

Council Business Meeting

March 5, 2019

Agenda Item	Commission and Committee Term Expiration Dates	
From	Melissa Huhtala	City Recorder
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SUMMARY

It was brought to staff's attention that Board/Commission term expiration dates shown on the City's website are in some cases inaccurate and in some cases accurate but inconsistent with the requirements of the AMC to have staggered terms. The City Attorney and City Recorder have reviewed the expiration date for each position on each regular Board/Commission and developed a plan for achieving compliance and an on-going administrative procedure for maintaining compliance.

The plan for achieving compliance involves filling a few vacancies for less than full terms and obtaining agreement from a few Commission members to adjust the length of their terms to achieve appropriate staggering.

Under the proposed procedure for maintaining future compliance, the City Recorder will assign members to specific slots on each regular Board/Commission so that a replacement for a resigning member will be appointed to finish the term of the member she or he replaces before becoming eligible for appointment for a full term.

The outcomes of these proposed changes are shown in the attached Excel spreadsheet. Current Board/Commission members whose terms of duty would be affected by these changes have been contacted and have graciously consented to the proposed adjusted position termination dates.

POLICIES, PLANS & GOALS SUPPORTED

N/A

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

The duty of keeping track of Commission term dates has fallen to different departments at different times. Staff changes over the last few years have contributed to inconsistencies. Going forward, tracking all of the Commission/Committee term dates will be one of the City Recorder's duties.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

Staff recommends approval of the Commission/Committee Term Expiration Dates.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the Commission/Committee Term Expiration Dates as shown in the attachment.

REFERENCES & ATTACHMENTS

Attachment 1: Commission/Committee Term Expiration Dates

