TO: Mayor Anderson, Vice Mayor Griffin, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: December 16, 2019

SUBJECT: Adoption of the 2020 City Commission Regular Meeting Schedule

RECOMMENDATION:

It is recommended that the City Commission adopt a resolution setting the schedule of regular City Commission meetings for the 2020 calendar year.

BACKGROUND:

The proposed 2020 schedule of regular City Commission meetings was designed with following parameters in mind:

- both the Open Meetings Act (OMA) and City Commission Rule #1 require the Commission to establish a schedule of its regular meetings for the calendar year.
- City Commission Rule #1 specifies the Commission will hold its Regular Business Meetings on the first and third Mondays of the month, except as specified in the annual schedule of meetings.
- Section 8(a) of the City Charter requires that the City Commission meet “not less than twice each month.”
- if a City-observed holiday falls on the first or third Monday of the month, the Commission meeting has been moved to the next business day.

In addition to Business Meetings, the proposed 2020 schedule also includes Neighborhood Meetings on the third Monday of every month from February through November.

The recommendation to adopt a regular meeting schedule does not interfere with the ability of the City Commission to hold special Business Meetings, Committee of the Whole Meetings, or Work Sessions when necessary.
STRATEGIC VISION ALIGNMENT:

Relevant Priority Based Budgeting Program:

Program Name and Description
Legislative Support - Activities that fulfill the City Clerk's role as the "Clerk of the City Commission (City Charter, Section 47). These activities include preparing City Commission meeting agendas and agenda packets; creating City Commission meeting minutes; processing documents for signature and transmittal following City Commission actions; organizing and indexing City Commission documents; and performing legislative research for Commissioners, staff, and citizens.

This program/project has a high degree of impact on the following Strategic Goal(s):

Good Governance- Ensuring the City organization has the capacity and resources to effectively implement the community's Strategic Vision in a way that is sustainable over the long term.

Discussion
Preparing the annual schedule of regular City Commission meetings most directly addresses the Communication and Outreach subgoal under Good Governance.

COMMUNITY ENGAGEMENT:

Appropriate Depth of Engagement
Inform

Engagement/Communication Tools
Once adopted, the City Commission's regular meeting schedule for 2020 will be physically posted at City Hall, posted electronically on the City's website and social media, and emailed to the people who have subscribed to receive notice when City Commission agendas and agenda packets have been published.

FISCAL IMPACT:

There is no fiscal impact associated with this recommendation.