

## STAFF REPORT

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**Date:** September 27, 2023

**To:** Mayor and City Council

**Thru:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Resolution establishing regular Reno City Council meeting dates for the 2024 calendar year and the month of January 2025; together with other matters properly relating thereto.

**From:** Lisa Mann, Senior Management Analyst

**Department:** City Manager's Office

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**Summary:**

This Resolution establishes the dates for regular meetings of the Reno City Council for the 2024 calendar year and the month of January 2025, with the meeting commencement time scheduled at 10:00 a.m.

The January 10, 2024 Council meeting date was previously approved at the September 28, 2022 Council meeting. It will be moved to January 17, 2024 due to the Council Chamber Audio Visual Refresh Upgrade project completion during the holiday break period.

Staff recommends Council adopt the Resolution, which by its terms will be effective January 1, 2024 through January 31, 2025.

**Alignment with Strategic Plan:**

Not Applicable

**Previous Council Action:**

There is no recent Council action relevant to this item.

**Background:**

The Reno City Charter states that a Resolution be adopted for the process of establishing the dates and times for regular meetings of the Reno City Council. Section 2.040 of the Charter, states:

1. The City Council shall hold not less than two regular meetings each month. The times and dates of regular meetings must be established by resolution.
2. Special meetings of the City Council may be held at the call of the Mayor.

3. Except as otherwise provided in Nevada Revised Statute (NRS) 241.0355, a majority of all of the members of the City Council constitutes a quorum to do business, but a lesser number may meet and recess from time to time, and compel the attendance of the absent members.
4. The meetings of the City Council must be conducted in accordance with Chapter 241 of NRS.

**Discussion:**

This Resolution establishes the dates for regular meetings of the Reno City Council for the 2024 calendar year, the month of January 2025 and sets the meeting commencement time at 10:00 a.m. The regular meetings are set on the second and fourth Wednesdays of each month unless a different date and time is specifically designated otherwise in the Resolution.

The following proposed schedule represents months where the meeting is held on dates different from the second and fourth Wednesdays of the month for the 2024 calendar year:

- (1) During the month of January 2024 the regular meeting of the City Council will be on the third and fourth Wednesday of the month, and;
- (2) During the month of June 2024 the regular meeting of the City Council will be on the first and second Wednesday of the month, and;
- (3) During the month of July 2024 the regular meeting of the City Council will be on the fourth and fifth Wednesday of the month, and;
- (4) During the month of November 2024 the regular meeting of the City Council will be on the second and third Wednesday of the month, and;
- (5) During the month of December 2024 the regular meeting of the City Council will be on the first and second Wednesday of the month, and;

City Council may meet on additional days as noticed pursuant to law; and as necessary to conduct the business of the City.

Adoption of the Resolution provides for public notice of the recommended schedule for upcoming regular meetings of City Council.

**Financial Implications:**

None at this time.

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law.

**Recommendation:**

Staff recommends Council adopt the Resolution.

**Proposed Motion:**

I move to adopt the Resolution.

**Attachments:**

Resolution 2024 Council Meeting Dates  
2024 DRAFT City Council Meeting Calendar