



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** December 13, 2021
SUBJECT: Discuss 2022 City Council meeting schedule
PRESENTER: Alicia Richardson, City Secretary / Chief Governance Officer

SUMMARY:

Staff will outline the 2022 meeting schedule and receive direction from City Council to reschedule or cancel meeting(s) as necessary.

GENERAL DESCRIPTION:

City Council meetings are held on the second and fourth Monday of each month. There are occasions when meetings conflict with holidays and state and national conferences. City Council provides direction to either reschedule or cancel the meeting as necessary.

Staff has identified meetings (March, May, November and December) that require discussion and direction from City Council.

- March 14, 2022
 - Conflicts with the annual National League of Cities conference (March 14-16).
 - The first meeting in March typically conflicts with spring break for Birdville and Keller Independent School Districts. This year spring break is March 14-18.
 - When there is a conflict, City Council traditionally reschedules the first meeting of the month to the previous week (Monday, March 7).
- May 23, 2022
 - Election Day is May 7 and the canvassing period falls outside the regularly scheduled meeting.
 - Staff recommends City Council move the May 23 meeting to Wednesday, May 18.
- November 28, 2022
 - City Council has traditionally directed staff to cancel the second meeting in November.
- December 26, 2022
 - City Council has traditionally directed staff to cancel the second meeting in December.



In response to approval of House Bill 3167, 86th Legislative Session, plans submitted in accordance with Chapter 212, Subchapter A, Texas Local Government Code are required to be approved, approved with conditions or disapproved within 30 days. Based on the direction by City Council, the Planning Department aligns their plat submittal calendar to ensure the city is compliant with House Bill 3167.

Attached is a tentative 2022 plat submittal/meeting schedule and development meeting calendar. Both attachments presume the cancellation of the second City Council meeting in November and December and rescheduling of the March 14 and May 23 meeting. The development meeting calendar includes meeting dates for City Council, Planning and Zoning Commission and Zoning Board of Adjustment. The calendar also indicates city holidays.

Following City Council's direction, staff will finalize the plat submittal/meeting schedule and development meeting calendar and make it available to the public. Staff will place an action item on the January 10, 2022 agenda to approve the 2022 City Council meeting schedule.