



### *City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: City Administrator Dan Wietecha**  
**Date: January 17, 2023**  
**Item: Committee Meetings Calendar**

**Council Action Requested:**

Approve 2023 Committee Meeting Calendar

**Background Information:**

Over the past year-plus, we've had a general interest in better and more consistent use of the City Council committee structure. However, our "as needed" approach has been difficult and problematic. Instead: a set schedule would enable City Council, staff, and the public better able to plan their schedules and meeting agenda.

I recommend Administration, Finance, Operations, Parks & Recreation, Planning, Public Safety, and Utilities Committees to have a quarterly meeting schedule. The attached draft calendar includes a few identifiable meetings (for example: Finance Committee in June and August) as well as some pending topics (for example: Public Safety Committee in February to discuss cannabinoid regulation). Unless otherwise noted, all meetings would be at 7 pm in the Volunteer Room at City Hall. Nearly all meetings are scheduled for Mondays, on the assumption that Mondays may be generally available for Councilmembers.

The calendar should be flexible enough that a meeting might be cancelled in the event there might be no agenda items to discuss. Similarly, a special meeting can be called if a topic might need more immediate attention than the next regularly scheduled meeting.

**Changes Since 1/3/2023 Draft:**

- Operations Committee moved from Jan 9 to Jan 12 to match actual date scheduled prior to calendar
- Public Safety moved from Feb 15 to Jan 30 to accommodate timeline of PSAC recommendation for cannabinoid regulations and stay within 6 month interim ordinance
- Finance moved from March 13 to April 5 to synchronize CIF application/review process

**Financial Impact:**

n.a.

**Committee Discussion:**

City Council was favorable to a calendar during its 1/3/2023 meeting

**Attachment:**

Committee Meeting Calendar 2023

	Mon	Tues	Wed	Thurs	Fri		Mon	Tues	Wed	Thurs	Fri
Jan 2 - 6		City Council					July 3 - 7	City Council			
Jan 9 - 13				Ops			July 10 - 14	Utilities			
Jan 16 - 20		City Council					July 17 - 21	City Council			
Jan 23 - 27	Planning						July 24 - 28	Planning			
Jan 30 - Feb 3	Public Safety						July 31 - Aug 4				
Feb 6 - 10	City Council						Aug 7 - 11	City Council			
Feb 13 - 17	Admin						Aug 14 - 18	Ops			
Feb 20 - 24		City Council					Aug 21 - 25	Council			
Feb 27 - March 3	Utilities						Aug 28 - Sept 1	Finance			
March 6 - 10	City Council						Sept 4 - 8		City Council		
March 13 - 17			Ops				Sept 11 - 15	Public Safety		Admin	
March 20 - 24	City Council						Sept 18 - 22	City Council			
March 27 - 31	Parks						Sept 25 - 29	Parks			
April 3 - 7	City Council		Finance				Oct 2 - 6	City Council			
April 10 - 14	Admin						Oct 9 - 13	Utilities			
April 17 - 21	City Council						Oct 16 - 20	City Council			
April 24 - 28	Public Safety						Oct 23 - 27	Planning		Public Safety	
May 1 - 5	City Council						Oct 30 - Nov 3				
May 8 - 12	Utilities						Nov 6 - 10	City Council			
May 15 - 19	City Council						Nov 13 - 17	Admin			
May 22 - 26	Planning						Nov 20 - 24	City Council			
May 29 - June 2	Parks						Nov 27 - Dec 1	Finance			
June 5 - 9	City Council						Dec 4 - 8	City Council			
June 12 - 16	Finance						Dec 11 - 15	Ops			
June 19 - 23	City Council						Dec 18 - 22	City Council		Parks	
June 26 - 30							Dec 25 - 29				

**Administration**

Mon Feb 13  
Mon April 10  
Wed Sept 13  
Mon Nov 13

**Finance**

Mon March 13  
Mon June 12  
Mon Aug 28  
Mon Nov 27

**Operations**

Mon Jan 9  
Wed March 15  
Mon Aug 14  
Mon Dec 11

**Parks & Rec**

Mon March 27  
Mon May 29  
Mon Sept 25  
Wed Dec 20

**Planning**

Mon Jan 23  
Mon May 22  
Mon July 24  
Mon Oct 23

**Public Safety**

Wed Feb 15  
Mon April 24  
Mon Sept 11  
Wed Oct 25

**Utilities**

Mon Feb 27  
Mon May 8  
Mon July 10  
Mon Oct 9

**NOTES:**

- Historic Preservation Committee on as-needed basis.
- All meetings 7 pm, unless otherwise noted.
  - Planning – 6 pm
  - Ops, TBD Jan ???
  - Finance, Mon Aug 28 – 8 am (budget meeting).
- Meetings may be canceled in advance if not necessary.
- Special meetings may be scheduled as needed.