



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** January 8, 2018  
**SUBJECT:** Modify the 2018 City Council meeting schedule.  
**PRESENTER:** Alicia Richardson, City Secretary

### **SUMMARY:**

The City Council will take action to modify the 2018 meeting schedule to cancel the November 26 and December 24 City Council meetings and reschedule the March 12 and May 28 meetings to March 5 and May 21, respectively.

### **GENERAL DESCRIPTION:**

The regular scheduled City Council meetings are held on the second and fourth Monday of each month. There are occasions when meetings conflict with holiday, state and national conferences, and statutory requirements outlined in the Texas Election Code. Historically, the City Council meeting schedule has been modified to either cancel or reschedule a meeting that is scheduled close to the Thanksgiving or Christmas holiday.

Staff identified a couple of meetings—March 12 and May 28—that conflict with the independent school district and city designated holiday. On December 11, 2017, during the City Council work session, City Council directed staff to cancel the November 26 and December 24 meetings and reschedule the March 12 and May 28 meetings to March 5 and May 21, respectively. This item is placed on the agenda to formally modify the 2018 City Council meeting schedule.

The Planning and Development department provides a development meeting calendar to assist developers with the management of their submittals. The 2018 meeting schedule will be updated to incorporate the action of City Council.

### **RECOMMENDATION:**

Modify the 2018 City Council meeting schedule.