
ABSTAIN: None

DAY AND TIME OF MEETINGS

A motion was made by Commissioner Romero, seconded by Commissioner Araujo to meet the first Tuesday of the month at 5:30 pm. Motion passed by the following vote to wit:

AYES: Horton, Lopez, Romero, Araujo
NOES: None
ABSENT: Cañez
ABSTAIN: None

REPORT BY COMMISSIONERS

Eduardo Gutierrez Acting Finance Director welcomed the new board and informed about the City's financial situation. Currently the department is assisting the auditors with all the support back up they need revenue and expenditures. Also moving along with getting records up to speed. The Department is also working on the 2017-2018 budget cycle and will present to the city council at their regular meeting a midyear budget report. Information back up was provided to the board on the 2015-16 General

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Fund unaudited financial results and 2016-17 general fund midyear budget review and proposed budget amendment.

City Manager Armando Villa also mentioned about the heavy load of assisting the auditors with all the backup they need and preparing for the next fiscal year with the limited staffing. Also within the next four weeks the department will be extremely busy putting together things that auditors need what administration is also asking for to present to council and this board. city manager also mention that our pledge to this commission is to funnel a lot of financial decision making through this commission before it goes to council. Happily that auditors will complete their work sooner than anticipated.

Mr. Armando Real suggested that the board take time to listen and view the recorded meetings where Mrs. Mayer presented the city's financial situation.

Chairperson Horton recommends that we send all the information by email to the appointed secretary for any assistance needed and items that will be placed for next agenda meetings. Also commended Mrs. Julia Osuna for her soon retirement.

Mr. Armando Villa also made a recommendation to keep alert and for no more than two members to meet at a time in order to prevent violating the Brown Act when seen in public or social media especially related to the commission.

City Clerk Gabby Garcia informed that the City is also working on social media training for all staff and commissioners soon.

ITEMS FOR NEXT MEETING

To appoint Commissioner Araujo as an Economic Development and Financial Advisory Commission Liaison in the region.

By laws to be ratified for next meeting.

Assign email address to each commissioner.

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ADJOURNMENT

There being no further business, meeting was adjourned at 6:10 p.m.

Benjamin Horton, Chairperson

ATTEST:

Monica Silva, Commission Clerk

ITEM 2

**CITY OF CALEXICO
BY-LAWS OF THE ECONOMIC DEVELOPMENT COMMISSION**

SECTIONS:

| | |
|-------------------|---|
| 2.30.010 | Established |
| 2.32.010.1 | Purpose Of Commission |
| 2.30.060.1 | Powers and Duties |
| 2.30.020.1 | Appointment/ Composition/Term & Qualification Of Members |
| 2.30.020.2 | Absence from Meetings |
| 2.30.040.1 | Officers |
| 2.30.030.1 | Compensation |
| 2.30.050.1 | Meetings |
| 2.30.050.2 | Rules And Records |

2.30.010: ESTABLISHED:

A committee to be known and designated as the Economic Development Commission (EDC) of the City of Calexico was established and approved in March 1967, and amended and re-instated by the Mayor, approved by the Calexico City Council, September 1997, and is in compliance with (Ord.623-27,1997)

2.32.010: PURPOSE OF COMMISSION:

To make appropriate recommendations and to assist the City and Redevelopment Agency in matters relating to promoting development, community improvement, economic development goals and objectives, including: focusing public and private sector resources to achieve agreed on economic development: and redevelopment strategies; assist with promoting good working relationships and communication between the City, the City Council, Chamber of Commerce, Redevelopment Agency, Mexicali EDC, and community groups that have as their mission economic development goals supporting Calexico.

To recommend and assist the City Council and Redevelopment Agency to encourage business attraction and, retention through promotion for the improvements of the local taxes, creation and retention of jobs, and the overall enhancement of the Calexico economy.

