

**MEETING DATE/TYPE:** VOTING MEETING 10-8-19

**DEPARTMENT:** City Clerk

**AGENDA ITEM:** Approval of the 2020 Council Meeting Calendar.

**Approved By:** Michael Lamar, City Manager

### Item Summary

Each year the City Clerk prepares a list of Council meetings for the entire year and establishes a calendar for staff. The City Clerk's Office strives to prepare a calendar where Council doesn't have to approve individual meeting date changes. These changes could reflect rescheduled meetings due to holidays and conferences that may fall on or around a regular Council meeting date. The adopted calendar also helps staff to help them determine when materials are needed for the preparation of the Council agenda packet.

### Background

Per the City Charter and Rules of Procedure, Council is required to have no less than two regular meetings per month on the second and fourth Tuesday of the month. Study Sessions are also scheduled the second and fourth Tuesday of each month. To accommodate all of the applicable requirements, and to streamline the process for Council, staff has identified regular meetings that need to be rescheduled.

Staff is recommending that Council approve the calendar of meeting dates so that it will not have to be voted on as a separate motion each time a meeting date changes. It will not completely eliminate unexpected changes required by unforeseen conflicts, but the intent is to account for as many changes as possible with this action.

### Attachments

**Recommended Action:** 1) **MOVE** to approve rescheduling the Voting Meeting normally scheduled on November 24, 2020 to November 17, 2020 and on December 22, 2020 to December 15, 2020; and 2) **MOVE** to approve the 2020 Council Meeting Calendar.

1. 2020 Council Calendar