MEMORANDUM

TO: Jeff Dingman, City Administrator

FROM: Sherri Gard, City Clerk

DATE: November 25, 2026

SUBJECT: Board of Directors Meetings in 2027

SUMMARY

At the November 10, 2026 study session, the Board reviewed various meeting dates for 2027 whereby the Board concurred to the following:

REGULAR MEETINGS: 6:00 p.m., Blue Lion, 101 North 2nd Street, first and third Tuesday of each month with the exception of October and December.

In October, the first regular meeting is scheduled for Monday, October 4 to afford the Mayor and Board the opportunity to attend the annual National Night Out event on Tuesday, October 5. In December, the second regular meeting would typically be scheduled for Tuesday, December 21; however, such is the week of Christmas. Due to such, the second regular meeting is scheduled for Tuesday, December 14.

STUDY SESSIONS: 6:00 p.m., Blue Lion, 101 North 2nd Street, second and fourth Tuesday of each month with the exception of March, November and December.

In March and November, no study sessions will be held on Tuesday, March 23 as such is the week of Fort Smith Public Schools spring break or Tuesday, November 23 as such is the week of Thanksgiving. In December no study session will be scheduled for December 14 as such is scheduled for a regular meeting or December 28 as such is the week of New Year's Day.

For convenience, below is a list of dates for regular meetings and study sessions, as well as the dates in which no meeting will be held and the associated reason:

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 & 20	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

STRATEGIC WORKSHOP: Friday, June 4 (recommended)

BUDGET HEARING: Friday, November 19, 2026 (recommended)

As required by law, the Board must set regular meetings by ordinance; therefore, the proposed ordinance accomplishes such and formally sets the dates, time, and location for all Board of Directors regular meetings in 2027 as provided above. The 2027 Board Meeting Calendar is also attached for reference.

In 2021, the City Attorney drafted language establishing a procedure to address when inclement weather or other emergency arises that requires the cancelation and rescheduling of any meeting of the Board. Said verbiage is retained and included as Section 2 of the subject ordinance for 2027.

No formal action is required with regard to other meetings of the Board, i.e. study sessions, strategic workshop, budget hearing, etc.

Please let me know if you have any questions.

ATTACHMENTS

1. 7_Ordinance_-_Set_Meeting_Dates_for_Year.pdf
2. 2027 Board Meeting Calendar (2).pdf

ORDINANCE NO. _____

ORDINANCE SETTING THE DATES, TIME, AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF DIRECTORS FOR THE YEAR 2027

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

SECTION 1: In 2027, all regular meetings of the Fort Smith Board of Directors shall be held at 6:00 p.m. on the first and third Tuesday of each month, with the exception of October and December whereby such will be held on Monday, October 4 and Tuesday, October 19; and, Tuesdays, December 7 and 14, 2027.

SECTION 2: In the event of inclement weather or other emergency, the board of directors may cancel and reschedule any meeting of the board upon notice of at least four (4) directors to the city clerk. Notice may be given in writing or by phone and notice to cancel shall include the date and time of the rescheduling of the meeting. Following notice by a least four (4) directors, the City Clerk shall promptly notify the board, city administrator, mayor, and news media of the cancellation and rescheduling of the meeting. The City Clerk shall reasonably attempt to notify all other persons or entities interested in all agenda items of the cancelled meeting. Prior to the rescheduled meeting, the City Clerk shall cause notice required by the Arkansas Freedom of Information Act to be given.

SECTION 3: All regular meetings of the Fort Smith Board of Directors shall be held at the structure currently known as the Blue Lion, 101 North 2nd Street.

