

AGENDA ITEM # _____
DATE: October 5, 2015
COAC NUMBER: 15-5665

**CITY OF GOODYEAR
CITY COUNCIL ACTION FORM**

SUBJECT: Approve 2016 City Council Meeting Schedule	STAFF PRESENTER: Maureen Scott, City Clerk COMPANY: CONTACT:
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RECOMMENDATION:

Reschedule the regular City Council meeting normally scheduled on July 25, 2016 to July 18, 2016; the regular meeting normally scheduled on August 8, 2016 to August 29, 2016; the regular meeting normally scheduled on October 10, 2016 to October 3, 2016; the regular meeting normally scheduled on November 28, 2016 to November 21, 2016; the regular meeting normally scheduled on December 26, 2016 to December 19, 2016, and to approve the 2016 City Council Meeting Calendar.

PURPOSE:

Each year the City Clerk's Office prepares a list of the City Council meetings for the entire year and establishes a calendar for staff, which lists when materials need to be ready for preparation of the City Council agenda and packet. We are continuing the practice of streamlining the process and including any meeting adjustment dates so that City Council does not have to approve individual meeting date changes in order to comply with Ordinance No. 2003-860 which enables Council to cancel or change a meeting date when necessary. If approved, this calendar will serve as the notice of changes to meeting dates, as required by Ordinance 2003-860. These changes reflect rescheduled meetings due to holidays and conflicts which fall on and around regular Council meeting days, National League of Cities Conferences and Public Hearing Requirements.

BACKGROUND AND COMMUNITY BENEFIT:

State law, City Charter, and City Code govern City Council meetings. The City Charter requires two meetings a month. City Code requires regular meetings to be held on the 2nd and 4th Monday's of the month. State Statutes require that the City Clerk prepare, at the beginning of each year, a schedule of the proposed City Council meeting dates. To accommodate all of the applicable requirements and to streamline the process for the City Council, staff has identified regular meetings that fall on or near holidays and need to be changed by motion per Ordinance 2003-860. Staff is recommending that we adopt the calendar of meeting dates so that Council does not have to approve a separate motion each time a meeting date changes. It will not completely eliminate unexpected changes which are sometimes required for conflicts or other

unexpected changes, but the thought is to account for as many changes as possible with this action.

PREVIOUS ACTIONS AND DISCUSSION:

As required by State Law, the proposed Council Meeting Schedule includes work sessions. Neither the Charter nor the City Code imposes any requirements for holding, canceling, adding or rescheduling work sessions, but the Council's *Rules of Procedures*, 4.4 WORK SESSIONS, states "Members of the City Council will convene at 5:00 p.m. on the third Monday of each month..." The worksessions reflected in the proposed Council Meeting Schedule are consistent with the Rule of Procedures. Work sessions which fall on holidays have not been rescheduled at this time, but will be scheduled on an alternate Monday as the need arises.

Adoption of this calendar provides a planning tool for staff and Council.

FISCAL ANALYSIS:

None

ATTACHMENT:

Calendar