



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: City Administrator Dan Wietecha
Date: December 18, 2023
Item: Committee Meetings Calendar

Council Action Requested:

Approve 2024 Committee Meeting Calendar

Background Information:

This past year, we've utilize a quarterly meeting calendar for a better and more consistent use of the City Council committee structure. Based on feedback from individual Councilmembers and staff, this has enabled City Council, staff, and the public better able to plan their schedules and meeting agenda.

As with this past year, I recommend Administration, Finance, Operations, Parks & Recreation, Planning, Public Safety, and Utilities Committees to have a quarterly meeting schedule. 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.

Financial Impact:

n.a.

Committee Discussion:

n.a.

Attachment:

Committee Meeting Calendar 2024

Administration

Mon Jan 29
Mon May 27
Mon Aug 12
Wed Nov 13

Finance

Mon March 11
Mon May 20
Wed Aug 14 (budget)
Wed Aug 21 (budget)
Mon Nov 25

Operations

Mon Feb 26
Mon June 24
Mon Sept 9
Mon Dec 9

Parks & Rec

Mon March 25
Mon June 10
Mon Aug 26
Wed Dec 11

Planning

Mon Jan 22
Mon April 8
Mon July 22
Mon Oct 14

Public Safety

Mon Jan 8
Mon April 22
Mon July 8
Mon Oct 28

Utilities

Mon Feb 12
Mon May 6
Mon Sept 23
Wed Nov 20

NOTES:

- Historic Preservation Committee on as-needed basis.
- All meetings 7 pm, unless otherwise noted.
 - Planning – 6 pm
 - Finance, Wed Aug 14 & 21 – 6 pm (budget meeting)
- Meetings may be canceled in advance if not necessary.
- Special meetings may be scheduled as needed.

Committees Meeting Calendar 2024

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