THIS ORDINANCE ADOPTED THIS 1st DAY OF December, 2026.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

Approved as to form:

_____
Publish one time

2027 BOARD MEETING CALENDER

Discussed at the November 10, 2026 Study Session

~ January 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
					1 ~ CLOSED ~ NEW YEAR'S DAY	2
3	4	5 REGULAR MEETING	6	7	8	9
10	11	12 STUDY SESSION	13	14	15	16
17	18 ~ CLOSED ~ MARTIN L. KING JR DAY	19 REGULAR MEETING	20	21	22	23
24	25	26 STUDY SESSION	27	28	29	30
31						

~ February 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 REGULAR MEETING	3	4	5	6
7	8	9 STUDY SESSION	10	11	12	13
14	15	16 REGULAR MEETING	17	18	19	20
21	22	23 STUDY SESSION *QUARTERLY BUDGET REVIEW*	24	25	26	27
28						

~ March 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 REGULAR MEETING	3	4	5	6
7	8	9 STUDY SESSION	10	11	12	13
14	15	16 REGULAR MEETING	17	18	19	20
21	22	23 NO STUDY SESSION	24	25	26 ~ CLOSED ~ GOOD FRIDAY	27
		~ SPRING BREAK ~				
28	29	30 STUDY SESSION	31			

~ April 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6 REGULAR MEETING	7	8	9	10
11	12	13 STUDY SESSION	14	15	16	17
18	19	20 REGULAR MEETING	21	22	23	24
25	26	27 STUDY SESSION	28	29	30	

~ May 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4 REGULAR MEETING	5	6	7	8
9	10	11 STUDY SESSION	12	13	14	15
16	17	18 REGULAR MEETING	19	20	21	22
23	24	25 STUDY SESSION *QUARTERLY BUDGET REVIEW*	26	27	28	29
30	31 ~ CLOSED ~ MEMORIAL DAY					

~ June 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
		1 REGULAR MEETING	2	3	4 PROPOSED STRATEGIC WORKSHOP	5
6	7	8 STUDY SESSION	9	10	11	12
13	14	15 REGULAR MEETING	16	17	18 ~ CLOSED ~ JUNETEENTH	19
20	21	22 STUDY SESSION	23	24	25	26
27	28	29 NO STUDY SESSION ~TENTATIVE~	30			

~ July 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5 ~ CLOSED ~ INDEPENDENCE DAY	6 REGULAR MEETING	7	8	9	10
11	12	13 STUDY SESSION	14	15	16	17
18	19	20 REGULAR MEETING	21	22	23	24
25	26	27 STUDY SESSION	28	29	30	31

~ August 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3 REGULAR MEETING	4	5	6	7
8	9	10 STUDY SESSION	11	12	13	14
15	16	17 REGULAR MEETING	18	19	20	21
22	23	24 STUDY SESSION *QUARTERLY BUDGET REVIEW*	25	26	27	28
29	30	31 NO STUDY SESSION ~TENTATIVE~				

~ September 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6 ~ CLOSED ~ LABOR DAY	7 REGULAR MEETING	8	9	10	11
12	13	14 STUDY SESSION	15	16	17	18
19	20	21 REGULAR MEETING	22	23	24	25
26	27	28 STUDY SESSION	29	30		

~ October 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4 REGULAR MEETING	5 NO REGULAR MEETING *NAT'L NIGHT OUT*	6	7	8	9
10	11	12 STUDY SESSION	13	14	15	16
17	18	19 REGULAR MEETING	20	21	22	23
24	25	26 STUDY SESSION QUARTERLY BUDGET REVIEW	27	28	29	30
31						

~ November 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 REGULAR MEETING	3	4	5	6
7	8	9 STUDY SESSION	10	11 ~ CLOSED ~ VETERANS DAY	12	13
14	15	16 REGULAR MEETING	17	18	19 PROPOSED BUDGET HEARING *QUARTERLY BUDGET REVIEW*	20
21	22	23 NO STUDY SESSION	24	25 ~ CLOSED ~ THANKSGIVING	26 ~ CLOSED ~ THANKSGIVING	27
28	29	30 STUDY SESSION				

~ December 2027 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7 REGULAR MEETING	8	9	10	11
12	13	14 REGULAR MEETING	15	16	17	18
19	20	21 NO REGULAR MEETING	22	23 ~ CLOSED ~ CHRISTMAS	24 ~ CLOSED ~ CHRISTMAS	25
26	27	28 NO STUDY SESSION	29	30	31 ~ CLOSED ~ NEW YEAR'S DAY	