



Staff Report

TO: Honorable Mayor and Members of the Town Council
FROM: Wes Heathcock, Town Manager
DATE: January 9, 2024
RE: Regular Council Meeting Schedule

Recommendation

Discuss and consider adopting Resolution ___ - 2024 changing the time for commencement of regular Council meetings from 7:00 p.m. to 6:00 p.m.

Issue Statement and Discussion

On March 12, 2019, the Town Council adopted Ordinance 278 establishing the regular meeting days as the second Tuesday and to start at 7:00 pm in compliance with Loomis Municipal Code 2.04.010. Loomis Municipal Code 2.04.020 allows the Council to establish meeting start times by Resolution.

In discussion with council members, staff, and consultants there was interest in revising its schedule so regular meetings can start at 6:00 p.m., or at such other time as Council designates.

Staff surveyed several surrounding cities and ascertained the following:

1. Auburn's regular meetings begin at 6:00 p.m. Closed sessions, if needed, precede the regular meeting.
2. Lincoln's regular meetings begin at 6:00 p.m. Closed sessions, if needed, precede the regular meeting.
3. Rocklin's regular meetings begin at 6:00 p.m. Closed sessions, if needed, precede the regular meeting.
4. Roseville's regular meetings begin at 6:00 p.m. Closed sessions, if needed, are at the end of the regular meeting.

5. Colfax's regular meetings begin at 6:00 p.m. Closed sessions, if needed, precede the regular meeting.

Establishing the time for commencement of regular Council meetings is within the Council's discretion. Regular meetings are open to the public. Individuals interested in attending Council meetings deserve a reliable meeting schedule so they can arrange to attend. Staff, therefore, recommends the Council consider the convenience and accessibility of the regular meeting commencement time for the public, consultants, the Council, and staff when deciding this issue.

If the Council decides to begin its regular meeting at 6:00 p.m., staff recommends adopting a resolution that creates a schedule that is easy to implement. The primary variable to consider is when closed sessions will be held in relation to the regular meeting commencement time. Staff recommends that the Council's resolution direct scheduling of closed sessions to precede the regular meeting. This means that most closed sessions will begin at 5:00 or 5:30 p.m. This will allow the Council to discuss in closed session any items on the public agenda that justify closed session discussion before they are discussed publicly.

Staff will be available to answer Council's questions.

CEQA Requirements

There are no CEQA implications associated with the recommended action.

Financial and/or Policy Implications

Changing the regular meeting start time will have a negligible effect on the City's budget. If anything, it may reduce the cost of having essential staff attend Council meetings.

Attachments

- A. Resolution 24-__

TOWN OF LOOMIS

RESOLUTION NO. 24 - __

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS CHANGING THE TIME FOR COMMENCEMENT OF REGULAR COUNCIL MEETING FROM 7:00 P.M. TO 6:00 P.M.

WHEREAS, Loomis Municipal Code 2.04.020 authorizes the Council to establish the meeting start times by resolution; and

WHEREAS, regular Council meetings currently begin at 7:00 p.m.; and

WHEREAS, the Council finds and determines that commencing its regular meetings at 6:00 p.m. is in the best interests of the public, the Council, and Town staff.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis that, effective immediately, open session for regular Town Council meetings, which shall continue to be held on the second Tuesday of each month, shall begin at 6:00 p.m., or as close as reasonably possible thereto. Closed session, if needed, shall be scheduled to precede or follow the regular meeting open session.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 9th day of January 2024, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Mayor

ATTEST:

Deputy Town Clerk