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TO: City Council Members

FROM: Legislative Policy Division Staff

RE: **2023 Schedule of City Council Evening Community Meetings**

DATE: February 13, 2023

Honorable City Council,

The City Charter, section 4-102, mandates that the City Council conduct at least eight community meetings during a calendar year commencing between 7:00 – 8:00 PM. Historically, the Evening Community Meeting (ECM) has been coordinated by the Legislative Policy Division-City Planning Commission, as this Honorable Body, in the past, directed staff to create an impartial scheme of rotation for the meetings. The structure was also put in place to maintain continuity as changes may occur within the City Council body. Generally, City Council ECM's are scheduled on the second or third Tuesday of the month unless there are projected conflicts with those weeks. The eight meetings have been selected within the seven discreet boundaries of the City Council Districts and one at-large.

Below, you will find a schedule for the 2023 ECM. Legislative Policy Division staff is presently working to identify venues for each of these dates. However, if a district office has a preference for a particular venue, LPD respectfully requests that those locations be shared by March 1st in order to facilitate the necessary advanced planning so as to create a seamless process. Additionally, if there are any requested ECM date changes, we request that this also be submitted in the same timeframe, as this impacts meeting locations, Council recesses etc.

Please note that any potential meeting facility must be vetted by an interdepartmental team which includes Media Services, the Executive Protection Unit, the Department of Innovation and Technology, and is led by LPD. This is necessary to certify that a venue is adequate to

accommodate all of the needs for a safe and successful meeting. Generally, the facility requirements are as follows:

- Seating for 150-200 people auditorium style
- Three tables for Council Members with ten chairs
- Seating position for Council Members at floor level (*as opposed to seating below common grade such as that which may be found in a theatre or stadium*)
- Adequate accommodations to provide 9-12 rectangular tables for departmental resources
- One (1) table for security screening at entry way
- American Disabilities Act (ADA) compliance
- Accessible restrooms
- Adequate lighting for filming
- Free parking for attendees
- Access to the facility on the day of meeting from 2:30pm-10:00pm
- Accessibility and capacity for media equipment (e.g. outlets, space, ramps, elevators, etc.)
- Adequate audio acoustic capacity
- Free of major filming obstructions (e.g. pillars, barriers, etc.)
- Adequate exits and safe room for emergencies
- Adequate spacing in meeting room for emergency response time
- A representative(s) to perform a welcome and invocation

Regarding ECM district presentations, each district's office, for the corresponding district or at-large meeting, has traditionally been allotted 15 minutes to make presentations or provide general remarks. ECM's have been for the primary purpose of giving citizens the opportunity to voice their concerns within their own community. In efforts to honor the intent of the meeting and the time of our citizenry, it is important that presentations be in alignment with this practice.

Lastly, in preparation for the meeting, as it concerns the selection of persons to provide the invocation (at non-religious venues), presentations by Council Members and other agenda items, we request that all items should be coordinated through LPD and the Council President's office at the beginning of the month in which the meeting is to be held. If the items are not submitted during the aforementioned timeframes, LPD may proceed to make arrangements and finalize the meeting agenda.

These efforts are being undertaken to limit the City's exposure and ensure the safety, integrity, and continuity of the meetings of the City Council. Should you have any questions please contact Sabrina Shockley or Kimani Jeffrey of the Legislative Policy Division. If there are no requests for revisions to the ECM schedule submitted by March 1st, LPD will circulate a new resolution reflecting a correction to the date for the November meeting (in which the calendar should reflect a Tuesday November 14th meeting, instead of a Wednesday meeting). Unless otherwise requested, after March 1st, LPD will also proceed to solidify meeting locations for the remainder of the year.

Below, please find the schedule of dates and corresponding districts for the eight 2023 City Council ECM's. Also, find a meeting rotation schedule and current City Council calendar.

