

AGENDA ITEM #: _____

DATE: October 5, 2020

CAR #: 2020-7080



CITY COUNCIL ACTION REPORT

SUBJECT: Approval of the 2021 Council Meeting Calendar

STAFF PRESENTER(S): Darcie McCracken, City Clerk

OTHER PRESENTER(S): None

Summary: Staff is seeking Council approval of the 2021 Council Meeting Calendar.

Recommendation: Approve the 2021 Council Meeting Calendar.

Fiscal Impact: No fiscal impact will result from approving the 2021 Council Meeting Calendar.
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Background and Previous Actions

Section 4.1 (Meeting Dates) of the Council's Rules of Procedure, adopted by Resolution No. 2018-1789, requires the City Clerk to submit to Council for adoption no later than November 1 a calendar of all Council meeting dates for the following calendar year. Staff reviewed the dates of city-observed holidays as well as the dates of conferences Councilmembers are scheduled to attend throughout 2021. The proposed Council meeting dates were selected to minimize potential conflicts; however, the dates may be revised to better meet the needs of Council.

Staff Analysis

In addition to being a resource for Council, the calendar is used by staff to plan when items may be presented to Council and to set the necessary deadlines to ensure the Council agendas and packets are available on the Wednesdays preceding the Council meetings. While staff has attempted to consider every eventuality, adjustments may be made to the calendar as needed.

Article II, Section 16 (Meetings of Council, Boards, Commissions and Committees) of the City Charter sets forth the requirement that the Council meet no fewer than two times per month. The proposed meeting calendar satisfies this requirement. Tentative dates for Council work sessions have also been added for planning purposes. The work sessions reflected in the proposed Council meeting calendar are consistent with the Rules of Procedure.

Attachments

2021 Council Meeting Calendar