City of Fort Smith City Clerk

MEMORANDUM

TO: Jeff Dingman, City Administrator

FROM: Sherri Gard, City Clerk

DATE: November 5, 2026

SUBJECT: Board of Directors Meetings in 2027

SUMMARY

Attached is a 2027 calendar that identifies all regularly scheduled meetings of the Board of Directors, which are historically scheduled for 6:00 p.m. each Tuesday evening and held at the Blue Lion, 101 North 2nd Street. Regular meetings are typically scheduled for the first and third Tuesday and study sessions on the second and fourth Tuesday.

For months that contain a fifth Tuesday, the Board has historically opted to not conduct a study session on said date. Such dates are specifically identified on the 2027 calendar as tentative in the event a study session is requested. City recognized holidays in which City Offices will be closed are also identified. There are no holidays in 2027 that create a direct conflict with any scheduled regular meeting or study session.

In the past, the Board of Directors have indicated their desire to forego meeting the weeks of Fort Smith Public School spring break (March) and National Night Out (October), as well as the weeks of Independence Day (July), Thanksgiving (November), and Christmas (December) holidays. The 2027 calendar provides for the recommended alternative meeting dates to accommodate the aforementioned. The only exception in 2027 is Independence Day, which is Sunday, July 4. Because said holiday is on a Sunday, the City of Fort Smith will observe such on Monday, July 5 whereby City offices will be closed. Due to such, and because there is no study session the preceding week due to being a fifth Tuesday, it's recommended that no alternative date be selected and the first regular meeting in July be scheduled for Tuesday, July 6, 2027.

In summary, below are the recommended dates for all regularly scheduled meetings of the Board of Directors, as well as the dates in which no meeting is scheduled:

REGULAR MEETINGS	STUDY SESSIONS
January 5 & 19	January 12 & 26
February 2 & 16	February 9 & 23
March 2 & 16	March 9 & 30 *
April 6 & 20	April 13 & 27
May 4 & 18	May 11 & 25
June 1 & 15	June 8 & 22 *
July 6 & 13	July 13 & 27
August 3 & 17	August 10 & 24 *
September 7 & 21	September 14 & 28
October 4 & 19 *	October 12 & 26
November 2 & 16	November 9 & 30 *
December 7 & 14 *	December *
** Alternate scheduling due to below*	
NO MEETING	
March 23	FSPS Spring Break
June 29	5th Tuesday TENTATIVE
August 31	5th Tuesday TENTATIVE
October 5	National Night Out
November 23	Thanksgiving holiday
December 21	Christmas holiday
December 28	New Year's holiday

By law, the date, time, and location of all regular meetings of the Board of Directors must be set by ordinance for the upcoming year. Once adopted, the scheduled date, time, and/or location may not be altered unless an ordinance amending same is approved by the Board. No ordinance is required for the scheduling of study sessions; however, the Board typically conveys its preference and once determined, the attached calendar will be updated to reflect same.

The Board also conducts an annual Budget Hearing to review the upcoming year's Proposed Operating Budget, which are usually scheduled for a full day, on a Friday in November, as well as a Strategic Workshop, which have been held at various times. Although the aforementioned meetings are not required to be set by ordinance, the dates may be pre-determined if the Board so desires. The attached calendar identifies the staff recommendation for the Budget Hearing in November and the Strategic Workshop in June; however, the Board may opt for alternate dates to accommodate scheduling availabilities later in 2027.

If you have any questions, please let me know.

ATTACHMENTS

1. 2027 Board Meeting Calendar.pdf