



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Michael Mallinoff, City Manager

Date: June 28, 2024

Subject: R-35-24: Scheduling Conflicts Between City Council Meetings and Committee, Board, and Commission Meetings

Purpose of legislation

The purpose of this legislation is to eliminate meeting overlap when the City Council is scheduled to meet; and generally relating to meeting schedules of City committees, boards, and commissions.

Impact of legislation on operations

The schedules for the Boards and Commissions meetings are typically set a year at a time, and the City agrees that schedule should avoid the normal Council schedule. It is uncommon for there to be conflicts between Council meetings and Board and Commission meetings. When a conflict arises, the City agrees that we should attempt to reschedule the Board or Commission meeting. Especially if a Council session is rescheduled with short notice, the volunteers that make up the Boards and Commissions may have limitations on their ability to reschedule, and a meeting may end up needing to be canceled. For quasi-judicial Boards and Commissions, their work is often deadline driven and can impact residents and City operations. For quasi-judicial Boards and Commissions where cancellation of a meeting may impact residents and City operations, exceptions to this resolution may be needed.

Impact of legislation on staffing

Since City staff provide support to the Boards and Commissions, scheduling changes will impact them, but this resolution should not change the overall staffing needs of the City.

Prepared by Victoria Buckland, Assistant City Manager