

## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** December 12, 2016  
**SUBJECT:** Discuss 2017 City Council meeting schedule  
**PRESENTER:** Alicia Richardson, City Secretary

### **SUMMARY:**

City Council will discuss the meeting schedule for 2017, and if needed, provide direction to reschedule or cancel meeting(s).

### **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 holidays, state and national conferences, and statutory requirements outlined in the Texas Election Code. City Council provides direction to either reschedule or cancel the meeting.

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

- March 13, 2017
- May 22, 2017
- December 25, 2017

The March 13 meeting conflicts with the annual National League of Cities conference and spring break for Birdville Independent School District. City Council may opt to reschedule the meeting to March 6 or March 20.

During the month of May, the City Council generally reschedules the second meeting to take action as outlined by the Texas Election Code pertaining to city elections. The Election Code provides the time period in which a municipality may canvass election results declaring candidates elected to office. Pursuant to state law, a governing body may canvass the election results no earlier than the third (3<sup>rd</sup>) day following the election, and no later than the eleventh (11<sup>th</sup>) following the election. This requires the City Council to meet on a date outside a regular scheduled meeting. Staff is recommending that City Council consider rescheduling the May 22 meeting to May 15.

Finally, the second meeting of the month in December falls on Christmas. Traditionally, City Council has directed staff to cancel the second meeting in November and December.