

TO: City Council
FROM: Lisa Parks, City Administrator
DATE: January 16, 2024
SUBJECT: 2024 City Council Meeting Schedule and Summer Recess

1) Recommended Action:

Move to approve the 2024 City Council Regular Meeting schedule.

2) Background:

Council Rules Section 3.2 states, *“Regular Meetings which fall on a primary or general election day may be moved to the Monday immediately prior, at the discretion of the Mayor.”* Additionally, Council Rules Section 3.3 states, *“The Council will generally not schedule Regular Meetings and committee meetings during a two-week period in August of each year.”*

Determining these two items early in the calendar year creates greater transparency and predictability for the public wishing to attend City Council Regular meetings. It also allows staff to adjust project milestones and deadlines according to available meeting dates and vacation scheduling by elected officials and City staff.

The proposed schedule includes canceling the July 4th Public Works Committee meeting and the December 24th Council Work Session due to holidays; establishing the summer recess for the first two weeks in August; and rescheduling the following meetings due to the general election and the Federal Presidential Primary:

Tuesday, March 12th Work Session moves to Monday, March 11th; and,
Tuesday, November 5th Formal Meeting moves to Monday, November 4th.

Because the primary election on Tuesday, August 6th falls during the summer recess, it does not have to be moved to Monday, August 5th, as the schedule is currently proposed.

3) Policy Support:

VISION | MISSION | BELIEFS

Our Mission:

In active partnership with our community, we provide courageous leadership and essential municipal services to cultivate a prosperous economy, a healthy natural environment, vibrant neighborhoods, and a supportive social fabric.

4) Alternatives:

- ☐ Schedule Summer Recess for the last two weeks of August.
 - ☐ Do not cancel or reschedule the meetings
 - ☐ Some other course of action
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5) Fiscal Notes:

There is no fiscal impact determining the meeting schedule and summer recess.

6) Attachments:

None.