

## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** December 11, 2023  
**SUBJECT:** Discuss 2024 City Council meeting schedule  
**PRESENTER:** Alicia Richardson, City Secretary / Chief Governance Officer

### **SUMMARY:**

Staff will outline the 2024 meeting schedule and receive direction from City Council to reschedule or cancel meeting(s) as necessary.

### **GENERAL DESCRIPTION:**

City Council meetings are held on the second and fourth Monday of each month. There are occasions when meetings conflict with holidays and state and national conferences. City Council provides direction to either reschedule or cancel the meeting as necessary.

Staff has identified meetings (March, May, November and December) that require discussion and direction from City Council.

- March 11, 2024
  - The first meeting in March typically conflicts with spring break for Birdville and Keller Independent School Districts. This year spring break is March 11-15.
  - The National League of Cities Congressional City Conference is March 11-13.
  - When there is a conflict, City Council traditionally reschedules the first meeting of the month to the previous week (Monday, March 4).
- May 27, 2024
  - Memorial Day is a city recognized holiday and city hall and other non-emergency offices will be closed.
  - When there is a conflict, City Council traditionally reschedules the second meeting of the month to the previous week (May 20).
  - City Council may opt to reschedule the second meeting to Tuesday, May 28.
- November 25, 2024
  - City Council has traditionally directed staff to cancel the second meeting in November.



- December 23, 2024
  - City Council has traditionally directed staff to cancel the second meeting in December.

Attached is a tentative 2024 development meeting calendar. The attachment presumes the cancellation of the second City Council meeting in November and December and rescheduling of the March 11 meeting. The development meeting calendar includes meeting dates for City Council, Planning and Zoning Commission and Zoning Board of Adjustment. The calendar also indicates city holidays.

Following City Council's direction, staff will finalize the development meeting calendar and make it available to the public. Staff will place an action item on the January 8, 2024 agenda to approve the 2024 City Council meeting schedule.