



## STAFF REPORT

**DATE:** August 3, 2021

**TO:** Kent Cagle, City Manager

**FROM:** Judy Paradise, City Manager's Office

**SUBJECT:** Reschedule October, November, and December City Council Meetings

### **BACKGROUND AND FINDINGS:**

Section 34 of the City Charter provides that the City Council shall meet regularly, but not less frequently than twice a month. Historically, the City Council has scheduled these two meetings for the second and fourth Tuesdays of the month.

The national Association of the United States Army (AUSA) meeting occurs in October each year leaving the City Council with a lack of a quorum for scheduled meetings. This year's AUSA meeting occurs the second week of October.

The holidays in November and December create possible quorum issues due to travel.

### **THE ALTERNATIVES CONSIDERED:**

#### **Which alternative is recommended? Why?**

The alternative considered for the October meeting is to move the October 12 Regular Meeting back one week to October 19 and have the scheduled Workshop Meeting after the Regular Meeting.

#### **OCTOBER**

<b>Current Meeting Schedule</b>	<b>Proposed Meeting Schedule</b>
October 5, 2021 - Workshop Meeting	October 5, 2021 - Workshop Meeting
October 12, 2021 - Regular Meeting	October 12, 2021 - No Meeting
October 19, 2021 - Workshop Meeting	October 19, 2021 - Regular Meeting and Workshop
October 26, 2021 - Regular Meeting	October 22, 2021 - Regular Meeting

The fourth Tuesday of November falls during the week of Thanksgiving. The fourth Tuesday in December falls immediately after the Christmas holiday. It is recommended that the second regular City Council meeting of November be held on November 16, 2021, and the second regular meeting of December be held on December 14, 2021.

#### **NOVEMBER**

<b>Current Meeting Schedule</b>	<b>Proposed Meeting Schedule</b>
November 2, 2021 - Workshop Meeting	November 2, 2021 - Workshop Meeting
November 9, 2021 - Regular Meeting	November 9, 2021 - Regular Meeting and Workshop

November 16, 2021 - Workshop Meeting	November 16, 2021 - Regular Meeting
November 23, 2021 - Regular Meeting	November 23, 2021 - No Meeting
November 30, 2021 - No Meeting	November 30, 2021 - Workshop Meeting

## **DECEMBER**

<b>Current Meeting Schedule</b>	<b>Proposed Meeting Schedule</b>
December 7, 2021 - Workshop Meeting	December 7, 2021 - Regular Meeting and Workshop
December 14, 2021 - Regular Meeting	December 14, 2021 - Regular Meeting
December 21, 2021 - Workshop Meeting	December 21, 2021 - No Meeting
December 28, 2021 - Regular Meeting	December 28, 2021 - No Meeting

### **CONFORMITY TO CITY POLICY:**

Conforms to Section 34 of the City Charter.

### **FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

N/A

**Is this a one-time or recurring expenditure?**

N/A

**Is this expenditure budgeted?**

N/A

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

N/A

### **RECOMMENDATION:**

City staff recommends the first regular City Council meeting of October be held on October 19, 2021, the second regular City Council meeting of November be held on November 16, 2021, the first regular meeting of December be held on December 7, 2021, and the second regular meeting of December be held on December 14, 2021.

### **DEPARTMENTAL CLEARANCES:**

Legal

### **ATTACHED SUPPORTING DOCUMENTS:**

Current Meeting Schedule  
Proposed Meeting Schedule