

From: [Hall, Stephanie](#)
To: [Boards and Commissions](#)
Cc: [Rodriguez, Joseph](#)
Subject: 2022 Regular Meeting Schedule
Date: Wednesday, October 6, 2021 6:03:17 PM
Attachments: [Reservation Form.docx](#)

Dear Liaisons,

That time of year has come upon us once again - it's time to approve annual schedules! Although there is still some uncertainty in how meetings will look next year, each board or commission should approve their regular meeting schedule as they "normally" would. Please make sure your board or commission approves their 2022 regular meeting schedule in October or early November. **Once approved**, please send the approved schedule over to me (and Cc: Joseph) to review. We must receive the approved schedule by **November 30th** to maintain the Board's place in the scheduling queue.

The schedules should be approved as if meetings will be occurring in person. Adjustments will be made should anything change.

Is your Board or Commission wanting to change the regular date/time of their meetings?

Keep in mind any potential changes may cause rippling scheduling conflicts. Most boards and commissions have established dates and times to maintain a decent rotation and room availability. We will likely **not** be able to accommodate any changes in the schedule for City Hall rooms. Additionally, we are currently **ONLY** able to utilize Chambers or the Boards and Commissions Room for meetings at City Hall due to occupancy limits in place to accommodate social distancing. There is no telling when or how that will change, so I'm including a list of alternate contacts for other meeting locations below.

Does your Board/Commission normally meet in City Hall?

In addition to the approved schedule, complete and send the attached room request form. Typically reservation requests for City Hall should be sent to the reservation desk, but please send the annual requests to Joseph or I so they can be reviewed first.

Other things to keep in mind:

- Please have the schedule discussion and approval on your B/C agenda as soon as possible.
- Schedules must be **APPROVED** by the Board or Commission to be added to the scheduling queue. Do not send us any draft calendars.
- We will not begin booking rooms until Council and Council Committees have approved their schedules and booked the necessary rooms.
- **City Hall is at capacity – priority is given to meetings that have historically met in a specific room during a specific date/time.** However your approved schedules must be submitted on time or rooms will be opened up on first come, first serve basis regardless of prior year scheduling.
- During budget month Council has priority for all rooms and times. We will send notifications of conflicts as early as possible, but changes may still arise last minute, please plan accordingly.

- If for any reason we are unable to schedule your regular meeting date due to Council scheduling or if you are bumped because of a Council meeting, it is your responsibility to locate another room or to follow up with our office after ALL meetings have been booked in City Hall.

Again we know the current meeting set up may change, but please plan as if meeting in person next year. Thank you for all your hard work and please let me know if you have any questions.

Here are some other potential options for in person meeting spaces:

- Austin Energy Town Lake Center: Jessica Pittari (512-322-6242);
Jessica.Pittari@austinenergy.com
- Austin Energy Mueller Location (new): Jessica Pittari (512-322-6242);
Jessica.Pittari@austinenergy.com
- Permitting and Development Center (new PDC): Robyn Diaz (512) 974-1638;
robyn.diaz@austintexas.gov

Stephanie Hall
Boards and Commissions Coordinator
Office of the City Clerk