

Memorandum

REPORT TO: City Commission

FROM: Chuck Winn, Interim City Manager

SUBJECT: Appointment of Ex Officio Nonvoting Member for the Bozeman Study Commission and Scheduling the First Meeting of the Bozeman Study Commission

MEETING DATE: December 3, 2024

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: **Consider the Motion:** *I move to appoint City Clerk, Mike Maas, as the Ex Officio Nonvoting Member for the Bozeman Study Commission*

STRATEGIC PLAN: 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

BACKGROUND: Per [7-3-177\(2\), MCA \[EXTERNAL LINK\]](#) "Every study commission shall include as an ex officio nonvoting member a member of the governing body or an elected official or employee of the local government appointed by the governing body. The ex officio member must be appointed prior to the organization of the study commission provided for in 7-3-179."

Courtesy of Dan Clark, Director of the Local Government Center: "In addition to the elected or appointed members of the commission, the law also requires that every commission shall include an ex officio, nonvoting member appointed by the local governing body (7-3-177, MCA). The ex officio member of the commission, who must be an elected or appointed local government official or employee, can be of considerable assistance to the commission in accomplishing its purpose. He or she may assist you as a liaison person in communicating with your local government; as a source of expert knowledge on the general organization of the local government unit; and in coordinating technical assistance and staff support that may be available from the local government. The ex officio member of the commission can be especially helpful early on as the commission sets about organizing their efforts to accomplish its purpose and in developing a budget to carry out their plans.

We suggest that the ex officio member of the study commission might serve as an appropriate conduit for such information but it is important to note that personnel records and performance evaluations cannot be made available to the study commission.

An ex officio member should be able to:

1. Represent and speak to the city's structure, operations, processes and functions
2. Effectively and efficiently gather requested information and records from the city to aid in the study
3. Speak to or about the various operational friction points and provide suggestions and recommendations for improvement
4. Identify appropriate individuals within the city organization who can speak to various aspects of the city's structure, operations, and functions
5. Could aid in navigating the administrative duties of the commission including budget and claims process

It would be helpful for the governing body to consider how the ex officio member can be most valuable to the city as a conduit to the study commission."

Per [7-3-179\(1\), MCA \[EXTERNAL LINK\]](#) "Not later than 10 days after all members of the study commission have been elected or appointed, the study commission shall meet and organize at a time set by the presiding officer of the governing body of the local government that the study commission is to examine."

The Mayor has scheduled the organizational meeting of the Bozeman Study Commission to be on [Monday, December 9, 2024, at 4 p.m.](#) in the City Commission Room of City Hall.

UNRESOLVED ISSUES: None Identified

ALTERNATIVES: As per the Commission

FISCAL EFFECTS: n/a

Report compiled on: October 28, 2024