

Committee Meeting Schedules

During the June 15, 2026, City Council meeting, Council discussed the meeting frequency requirements for Advisory Committees, with the exception of the Audit Advisory Committee (which meets as needed) and the Planning Board (continues every month).

Council approved a motion by a 7-0 vote establishing the revised meeting frequency for Advisory Committees as nine (9) regular monthly meetings and up to two (2) workshops per calendar year. The scheduling of these meetings is flexible; however, committees are encouraged to incorporate a 3-month summer hiatus when developing their annual calendars.

For the 2027 Committee meeting schedules, please keep the following guidelines in mind:

- Regular meetings should be scheduled for no more than nine (9) meetings per year.
- Regular meetings should ideally be scheduled outside of the summer months.
- If a Committee determines that it needs to meet during the summer, the meeting may be scheduled as a workshop. Please remember that workshops are intended for discussion of a specific topic or issue. No motions are made during a workshop; however, the Committee may reach consensus to bring the matter forward for formal action at a future regular meeting.
- A Committee may hold either a regular meeting or a workshop during a calendar month; however, a regular meeting and a workshop may not both occur within the same month, as directed by the City Manager.

Attached are the minutes from the June 15, 2026, City Council meeting (Item 15.C) for your reference.