



Legislation Details (With Text)

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**Type:** Administrative Business      **Status:** Agenda Ready

**File created:** 7/23/2020      **In control:** City Council

**On agenda:** 8/3/2020      **Final action:**

**Title:** Boards and Commissions Virtual Regular Meetings

**Sponsors:** City Council

**Indexes:**

**Code sections:**

**Attachments:** 1. Presentation

Date	Ver.	Action By	Action	Result
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Boards and Commissions Virtual Regular Meetings

**Summary and Background Information:**

At the July 20, 2020 city council meeting, a motion was made and seconded to resume board and commission meetings virtually. Staff requested council allow staff time to research the impact of resuming board and commission meetings. The city clerk and board and commission staff liaisons met to discuss staff capacity and resources and training needed to conduct virtual board and commission meetings.

If council votes to resume board and commission meetings, staff would request a start date of September in order to purchase additional Zoom licenses, conduct training, and communicate with board and commission members. Information Technology and the city clerk will need to conduct training with each board and commission liaison on how to set up and conduct meetings virtually to ensure public accessibility, security protocols, and open meeting laws are adhered to for every meeting. Each training will last approximately 90 minutes per liaison. Staff liaisons will then need to communicate with their board and commission members on how their meetings will be conducted virtually and provide any assistance members may need to participate via Zoom.

**Staff Responsible (Department Head):** Roger Tinklenberg, Interim City Manager

**Staff Member Presenting:** Roger Tinklenberg, Interim City Manager

**Financial Impact:** Approximately \$7,000/year for the additional Zoom licenses

**Funding Source:** General Fund

**Staff Recommendation:** Continue conducting board and commission meetings only for critical and urgent business until the COVID-19 pandemic response is over.

**Suggested Motion:** None