



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: City Administrator Dan Wietecha
Date: January 3, 2023
Item: Committee Meetings Calendar

Council Action Requested:

No action necessary. Draft Calendar is presented for review, discussion, and feedback ahead of January 17 City Council meeting.

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.

Financial Impact:

n.a.

Committee Discussion:

n.a.

Attachment:

DRAFT 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							July 31 - Aug 4				
Feb 6 - 10	City Council						Aug 7 - 11	City Council			
Feb 13 - 17	Admin		Public Safety				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	Finance		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						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.