



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### AGENDA ITEM

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Report: City Council Regular Meeting Schedule for the 2023-24 Fiscal Year

1. Motion Establishing City Council Regular Meeting Schedule for the 2023-24 Fiscal Year and Cancelling Specified City Council Meetings

### COUNCIL ACTION

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**Item Type:** Consent Calendar

**Approved for** \_\_\_\_\_ **May 23, 2023** \_\_\_\_\_ **calendar**

### EXECUTIVE SUMMARY

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Every year prior to the commencement of the new fiscal year, the Council establishes a regular meeting schedule for the upcoming fiscal year. After consulting with the Mayor, the City Manager and City Attorney propose the regular meeting schedule for the 2023-24 fiscal year as identified in this report.

## **COUNCIL PRIORITIES**

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N/A.

## **RECOMMENDATION**

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That the Council adopt the Council regular meeting schedule for the 2023-24 fiscal year, including cancelling specified meetings.

## **BACKGROUND**

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The City Council's regular meetings are on Tuesday evenings at 6:00 p.m. in the Council Chambers. The Council also holds special meetings from time-to-time as well as joint meetings with other City agencies, as necessary. For the past several years, Council has adopted a regular meeting schedule per fiscal year by cancelling specified regular meetings. The regular meeting schedule typically takes holidays and school calendars into consideration. It should be noted that the City Manager and staff strive to calendar Council items in a manner so that agendas are not overly light, nor overburdened in a manner that makes for excessively heavy agendas.

## **ANALYSIS**

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The City Manager and City Attorney, after consultation with the Mayor, are proposing that the regular meeting schedule for the 2023-24 fiscal year average three regular Council meetings per month. This will balance the need for a calendar sufficient to handle the Council's robust regular business while providing breaks in the calendar to allow sufficient staff time to prepare reports and undertake other business of the City, as well to provide breaks in the Council meeting calendar to take into account holidays and winter break. If additional meetings become necessary, the Council can add meetings to the calendar or call special meetings.

Accordingly, staff proposes regular meetings on every Tuesday except on the following dates, which would be cancelled:

### 2023

July 5 (per the Charter, meetings that fall on a City holiday are continued to the next business day and constitute a regular meeting. This cancellation will cancel the regular meeting the day after the 4<sup>th</sup> of July.)

August 1

September 5

October 3

October 31

November 21

December 26

2024

January 2

January 16

February 20

March 19

April 9

April 23

May 28

June 18

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## **STAKEHOLDERS/OUTREACH**

Not applicable.

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## **FISCAL IMPACT**

There is no fiscal impact associated with this item.

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## **ENVIRONMENTAL REVIEW (CEQA/NEPA)**

This item is exempt from CEQA because there is no reasonable possibility that the proposed action will result in any significant environmental impact.

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## **CAMPAIGN DISCLOSURE**

This item is exempt from campaign disclosure requirements.

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## **ALTERNATIVES**

Alternative 1: The Council can adopt the proposed regular meeting schedule for fiscal year 2023-24.

Alternative 2: The Council can modify the proposed regular meeting schedule for fiscal year 2023-24.

Alternative 3: The Council may consider any other alternative not proposed by staff.

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## **ADMINISTRATIVE ACTION**

### **Prepared by:**

Michael J. Garcia, City Attorney

### **Approved by:**

Roubik R. Golanian, P.E., City Manager

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## **EXHIBITS/ATTACHMENTS**

N/A.