

## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES



*Planning Division*

### **m e m o r a n d u m**

**TO:** The Urbana Zoning Board of Appeals

**FROM:** Lorrie Pearson, AICP, Planning Manager and Zoning Administrator

**DATE:** December 15, 2017

**SUBJECT:** Proposed change in meeting start time

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The Chair has requested that the Zoning Board of Appeals consider a change in the time meetings begin. The meeting start time is currently set at 7:30pm. The proposed new start time is 7pm. No changes to the Zoning Ordinance or the ZBA's bylaws would be needed to effect this change as the bylaws state: "Regular meetings shall be held at a time and day to be agreed upon from time-to-time by the Board."

Staff would support the change in start time as it would have two positive impacts. First, it would limit the accumulation of compensatory time for staff. Second, assuming meetings would then adjourn earlier staff would be better able to report to work the next day by the 8 a.m. opening of the office.

City personnel policy grants compensatory time at the rate of 1.5 hours for every hour worked outside of regular work hours (8am-5pm). For example, an employee may work regular hours until 5pm, then take an hour-long dinner break to return to work at 6pm in advance of a 7:30pm meeting. If the meeting lasts until 9:00pm, there were three extra hours worked, which equals 4.5 hours of compensatory time. Those 4.5 hours would then be used to take time during the regular workweek. If the meeting begins a half hour earlier, then only 2.5 extra hours are worked, resulting in 3.75 hours of compensatory time. While not a huge difference per meeting, it does add up among the multiple board and commission meetings that several staff attend. Use of the earned compensatory time is required and results in fewer hours in the office worked.

Moving the start time up, presumably resulting in earlier adjournments, would have the additional benefit of making it more reasonable to report to the office by 8 a.m. the next day, when the office opens, to provide coverage for calls and walk-in customers.