



## Staff Report

**TO:** City Council  
**FROM:** Nicole Wheelwright, Deputy City Clerk  
**DATE:** March 7, 2023  
**SUBJECT:** Update to the Economic Development Committee Policy and Procedures

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**Description** Determination of authorized power of appointment to a voting seat on the Economic Development Committee.

### **Background and Analysis:**

At the City Council meeting of December 20, 2022, two applicants were appointed as Alternate Members to the Economic Development Committee. At the City Council meeting of February 7, 2023, an updated policy and procedures was adopted and as a result, two of the vacant seats on the committee are no longer categorized as business owner members. This in turn makes the seats eligible for the alternates to be appointed to. In accordance with Government Code Section 54974, the vacancies have also been advertised on the City's website. As of March 2, 2023, no applications have been received.

The topic of appointment of alternate members to the vacant seats was discussed during the Economic Development Committee meeting of February 8, 2023, and it was requested that the determination of appointment power be researched.

Currently, there is no provision within the Policy and Procedure that speaks to this and it was recommended that it come before the City Council for review and determination. The City Council determined that the Economic Development Committee shall have authority to appoint Alternate Members to vacant seats on the committee as they arise. Secondly, during the City Council's appointment process to the committee, should they choose alternate members for the committee, they will be numbered Alternate Member No. 1, 2, etc., for order of eligibility when the committee makes any appointments to any vacant seats.

These changes have been made to the attached policy for review and adoption.

**Fiscal Impact:**

The cost of this staff report is estimated to be \$50.

**Recommended Action:**

Review and adopt the updated Economic Development Committee Policy and Procedure.

**Attachments:**

- A. EDC Policies and Procedures – updated March 2, 2023