

**AGENDA
ITEM**

8



CITY COUNCIL
AGENDA STAFF REPORT

DATE: December 20, 2023
TO: Mayor and City Council
APPROVED BY: Esperanza Colio Warren, City Manager *Esperanza Colio Warren*
REVIEWED BY: Sandra L. Fonseca, Interim Finance Director *Sandra L. Fonseca*
PREPARED BY: Norma Gerardo, Recreation Manager *Norma Gerardo*
SUBJECT: Discussion and Potential Direction Regarding a Change in Meeting Schedule for the Community Services Commission

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Recommendation:

The Community Services Commission recommends that the City Council of the City of Calexico approves to change the commission’s meeting schedule from a quarterly to a by-monthly basis.

City Staff seeks direction from City Council to either keep the current schedule or bring back an ordinance for first reading approval.

Background:

Calexico Municipal Code § 2.19.080 Commissions, Boards and Committee Meetings and Quorum, establishes that each commission, board, or committee shall meet quarterly (February, April, July, November) at a date and time to be determined by the commission, board, or committee.

Discussion and Analysis:

On November 8, 2023, the Community Services Commission met and approved unanimously the submittal of a recommendation to the City Council to change its meeting schedule from a quarterly basis to a bi-monthly basis.

The commission proposes to hold meetings in the following months: January, March, May, July, September, and November.

Fiscal Impact:

111-50-520 Recreation Department
\$700.00

Coordinated With:

None.

Attachment(s):

1. Recommendation Letter from the Community Services Commission to Set By-monthly Meetings for the Commission.
2. Copy of Calexico Municipal Code § 2.19.080.

ATTACHMENT #1



CITY OF CALEXICO

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Fax: 760.768.2194
www.calexico recreation.org

COMMUNITY SERVICES COMMISSION

November 27, 2023

Subject: Recommendation for Bi-Monthly Meetings of the Community Services Commission

Honorable Mayor and Members of the City Council,

On November 8, 2023, the Community Services Commission convened for its regular meeting to discuss matters pertinent to our responsibility in serving the community. During the meeting, the Commission engaged in a comprehensive discussion regarding the frequency of our meetings. After careful consideration of the potential benefits and the positive impact on our ability to address the diverse needs of the City of Calexico, the Commission took a unanimous vote to recommend to the City Council the establishment of bi-monthly meetings.

Our proposal is to hold Community Services Commission meetings in the following months: January, March, May, July, September, and November. We believe that this adjusted schedule will enable us to be more responsive to the evolving needs of our community and enhance our effectiveness in addressing various goals that contribute to the well-being of the residents of Calexico.

As the representative voice of the Community Services Commission, we respectfully submit this recommendation for your consideration. We believe that this adjustment will further align our efforts with the City's commitment to fostering a vibrant and thriving community.

Thank you for your time, attention, and continued dedication to the betterment of Calexico. We look forward to your thoughtful consideration of this recommendation and appreciate your ongoing support.

Respectfully,

A handwritten signature in blue ink that reads "Patricia G. Urena".

Patricia Urena
Chair, Community Services Commission
City of Calexico

ATTACHMENT #2

2.19.080 - Meetings and quorum.

- A. Except as otherwise provided in this code, each commission, board or committee shall meet quarterly (February, April, July, November) at a date and time to be determined by the commission, board or committee. Meetings shall not be held on legal holidays of the city.
- B. Except as otherwise provided in this code, special meetings may be called by the department director, or city manager. Notice of special meetings shall be given each member of the commission, board or committee in compliance with the Brown Act and in a reasonable time in advance of the meeting.
- C. For five-member commissions, boards, and committees, three voting members shall constitute a quorum for the purpose of transacting business. For seven-member commissions, boards, and committees, four voting members shall constitute a quorum for the purpose of transacting business. If there is no majority after fifteen minutes, the members may adjourn the meeting.
- D. No recommendation for the expenditure of funds shall be taken by the commission, board or committee at any meeting other than a regular meeting by a majority vote, as long as it does not conflict with any state or city laws.
- E. Each commission, board or committee shall keep a public record of its transactions, findings, determinations and recommendations.
- F. All meetings shall be held at Calexico City Hall.

(Ord. No. 1226, § 1, 5-18-22; Ord. No. 1159, § 1, 2-3-15)