



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting of December 19, 2017

**DATE:** December 14, 2017

**TO:** Mayor and City Council

**FROM:** Rebecca L. Huerta, City Secretary  
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### **Approval of 2018 City Council Meeting Calendar**

#### **CAPTION:**

Motion approving the 2018 City Council meeting calendar.

#### **PURPOSE:**

For planning purposes, attached are the proposed dates for 2018 City Council meetings. Additionally, after consultation with the City Auditor and Business Liaison, the proposed dates for the Tax Reinvestment Zone No. 3 (Downtown TIRZ) and Audit Committee meetings are also included since Council members serve on the board and the meetings are held before regular Council meetings.

#### **BACKGROUND AND FINDINGS:**

Per Article II, Section 14(a) of the City Charter, the city council shall meet in regular session at least once per week at city hall unless the city council elects to adjust the regular meeting schedule for valid reasons recorded in the minutes; provided that in any event the city council is required to meet in regular session not less often than twice each month.

Council Policies, Section 16.a.1. states that the City Council shall meet in regular session at 11:30 a.m. each Tuesday, except that, in order to maximize efficiency and use of resources, it shall not meet the first Tuesday of each month unless requested by the Mayor, the City Manager, or four members of the City Council. The time for a regular meeting may be changed as deemed advisable by Council.

In accordance with these provisions, attached is the proposed 2018 Council meeting calendar. To follow is a list of Council meetings proposed for cancellation or new scheduling:

**Canceled Meetings**

March 13 – Spring Break

July 10 – Summer Break

November 27 – Thanksgiving Break

December 18 and 25 – Christmas Break

**New Meeting:**

December 4 – 1<sup>st</sup> Tuesday - Regular Council Meeting

**OTHER CONSIDERATIONS:**

This calendar serves as a planning tool, and the dates may be subject to change due to unforeseen circumstances. The Council can amend the calendar at any time by announcing the new schedule during a Council meeting so it can be recorded in the minutes.

**CONFORMITY TO CITY POLICY:**

Conforms with City Charter and Council Policies.

**DEPARTMENTAL CLEARANCES:**

City Auditor's Office

City Manager's Business Liaison

Assistant City Manager's Office

**FINANCIAL IMPACT:**

☐ Operating

☐ Revenue

☐ Capital

☒ Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget			
Encumbered / Expended Amount			
This item			
BALANCE			

Fund(s): None.

**Comments:** None.

**SUPPORTING DOCUMENTS:**

Proposed 2018 City Council Meeting Calendar