

AGENDA ITEM # \_\_\_\_\_  
DATE: October 24, 2016  
COAC NUMBER: 16-5873

**CITY OF GOODYEAR  
CITY COUNCIL ACTION FORM**

<b>SUBJECT:</b> Approve 2017 City Council Meeting Schedule	<b>STAFF PRESENTER:</b> Maureen Scott, City Clerk <b>COMPANY:</b> <b>CONTACT:</b>
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**RECOMMENDATION:**

Reschedule the regular City Council meeting normally scheduled on July 24, 2017 to July 17, 2017; the regular meeting normally scheduled on August 14, 2017 to August 21, 2017; the regular meeting normally scheduled on October 09, 2017 to October 2, 2017; the regular meeting normally scheduled on November 27, 2017 to November 20, 2017; the regular meeting normally scheduled on December 25, 2017 to December 18, 2017, and to approve the 2017 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. Adoption of this calendar provides a planning tool for staff and Council.

**BACKGROUND AND PREVIOUS ACTIONS:**

Ordinance No. 2003-860 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.

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 2<sup>nd</sup> and 4<sup>th</sup> 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.

### **CURRENT POLICY**

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 work sessions reflected in the proposed Council Meeting Schedule are consistent with the Rule of Procedures. Work sessions which fall on holidays are not required to be rescheduled, but will be scheduled on an alternate Monday as the need arises.

### **FISCAL ANALYSIS:**

None

### **ATTACHMENT:**

Calendar