2.30.060.1 POWERS AND DUTIES:

To effectuate its purpose, the Commission shall have such specific duties and powers as the council shall from time to time invest in it. In addition, the Commission shall have the following objectives, duties and powers:

1. To study, investigate, develop and carry out plans, subject to the approval of the City Council, for promoting and improving the economic climate of the Calexico area;
2. To promote business and community growth;

3. To prepare a comprehensive community action program designed to bring about economic and resources development;
4. To coordinate all efforts of the departments of the City and representatives of other government agencies in the areas of economic development and planning;
5. To follow through with prospective developers in helping them invest in Calexico;
6. To investigate and report to the City Council all specific matters referred to it by the council, together with its recommendations thereon;
7. To develop programs and relations, and make appropriate recommendation, to the City. Such recommendations shall be forwarded to the City Manager and/or Agency Director for their review and advise. The Commission may also submit its recommendations directly to the City Council for appropriate action;
8. Nothing contained in this section shall be construed to abridge or change the powers and duties of other commissions, departments, boards or bodies of the city. (Ord. 623 § 6, 1967).

2.30.020.1 APPOINTMENT/ COMPOSITION/TERM & QUALIFICATION OF MEMBERS:

1. The commission shall be composed of five (5) members. One member shall be appointed by each councilman. Standing membership will include the Director of the Redevelopment Agency, City Manager and the Director of the Chamber of Commerce.
2. The members appointed by individual councilman shall hold office for a term identical to that of the appointing councilman until the appointment of a successor.
3. Upon the failure of a councilman to make an appointment to this Commission, the appointment may be made by the mayor subject to approval of the council.
4. The commission will have the right to solicit an honorary membership list to consist of any and all agencies interested in economic development. These agencies will have all rights except that of voting. (Ord. 837 1, 1983: Ord. 623 2, 1967)
5. In the event of any resignation, the vacancy on the commission shall be filled by appointment by the Mayor, subject to approval of the council, for the unexpired portion of the term of the predecessor.
6. All members should have an identified interest in the community as a representative of an active group or organization involved in economic development or community improvement, or a major enterprise located in the city.

2.30.020.2 ABSENCE FROM MEETINGS

The absence of any member of the Commission for 3 consecutive or 4 total scheduled meetings of the Commission within any twelve consecutive-month period shall constitute an automatic request for resignation of such member by the Commission. Such a resignation shall not, however, disqualify and individual from subsequently being appointed to the same, or any other city committee, board or commission. In the event of any such resignation, the vacancy shall be filled by appointment of the mayor for the unexpired portion of the term appointee's predecessor in the manner prescribed in Section 2.30.020.1.

2.30.040.1 OFFICERS:

The Commission shall elect from among its members a chairperson, a vice chairperson and secretary who shall serve in such capacities for one year, or until the successors are duly elected. In case of a vacancy in either of these positions, the commission shall elect a successor who shall serve the unexpired balance of the predecessors term.

The commission Chair shall perform those duties customarily carried out by such officer, including: Assist with the development of meeting agendas, designation of standing and ad hoc subcommittees, and spokes person for the Committee in matters forwarded to the City Council and other City Agency. The Chair may delegate any of his/ her duties as necessary for the proper functioning of the Commission. The vice or co-chair shall act in the absence of the Chair.

The commission secretary shall perform those duties customarily carried out by such officer including: Assist with the development of meeting agendas, note taking, informing other commission members of any changes to set agenda's, and/ or meeting schedule. To inform the city clerk of agenda items, scheduled meetings and of persons who request to present a matter before the commission. The secretary may delegate any of his/ her duties as necessary for the proper functioning of the Committee.

2.30.030.1 COMPENSATION:

Members of the committee shall serve without compensation (Ord. 6233,19670)

2.30.050.1 MEETINGS:

1. The EDC committee meetings shall be subject to the "Brown Act" (California Government Code Section 54952.3) for purposes of notices, agendas and holding meetings at an open to the public. The EDC shall establish its own schedule for the time and place of meetings. Ad Hoc or limited purpose subcommittee are not subject to the Brown Act.
2. Quorum: For the purpose of conducting business the committee of the whole shall have a quorum if a majority of members currently on the roster are present.

3. The Commission shall hold its first meeting within thirty days after all of its members have been appointed. All meetings of said Commission shall be open to the public. The time of the scheduled meetings shall be held once a month, on the second Wednesday, at 11:00 a.m. at Calexico City Hall. The Redevelopment Agency Director and City Manager and/or their representative shall be invited to attend as many regular meetings of the Commission as possible, and shall be asked to advise Commission on any matter before it, but shall not vote on any such matter.
4. Agendas and meeting notes: All meetings of the committee of the whole shall be announced by a printed agenda, mailed or distributed to all members, staff and City Council members at least three working days prior to the meeting. Regular scheduled meetings must be posted 72 hours prior to meeting, and special meetings must be noticed 24 hours prior to, meeting.
5. All public meeting shall be recorded, and meeting notes and attendance records shall be recorded and forwarded to the commission members. The City Council, City Manager and Redevelopment Director may be forwarded meeting notes upon request.
6. The EDC Chairperson shall appoint members of the commission to attend as many City Council and Redevelopment meeting as possible, to act as liaison, for the purpose of communicating the progress of the EDC, to the City Council and other City Agency.