Tuesday, February 21 st , 2023	District 5 (location to be determined)
Tuesday, March 14 th , 2023	District 2 (location to be determined)
Tuesday, April 18 th , 2023	District 3 (location to be determined)

Tuesday, May 16, 2023 (No meeting in April)
 Tuesday, June 13, 2023 District 7 (location to be determined)
 District 1 (location to be determined)

(No meetings in July & August)

Tuesday, September 26, 2023 District 6 (location to be determined)
 Tuesday, October 17, 2023 District 4 (location to be determined)
 Tuesday, November 14, 2023 At-large (location to be determined)
 (No meeting in December)

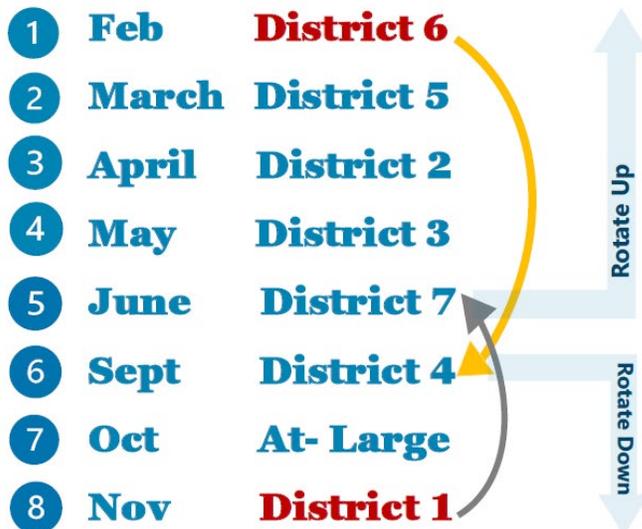
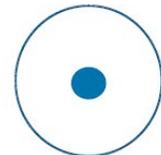
Please note that the November meeting date has been corrected to reflect a Tuesday Nov. 15th was erroneously shown previously.

Attachments:
 Council ECM Rotation
 City Council Calendar

cc:

City Council

Evening Community Meeting Rotation



Note:
 Over the 10 years, the month of **January** has periodically moved to February for various reasons. Prior to that the month of **April** was eliminated in order to focus on the Budget, when that was the traditional month for Budget deliberations prior to the bankruptcy. For the last 20 plus years the month of **July** has been used to make up for canceled meetings or to hold special meetings. **August** and **December** are, of course, traditionally recess periods.

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>2 NEW YEARS DAY OBSERVANCE</p> <p>1-2 RECESS</p> <p>16 MARTIN LUTHER KING DAY</p>	<p>21 Evening Community Meeting – District 5</p> <p>20 CDBG/NOF OVERVIEW</p> <p>20-27 CDBG/NOF Deliberations</p> <p>28 City Council vote on CDBG/NOF</p>	<p>7 Mayor's Budget Address</p> <p>13-29 City Council Budget Hearings</p> <p>14 Evening Community Meeting – District 2</p> <p>30-31 City Council Executive Sessions on Budget</p>	<p>3-6 City Council Executive Sessions on Budget</p> <p>3 Public Hearing—Budget</p> <p>7 GOOD FRIDAY</p> <p>10 City Council Vote on Budget</p> <p>14 Mayor's Veto, if applicable</p> <p>18 City Council Veto Override, if applicable</p> <p>18 Evening Community Meeting – District 3</p> <p>26-30 RECESS</p>	<p>1 RECESS</p> <p>16 Evening Community Meeting – District 7</p> <p>29 MEMORIAL DAY</p> <p>30 Mackinac Policy Conference</p>	<p>13 Evening Community Meeting – District 1</p> <p>26 FORD Fireworks</p> <p>1-2 Mackinac Policy Conference</p>
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>4 INDEPENDENCE DAY</p> <p>26-31 RECESS</p>	<p>1-31 RECESS</p>	<p>1 RECESS</p> <p>4 LABOR DAY</p> <p>26 Evening Community Meeting – District 6</p> <p>TBD Congressional Black Caucus Annual Legislative Conf.</p>	<p>17 Evening Community Meeting – District 4</p> <p>TBD Community Budget Priority Meetings</p>	<p>10 VETERAN'S DAY</p> <p>15 Evening Community Meeting – At-Large District</p> <p>22-30 RECESS</p> <p>23 THANKSGIVING DAY</p> <p>24 DAY AFTER THANKSGIVING</p>	<p>1-31 RECESS (until Jan 1st)</p> <p>TBD CAYMC CLOSED</p> <p>22 CHRISTMAS EVE</p> <p>26 CHRISTMAS</p> <p>29 NEW YEAR'S EVE OBSERVANCE</p>