



# ADMINISTRATION

Commission Meeting Memo:

12/11/2023

To: City Commissioners

Subject: Proposed Change to January Commission Meeting Dates Due to Holidays

Commissioners,

I am bringing to your attention a proposed change to the schedule of the January Commission meetings, prompted by considerations related to the holidays.

As currently scheduled, the January Commission meetings are set for January 2nd and January 16th. However, after careful consideration, city staff is recommending that these dates be moved to January 9th and January 23rd. This adjustment is specifically proposed to better accommodate the holiday season, recognizing the potential impact on staff availability and operational efficiency.

This change aims to ensure that necessary documentation is readily available, staff members are adequately scheduled, and all Commission members can actively participate in the meetings.

Thank You,

Dustin Dassinger

City Administrator

