



HOUSING DIVISION

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HOUSING COMMISSION INFORMATIONAL REPORT

March 14, 2024

Subject

Update on Mayor's Commissioner Meetings

Discussion

Updated guidance has been issued from the City Manager's Office regarding the Mayor's Commissioner Meetings.

Mayor's Commissioners Meetings would be held bi-monthly (six times per year) and will rotate between in-person and Zoom. Each Commission will be asked to provide three agenda topics using the shared Word document prior to the meeting. Meeting attendance is limited to commission chairs or vice chairs only. In the event where neither the chair nor the vice chair can make the meeting, the chair may designate an alternative commissioner to attend the meeting. The Chair will notify city staff accordingly.

Meeting reporting structure will include up to three summary bullets that highlight activities from each commission. Such summary should be provided to City staff at least two days in advance of the Mayor's meeting. Prior to the meeting, City staff will consolidate all of the bullet summaries and provide a comprehensive report, in addition to the Mayor's report(s), to attendees. During the meeting, each commission representative is provided up to three minutes to clarify or answer questions from other participants. The Mayor will elaborate on activities from the submitted activity reports and any other Council updates worth noting. The intent of the Mayor's commission meeting is focused on information exchange amongst Commissions and the City Council.

The next meeting is scheduled for Wednesday, March 20th from 5:00-6:30 p.m. via Zoom. During the March meeting, a discussion will be held on the presentation format to the Council and rotation.

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