

TO: Andrew P. Powers, City Manager

FROM: Laura B. Maguire, City Clerk

DATE: September 12, 2023

SUBJECT: 2024 City Council Meeting Schedule

RECOMMENDATION:

1. Adopt resolution establishing City Council meeting schedule for calendar year 2024.
2. Find that this action is not a project as defined by the California Environmental Quality Act.

FINANCIAL IMPACT:

No Additional Funding Requested. Minimal staff time required to prepare the report is included in the Adopted FY 2023-24 General Fund Budget.

BACKGROUND:

Pursuant to Thousand Oaks Municipal Code Section 1-8.101, City Council regular meetings should be held at least twice each month on Tuesdays at such times fixed annually by resolution. City Council typically adopts the meeting schedule in the fall for the next calendar year.

DISCUSSION/ANALYSIS:

The proposed meeting dates account for holidays, school vacations, election dates, and if applicable, historical summer recess, religious dates, and scheduled conferences. Back-to-back meetings are avoided whenever possible.

Pursuant to City practice, closed session may occur before the open session of the meeting. Closed session, when requested, will begin at 5:00 p.m. If no notice for a closed session appears on the regular meeting agenda, there will be no closed session at the established time. The open session of each regular meeting will begin at 6:00 p.m., or soon thereafter, if there is a preceding closed session.

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This method of scheduling closed sessions is used in other California cities to eliminate the necessity to post a special meeting call and notice for each closed session that may be scheduled before the regular meeting start time.

Adopting the resolution (Attachment #1) setting the City Council meeting schedule in advance assists City Council, staff, public, and the press with the scheduling of City business.

COUNCIL GOAL COMPLIANCE:

Meets the following City Council goal:

B. Provide municipal government leadership which is open and responsive to residents, and is characterized by ethical behavior, stability, promoting public trust, transparency, confidence in the future, and cooperative interaction among civic leaders, residents, business representatives, and staff, while recognizing and respecting legitimate differences of opinion on critical issues facing the City.

Attachment:

Attachment #1 – Resolution