



MEMORANDUM

Prohibiting the Scheduling of Special Meetings by Boards and Commissions until such time as the Clerk's Office is Fully Staffed, Unless Directed by Council.

Item Type: Action Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: May 19, 2026
From: Melissa Jacobsen, City Manager

Summary: This memorandum requests that the Council prohibit Boards and Commissions from scheduling special meetings until the Clerk's Office is fully staffed, unless such meetings are specifically directed by the Council.

Discussion: Over the past six months, the Clerk's Office has undergone significant transition, resulting in a full staff of three newly appointed clerks. However, Deputy Clerk Lynn has submitted her resignation effective May 29, which will leave the office understaffed for an undetermined period.

Several Boards and Commissions typically do not meet during June and/or July, which will provide some temporary relief for Clerk's Office staffing needs. However, some Boards and Commissions have expressed interest in scheduling special meetings during these off months. Preparing meeting packets and providing clerking support for additional meetings will place an increased workload on the remaining staff during an already constrained period.

Recommendation: Adopt a motion prohibiting Boards and Commissions from scheduling special meetings until the Clerk's Office is fully staffed, unless otherwise directed by the Council.