

Commission Letter # : 325-10  
Commission Meeting: November 15, 2010

**RE: 2011 City Commission Meeting Dates**

November 12, 2010

**The Honorable Mayor  
and  
Members of City Commission**

The City Charter requires the Commission Meet at least twice per month. Royal Oak has traditionally met on first and third Monday of each month but that is not a requirement of the charter or of any ordinance. The Clerk's office conducted a search of minutes and found a Dec. 4, 1995 resolution which designated the first and third Monday's as the normal days for Commission meetings. It did not address rescheduling meetings to other days because of holidays or other conflicts. That resolution is attached.

Because a number of holidays fall on Monday's and because elections are held on "the first Tuesday following the first Monday" we frequently reschedule some Commission meetings. Our normal practice is to delay the meeting until the following Monday. This results in a three week gap between meetings followed by meetings on consecutive Mondays.

Three weeks is really too long between meetings. Often agendas for these meetings are excessively long. One week is too little time for staff to prepare agenda reports. We really only have three work days since most agenda material is posted on Thursdays.

We have prepared two potential meeting schedules for 2011. The first is our "traditional schedule" which reschedules conflicted meetings for the following Monday. The second is an "alternative schedule" which moves most of these meetings to the following day (Tuesday). We could not do this for election day, of course, and the City Clerk suggested that we not try to move to Wednesday following the election so we are suggesting that meeting be moved to the following Monday.

In addition, the City Commission has expressed a desire to conduct two Town Hall Meetings during the 2011 calendar year with one to be held at the Salter Community Center and one at the Mahany-Meininger Senior Center on second or fourth Mondays. These have been tentatively scheduled for January 10 and February 28.

This does not create a conflict for the room with other scheduled meetings. The DDA calendar for 2011 has already been printed. It shows these meetings being rescheduled for the following Monday (traditional schedule below.) If we adopt the alternative schedule, the calendar will be wrong on three dates.

### Traditional Schedule

January*	3	10**	24
February	7	21	28**
March	7	21	
April	4	18	
May	2	16	
June	6	20	
July*	11	18	
August	1	15	
September*	12	19	
October	3	17	
November*	14	21	
December	5	19	

### Alternative Schedule

3	10**	18
7	21	28**
7	21	
4	18	
2	16	
6	20	
5	18	
1	15	
6	19	
3	17	
14	21	
5	19	

\* Months with a rescheduled meeting.

\*\*January 10 Town Hall at the Salter Community Center

\*\*February 28 Town Hall at the Mahany-Meininger Senior Center

We recommend the City Commission select one of the two proposed schedules, and adopt the following resolution:

**BE IT RESOLVED** the City Commission adopts the \_\_\_\_\_ (traditional or alternative) schedule above as its regular and Town Hall meeting schedule for the 2011 calendar year.

Respectfully Submitted,



Donald E. Johnson  
City Manager