



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** December 14, 2020  
**SUBJECT:** Discuss 2021 City Council meeting schedule  
**PRESENTER:** Alicia Richardson, City Secretary / Chief Governance Officer

### **SUMMARY:**

Staff will outline the 2021 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, November and December) that require discussion and direction from City Council.

- March 8, 2021
  - Conflicts with the annual National League of Cities conference.
  - The first meeting in March typically conflicts with spring break for Birdville and Keller Independent School Districts. This year spring break is March 15-19, 2021.
- November 22, 2020
  - City Council has traditionally directed staff to cancel the second meeting in November.
- December 27, 2020
  - City Council has traditionally directed staff to cancel the second meeting in December.

Staff does not anticipate the need to schedule a special meeting to canvass the election results. This year Election Day falls on May 1 and the canvassing period aligns with our regularly scheduled City Council meetings in May.

In response to recent legislation (House Bill 3167), 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 2021 plat submittal/meeting schedule and development meeting calendar. Both attachments presume the cancellation of the second City Council meeting in November and December. 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 11, 2021 agenda to approve the 2021 City Council meeting schedule.