



Office of the City Manager
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MEMORANDUM

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To: Common Council
From: John Weidl, City Manager
Date: June 11, 2024
Re: Designated Alternate Policy

Alternates serve an important role as they help many committee groups adhere to quorum requirements. The following committees have alternates:

- Board of Zoning Appeals (BZA)
- Plan and Architectural Review Committee (PARC)
- Ethics Committee
- Park and Recreation Board
- Urban Forestry Commission

The majority of these committees have one alternate, with the exception of the PARC and BZA. At times when an alternate is needed there is no question the alternate to move forward. However, this same clarity is not extended to the PARC and BZA. The PARC and BZA have a total of three alternates. Absent policy, there is confusion when the PARC has a known absence and several alternates attend the meeting in hopes to fill the vacancy.

To avoid this uncertainty and in hopes to establish transparency staff is suggesting that alternates for the PARC and BZA be ranked in order of who would join the Committee first. Attached to this memo is suggested policy that outlines steps to take to solve this anticipated issue. It may also be appropriate to ask that the PARC voting members decide which alternate is moved forward, however we have encountered situations where the meeting could not be called to order without the use of an alternate, preventing this as an option in all circumstances.

The goal is clarity, transparency, and clear guidance. Thank you for your time and attention to these matters.

Warm regards,

John S. Weidl, City Manager

JSW/TKZ

Suggested Policy To be added to existing ordinance:

When a voting body has an alternate listed as a member of the body via City ordinance the alternate's status shall change in status from alternate to voting member in the wake of an absence of the voting body. This alternate will be a member of the voting body for that meeting only. After the meeting has concluded the alternate will return to their previous alternate status.

The Plan and Architectural Review and Board of Zoning Appeals is noted for having three (3) alternates. This information is cited in each of the committee's perspective ordinances. When the governing body has one or more absences the alternate(s) will fulfill the absence based on their ranked status. The alternates are ranked by the Council President and City Manager to provide a structured and transparent process for alternate selection when needed.