2.30.050.2 RULES AND RECORDS:

1. The Commission shall, in consultation with the City Manager and Redevelopment Director, and with the approval of the city Council, adopt rules for the transaction of business of the commission, which rules shall, among other things, including the manner of calling and giving notice of special meetings and hearings and the appointment and powers of standing subcommittees. Said standing subcommittees may be formed to work on various topics within the scope of EDC activities. The commission shall keep records of its resolutions, rules, transactions, motions, orders findings, recommendations, and determinations, which shall be open to the public.
2. STAFF SUPPORT: The Redevelopment Agency or its designated staff person shall provide the Committee and subcommittees thereof, with technical assistance, (including secretarial) support to the extent resources are available. The Redevelopment Agency will provide a designated staff member as liaison between the Economic Development Commission, City Council and Chamber of Commerce. 3. Member's are required to (file official conflict of interest statements; however, for the record a member should disclose any personal or business interest of a financial nature in an issue before the Committee prior to participating in a discussion or voting on a matter.
4. Severability. If any person, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, Such a

decision shall not affect the validity of the remaining portion of this Ordinance. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance irrespective of the unconstitutionality or invalidity of any section, subsection, subdivision, paragraph, sentence, clause or phrase.

5. Effective Date. These Bylaws become effective upon adoption by the EDC.

ATTACHED HERETO ORDINANCE NO. 966

BYLAWS FOR THE FINANCIAL ADVISORY BOARD

Article I GENERAL PROVISIONS

1.1 Purpose

These Bylaws govern the Proceedings of the Financial Advisory Board, an advisory Board created and established by City of Calexico Ordinance No. 1092 on January 20, 2009.

1.2 Definitions

1. "Board" means the Financial Advisory Board.
2. "Chairperson" means the Chairperson of the Board.
3. "Secretary" means the Secretary of the Board.
4. "Member Agency" means the City of Calexico.
5. "Staff" means assigned City staff as designated by the City Manager of the City of Calexico.
6. "City Council" means the City Council of the City of Calexico.

2.1 Duties

Article II DUTIES AND AUTHORITY

The Board shall have the following duties:

- a) To study, investigate and advise the Council on budgetary issues and adoption of the annual budget;
- b) To oversee department spending; and
- c) To provide Council with a financial plan for the City; and
- d) To review the CITY's/Successor Agency of the City of Calexico's Redevelopment Agency's financial partnership with private developers when requested by City Staff or the City Council; and
- e) To perform any other functions as directed by City Council from time to time.

2.2 Limitation on Authority

The Board shall serve in an advisory capacity to the City Council. The Board shall have no independent duties and no authority to take actions that bind the City of Calexico. No expenditures or requisitions for service and supplies shall be made by the Board and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the City Council.

Article III
MEMBERSHIP

3.1 Membership

The Board shall be composed of 5 members. All members shall be residents of Calexico during their term and are governed under Chapter 2.19 and Chapter 2.31 of the Calexico Municipal Code.

3.2 Members' Terms

Board members shall be appointed and serve in accordance with Calexico Municipal Code Chapter 2.19 and Chapter 2.31 as amended from time to time.

3.3 Vacancies

Vacancies shall be filled in accordance with Calexico Municipal Code Chapter 2.19 and Chapter 2.31, as amended from time to time.

Article IV
OFFICERS

4.1 Chairperson and Vice Chairperson

The Board shall elect from its membership a Chairperson and a Vice Chairperson at its last meeting of the calendar year, to service for a one-year term effective January 1 of the following calendar year. In the event of a vacancy in the Chairperson's position, the Vice Chairperson shall succeed as Chairperson for the balance of the Chairperson's term and the Board shall elect a successor to fill the vacancy in the Vice Chairperson's position for the remainder of the Vice Chairperson's term. Members willing to serve in either of these positions may submit their names for nomination. Members may also submit names of others members for nomination.

