MEMORANDUM

Date: **October 31, 2025**
To: **City Council**
From: **Charles Gillette, P.E., City Manager**
Re: **Proposal to Change City Council Meeting Schedule to Tuesday Evenings**

Background

Ivins City currently holds City Council meetings on the first and third Thursday evenings starting at 5:30 p.m., while the Planning Commission meets on Tuesdays preceding those City Council meetings. This schedule has served the City well, but it presents challenges for staff coordination, agenda preparation, and timely movement of items between the Planning Commission and City Council.

Proposal

Staff proposes shifting regular City Council meetings to the first and third Tuesdays of each month. The Planning Commission then could meet on the second and fourth (or last) Tuesdays, representing only a minor change to their existing schedule.

This change would establish Tuesday evenings as "meeting night" for City business. Staff and officials could plan their schedules around a consistent weekly cadence of Tuesday meetings, simplifying internal coordination and communication.

Additionally, staff proposes that City Council meetings begin at 4:30 p.m., with public hearings scheduled no earlier than 5:30 p.m. This approach allows the Council to address reports, administrative items, and other business before transitioning to items that involve public participation, ensuring residents still have convenient access to public hearings after normal working hours. This may depend on the availability of City Council members to make the earlier start time.

Benefits of the Proposed Change

1. **Improved Workflow Between Planning Commission and City Council**
    - Items approved by the Planning Commission could move more efficiently to the next City Council agenda minimizing delays and improving responsiveness.
2. **Enhanced Staff Efficiency and Predictability**
    - Staff could plan for one designated evening each week dedicated to public meetings.
    - This simplifies scheduling, reduces overtime variability, and improves work-life balance by creating predictable workloads.
    - Decisions made earlier in the week would enable staff to act more promptly, improving overall efficiency.
3. **Streamlined Agenda Preparation**
    - With a consistent Tuesday schedule, staff would have a fixed rhythm for preparing and distributing packets—Planning Commission agendas one week, followed by City Council agendas the next.

- This predictable pattern would help maintain steady administrative flow and reduce confusion over meeting timing.

4. **Better Use of City Facilities and Resources**
   - Having all major public meetings on the same day of the week ensures consistent facility setup and technology support, reducing conflicts and improving efficiency for staff who assist with recordings and presentations.
5. **Public Convenience and Engagement**
   - Holding public hearings at 5:30 p.m. or later ensures that residents who work regular business hours can still participate.
   - Maintaining a consistent "Tuesday night meeting" expectation helps residents remember when City meetings occur, potentially improving attendance and engagement.
6. **Consistency with Regional and Neighboring Practices**
   - Many neighboring jurisdictions in Washington County already hold council or commission meetings on Tuesday evenings, aligning schedules to support interlocal coordination and attendance at regional meetings.
7. **Earlier Start Time May Mean Earlier Finish Times**
   - With the earlier start time, meetings may conclude earlier, benefiting both staff and Council members.

Another option to consider is that, since there are four months each year with a fifth Tuesday, those evenings would remain open and available. These dates could be reserved for quarterly "Talk-About" meetings, workshops, or other special sessions—maintaining the intent of keeping Tuesday as the City's designated meeting night while providing flexibility for additional discussions or community engagement opportunities.

Conclusion

Changing City Council meetings to the first and third Tuesdays at 4:30 p.m. (with public hearings starting at 5:30 p.m.) would create a more efficient, predictable, and cohesive meeting schedule for Ivins City. This adjustment supports improved staff coordination, faster decision-making, and enhanced public accessibility.