

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Council Meeting Schedule Discussion  
**DEPARTMENT:** City Manager's Office  
**PRESENTED BY:** Debbie Tarry, Assistant City Manager  
**ACTION:**        ☐ Ordinance        ☐ Resolution        ☐ Motion  
                 ☒ Discussion        ☐ Public Hearing

**PROBLEM/ISSUE STATEMENT:**

During the August 13 Council Dinner Meeting Council requested that staff schedule a future discussion regarding Council meeting schedule and the potential for canceling Council Meetings during weeks when there is going to be a legal holiday on a Monday, and perhaps schedule meetings on fifth Monday's of a month.

Council Rule 5.3 states that "The Council shall hold Business Meetings on the first four Mondays of each month ...Should any meeting date occur on a legal holiday, the meeting shall be held at the same hour and place on the following day."

2013 Council Meeting Dates

There are five legal holidays that will fall on a Monday, resulting in Tuesday meetings:

- Monday, January 21 – MLK Birthday
- Monday, February 18 – President's Day
- Monday, May 27 – Memorial Day
- Monday, September 2 – Labor Day
- Monday, November 11 – Veteran's Day (National League of Cities Annual Meeting starts on November 12, but it will be in Seattle)

There are three months that would provide an opportunity to schedule a Council meeting on a fifth Monday: April, July and September.

Based on the current Council rules staff anticipates that there would be 45 Council meetings scheduled in 2013, assuming the Council wants to meet on Tuesday, November 12. If Council meetings are canceled during weeks with a legal holiday on a Monday, but Council meetings are scheduled on weeks with a fifth Monday, there would be 43 Council meetings scheduled in 2013. This would also result in three Council meetings in the months of January (MLK Birthday), February (President's Day), and March (NLC).

2014 Council Meeting Dates

There are four legal holidays that will fall on a Monday, resulting in Tuesday meetings:

- Monday, January 20 – MLK Birthday
- Monday, February 18 – President's Day
- Monday, May 26 – Memorial Day
- Monday, September 1, Labor Day

There are three months that would provide an opportunity to schedule a Council meeting on a fifth Monday: March, June and September.

Based on the current Council rules staff anticipates that there would be 46 Council meetings scheduled in 2014. If Council meetings are canceled during weeks with a legal holiday on a Monday, but Council meetings are scheduled on weeks with a fifth Monday, there would be 45 Council meetings scheduled in 2014. This would also result in three Council meetings in the months of January (MLK Birthday) and February (President's Birthday).

#### Council Packet Logistics

The City's practice is to have Council packet information available to the Council and the public one week prior to the scheduled Council meeting. During a week when a legal holiday falls on a Monday, the packet for the following week is not issued until Tuesday, giving the Council and the public one less day to prepare for the following week's meeting. Although this would not change with canceling Council meetings during a week with a Monday holiday, it could somewhat ease the time crunch that often occurs during a four day work week, by eliminating the Council meeting also scheduled for the Tuesday night of that week.

#### Meeting Night Consistency

Consistently having meetings on Monday nights, as opposed to scheduling on a Tuesday during a week with a Monday holiday, may make it more consistent for the public to anticipate when Council meetings are held.

#### Meeting Notification

Staff currently advertises in Currents, at City Hall, on the City website, on Channel 21, and through press notification when there is a change in the regular meeting night, such as a change to Tuesday because of the holiday or when there is a fifth Monday and no meeting is scheduled. Staff anticipates that we would continue to notify the public of weeks with a Monday holiday even if Council change the rules, just so the public is aware that there is no Council meeting that week.

#### **RESOURCE/FINANCIAL IMPACT:**

There is no significant financial or resource impact anticipated related to this item.

#### **RECOMMENDATION**

Staff recommends that Council discuss whether to change the Council meeting schedule. If Council desires to make a change, then they should direct staff to prepare the change to the Council Rules for adoption.

Approved By:            City Manager **JU**    City Attorney \_\_\_\_