



DATE: January 8, 2024

TO: Mayor Robinson and City Councilmembers

FROM: Charmaine Arredondo, City Clerk, 452-6466
City Clerk's Office

SUBJECT: Update on Proposed Change to Council Meeting Day and Frequency of Meetings

Last year, former City Manager Brad Miyake introduced a proposal to Council at the 2023 retreat to consider adjusting the Council meeting day and frequency of Council meetings. The reasons for considering a change included providing more time between packet printing and meeting date for the public and council to digest content, moving council meetings away from Mondays, which have more occurrences of holidays, and allowing Mondays to be used for meeting preparation rather than weekends. For frequency of meetings, Council has been operating generally with three meetings a month for the past year, typically cancelling meetings around holidays. Setting a regular schedule of three meetings would allow for more consistently known meeting days and would accommodate the necessary workload within the 4-hour time limit currently established for each meeting.

The proposal was not advanced last year because of an existing Tuesday conflict for a sitting councilmember. Staff are bringing this back to Council for awareness and consideration this year, as the conflict is no longer of issue.

Making an adjustment to the meeting day and the frequency of meetings requires making changes to the City Code via Ordinance and the Council Rules via Resolution. There are also internal processes that need to be adjusted, therefore should Council wish to move forward to Tuesday meetings, staff will propose a delayed implementation to the second quarter of the year. In addition, Tuesday meetings of the Council would require coordination with, and potential changes to, historical meeting times for the Parks Board and Human Services Commission, as their current meeting schedules include Tuesdays. Staff will work with that Board and Commission to facilitate any necessary shift in meeting days.

The next step is to take input and feedback from Council on the proposed change to meeting day and frequency. Staff anticipate returning with a study session item in early February for a full Council discussion and formal direction on whether to move forward with the proposed changes.