

MEETING DATE: December 6, 2023

ITEM # 4



SUBJECT:

CONSIDERATION OF SETTING THE TIME AND DATE FOR THE 2024/25 REGULAR MEETINGS OF THE PORT COMMISSION

INITIATED OR REQUESTED BY:

Council Staff

Other

REPORT COORDINATED OR PREPARED BY:

Laurie Ledesma, Sr. Deputy City Clerk

ATTACHMENT Yes No Information Direction Action

OBJECTIVE

The objective of this report is to seek Commission approval of the Port regular meetings scheduled February 1, 2024 through January 31, 2025.

RECOMMENDED ACTION

It is respectfully recommended that the Port Commission approve the time and date for regular meetings from 5:00 p.m. for Closed Session and 5:15 p.m. for Regular Session with no closed session. The dates coincide with the City Council dates and are listed below:

- | | | |
|-------------------|--------------------|------------------|
| February 21, 2024 | June 5, 2024 | October 2, 2024 |
| March 6, 2024 | July 17, 2024 | November 6, 2024 |
| April 10, 2024 | August 7, 2024 | December 4, 2024 |
| May 1, 2024 | September 18, 2024 | January 15, 2025 |

BACKGROUND

The Port Commission generally meets on the first Wednesday of each month, starting at 5:00 p.m. for closed session and 5:15 p.m. for regular sessions that have no closed session items on the agenda. These meetings coincide with the City Council meeting dates. Staff is recommending not scheduling a meeting on February 7, 2024 (first Wednesday) but scheduling a meeting on February 21, 2024 (third Wednesday) to spread more time apart from January’s meeting and to keep the trend of matching dates with City Council.

Staff is recommending not to schedule a meeting on April 3, 2024 due to scheduling conflicts with the City Council members and to keep the trend of matching dates with the City Council meetings, we will have a meeting scheduled for April 10, 2024.

Staff is recommending not scheduling a meeting on July 3, 2024 due to the July 4th holiday. Therefore, we will have a meeting scheduled for the third Wednesday, July 17, 2024.

Staff is recommending not scheduling a meeting on September 4, 2024 due to the Labor Day holiday. Therefore, we will have a meeting scheduled on the third Wednesday, September 18, 2024.

ANALYSIS

N/A

Alternatives

The Port Commission may choose to keep the regular meeting schedule on the first Wednesday of every month and cancel meetings or hold special meetings, as necessary.

Coordination and Review

N/A

Budget/Cost Impact

N/A

ATTACHMENTS

None.