



Administrative Report

J.4., File # PWS24-0702

Meeting Date: 4/22/2024

To: PUBLIC WORKS AND SUSTAINABILITY COMMISSION

From: Department of Public Works

TITLE

DISCUSSION AND POSSIBLE ACTION FOR THE SCHEDULING OF A PUBLIC WORKS AND SUSTAINABILITY COMMISSION MEETING IN THE MONTH OF MAY 2024

EXECUTIVE SUMMARY

The by-laws of the Public Works and Sustainability Commission state that regular meetings are scheduled of the fourth Monday of the month. As the fourth Monday in May 2024 falls on the Memorial Day Holiday, City Hall will be closed and the regularly scheduled meeting is unable to be held on this day.

Additionally, the City's videographer is retiring at the end of the April and the new contract for the City has entered into a contract with a new videographer that will begin on May 1, 2024. Staff will be working on the logistics of scheduling special meetings with the new videographer next week.

At this time, the available dates for a special Public Works and Sustainability Commission Meeting are May 28, 29, and 30. To help ensure a quorum, staff would like to know of the availability of the Public Works and Sustainability Commissioners for the potential dates of a special meeting on May 28, 29, or 30.

It is recommended that the Commission consider the cancellation of the Regular Public Works and Sustainability Commission Meeting in May due to it falling on a holiday. And since the date of the special meeting is unknown at this time, the April meeting will end with a motion and vote to just adjourn the meeting.

As soon as staff confirms the availability for a special meeting date with the videographer, the Public Works and Sustainability Commission Liaison will notify the Commission to help with scheduling and the preparation and distribution of proper noticing.

COORDINATION

Coordination of the proposed changes were coordinated between the Public Works Department and the City Clerk's office.