

Office of the City Manager

City of Richland Hills, Texas

## Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
From: Eric Strong  
Date: October 1, 2013  
Subject: Council Meeting Calendar

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### **Council Action Requested:**

Consider meeting schedule for City Council meetings for the remainder of 2013.

### **Background Information:**

Historically, the City of Richland Hills has held only one meeting per month during the months of November and December. It is generally a slower time of year since the budget has been completed and the holiday season is in full swing.

Staff would like to discuss this issue with you to see what your preference is for the remainder of this year. As it stands right now, it is also possible to only have one October meeting, if that is the pleasure of the Council. We have moved anything that needs to be dealt with during October onto this agenda (October 1).

If you want to continue with the pattern of only having one meeting in November and December, we will need to have the November meeting at date other than the regularly scheduled first Tuesday, which is on November 5<sup>th</sup>. That is also the date of the charter election, and we will not be able to canvass the results the same day as the election. The results need to be canvassed between November 13<sup>th</sup> and 18<sup>th</sup>. If you want to have only one meeting for the month, it will need to be on one of those days (see calendar below)

Canvassing on the required dates means that the meeting in which you canvass cannot be held on a Tuesday. If you want to keep the scheduled meeting on a Tuesday and have a separate meeting to canvass, you can call a special meeting for the sole purpose of

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

canvassing the results of the election. That can be a meeting that is held during the day, as it will likely be short. It would not require that all the council be in attendance, just enough to constitute a quorum.

If you decide to only have one meeting in any of the next three months, staff requests that any motion include language to authorize the staff to call additional meetings as might be necessary. While we will be able to plan for one meeting, there are times that issues arise that need to be dealt with urgently, and having a month between meetings might not accommodate that need.

**Board/Citizen Input:** N/A

**Financial Impact:** N/A

**Staff Contacts:**

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**Attachments:** N/A