The Chairperson shall preside at all meetings of the Board and represent the Board before the City Council. The Chairperson shall provide to the City Council a verbal report of the previous meeting and any concerns of the Board. The Chairperson, in consultation with Staff, may identify items of interest for future Board agendas that are relevant to the Board's duties and responsibilities.

The Vice Chairperson shall perform the duties of the Chairperson when the Chairperson is absent.

4.2 Secretary

The City Clerk of the City of Calexico or his or her designee shall serve as the Secretary of the Board.

Article V MEETINGS

5.1 Regular Meetings

Regular meetings of the Board shall be held on the first Wednesday of each month. The Board meeting shall commence at 5:30 p.m. at the Fernando "Nene" Torres Council Chambers in City Hall 608 Heber Avenue, Calexico, California. Whenever a regular meeting falls on a holiday observed by the City of Calexico, the meeting shall be held on another day or canceled at the direction of the Board. A rescheduled regular meeting shall be designated a regular meeting.

5.2 Special Meetings

A special meetings may be called by three members of the Board. The meeting shall be called and noticed in accordance with the Brown Act.

5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Brown Act. The City Manager shall be given notice of all meetings. The Board shall meet regularly once each month, unless the Board's activities are suspended.

5.4 Quorum; Vote; Committee of the Whole

The presence of 3 members shall constitute a quorum for the transaction of business. All acts of the Board shall require the presence of a quorum.

5.5 Thirty Minute Rule

If the quorum has not been established within thirty minutes of the noticed starting time for the meeting, the secretary support staff may be excused from further attendance at the meeting

5.6 Absences

A member is allowed to be absent no more than three consecutive Board meetings in any twelve month period.

5.7 Matters Not Listed on the Agenda Requiring Board Action

Except as provided below, a matter requiring Board action shall be listed on the posted agenda before the Board may act upon it. The Board may take action on items not appearing on the posted agenda only upon a determination by a two-thirds vote of the Board, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take

Immediate action AND the need to take action came to the attention of the Board subsequent to the agenda being posted.

5.8 Time Limits for Speakers

Each member of the public appearing at a Board meeting shall be limited to two minutes in his or her presentation, unless the Chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation.

5.9 Access to Public Records Distributed at Meeting

Except as provided by the Brown Act, documents distributed during a Board meeting shall be made available for public inspection at the meeting if prepared by Staff or a member of the Board, or after the meeting of prepared by some other person.

Article VI AGENDAS AND MEETING NOTICES

6.1 Agenda Format and Content

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting in compliance with the Brown Act. The description shall be reasonably detailed to adequately inform the public of the subject matter of each agenda item.

Items may be referred for inclusion on an agenda by: (1) the City Council; (2) the City Manager; (3) the Chairperson; and (4) the Board, with a quorum present and upon the affirmative vote of a majority of the members present. The order of business shall be established by the secretary with the approval of the Chairperson.

6.2 Public Presentations

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Board on matters of interest to the public either before or during the Board's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Board, under the agenda item heading "Public Presentations." The Board shall not act upon an item that is not listed on the agenda except as provided under Section 5.7. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the notice for the meeting before or during consideration of that item.

6.3 Agenda Preparation

The secretary shall prepare the agenda for each meeting in consultation with Staff and the Chairperson. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 p.m. in the date established as the agenda deadline for the forthcoming meeting. The secretary may withhold placement on the agenda of any matter which is not timely received, lacks sufficient information, or is in need of Staff review and report prior to Board consideration.

6.4 Agenda Posting and Delivery

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the secretary at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the secretary at least 24 hours before the special meeting is scheduled to begin. The secretary shall post the agenda in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be delivered to each Board member by the secretary at least 5 days before each regular meeting and at least 24 hours before each special meeting.

Article VII MISCELLANEOUS

7.1 Adoption and Amendment of Bylaws

These Bylaws shall be adopted and amended by the Board by the affirmative vote of a majority of its total membership and with the approval of the City Council.

7.2 Robert's Rules

All rules of order not herein provided for shall be determined in accordance with Robert's Rules of Order, latest edition.

7.3 Compensation

Members of the Board shall serve without compensation, Calexico Municipal Code Title 2 Chapter 2.31.Compensation.

ITEM 3

ITEM 4

