



# City of Killeen

## Legislation Text

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**File #:** RS-23-141, **Version:** 1

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Consider a memorandum/resolution rescheduling the City Council Meetings for November and December 2023 and January 2024.

**DATE:** September 5, 2023

**TO:** Kent Cagle, City Manager

**FROM:** Laura Calcote, City Secretary

**SUBJECT:** Reschedule November and December 2023 and January 2024 City Council Meetings

**BACKGROUND AND FINDINGS:**

Section 34 of the City Charter provides that the City Council shall meet regularly, but not less frequently than twice a month. Historically, the City Council has scheduled these two meetings for the second and fourth Tuesdays of the month.

The holiday calendar in November and December 2023 and January 2024 could create possible quorum issues for public meetings to be held on their regularly scheduled dates.

**THE ALTERNATIVES CONSIDERED:**

The alternatives are to keep the current meeting schedule or approve the proposed meeting schedule.

**Which alternative is recommended? Why?**

The recommended alternatives can be found below:

**NOVEMBER 2023**

<b>Current Meeting Schedule</b>	<b>Proposed Meeting Schedule</b>
November 7, 2023 - Workshop Meeting	November 7, 2023 - Workshop Meeting
November 14, 2023 - Regular Meeting	November 14, 2023 - Regular Meeting and Workshop
November 21, 2023 - Workshop Meeting	November 21, 2023 - No meeting
November 28, 2023 - Regular Meeting	November 28, 2023 - Regular Meeting

The third Tuesday of November 2023 falls during the week of Thanksgiving. It is recommended that the November 21<sup>st</sup> Workshop be held on November 14<sup>th</sup>, immediately following the Regular City Council Meeting.

### **DECEMBER 2023**

<b>Current Meeting Schedule</b>	<b>Proposed Meeting Schedule</b>
December 5, 2023 - Workshop Meeting	December 5, 2023 - Workshop Meeting
December 12, 2023 - Regular Meeting	December 12, 2023 - Regular Meeting and Workshop
December 19, 2023 - Workshop Meeting	December 19, 2023 - Regular Meeting
December 26, 2023 - Regular Meeting	December 26, 2023 - No meeting

The fourth Tuesday of December 2023 is a City holiday. It is recommended that the December 19<sup>th</sup> Workshop be held on December 12<sup>th</sup>, immediately following the Regular City Council Meeting. The second Regular Meeting of the month could be held on December 19, 2023, instead of December 26, 2023.

### **JANUARY 2024**

<b>Current Meeting Schedule</b>	<b>Proposed Meeting Schedule</b>
January 2, 2024 - Workshop Meeting	January 2, 2024 - No meeting
January 9, 2024 - Regular Meeting	January 9, 2024 - Workshop Meeting
January 16, 2024 - Workshop Meeting	January 16, 2024 - Regular Meeting
January 23, 2024 - Regular Meeting	January 23, 2024 - Workshop Meeting
January 30, 2024 - No meeting	January 30, 2024 - Regular Meeting

The first Tuesday of January 2024 is right after New Year's Day, which may create a possible quorum issue. Therefore, it is recommended that the Workshop and Regular Meetings for this month be amended to begin the second Tuesday of January.

### **CONFORMITY TO CITY POLICY:**

Conforms to Section 34 of the City Charter.

### **FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

N/A

**Is this a one-time or recurring expenditure?**

N/A

**Is this expenditure budgeted?**

N/A

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

N/A

**RECOMMENDATION:**

City staff recommends approval of the proposed meeting schedule for November and December 2023 and January 2024.

**DEPARTMENTAL CLEARANCES:**

Legal

**ATTACHED SUPPORTING DOCUMENTS:**

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