File #:	ID# 19-325	Name:	
Type:	Report	Status:	Study Session Item
File created:	12/3/2019	In control:	City Council
On agenda:	12/10/2019	Final action:	
Title:	Review of Council's Tentative Calendar		
Sponsors:			
Indexes:			
Code sections:			
Attachments:			

Date	Ver.	Action By	Action	Result

Agenda Date: 12/10/2019

Subject:
Review of Council's Tentative Calendar

Prepared By: Mark Relph, City Manager

PURPOSE:
The council's tentative calendar is a working document that staff and council use to plan several months in advance the study sessions and regular meetings. The purpose of this study session is to review the process for how items get set in the calendar.

PRESENTATIONS:
    Staff Presenter(s):   Mark Relph, City Manager
    Additional Presenter(s):   N/A

SUMMARY:
Per the council's legislative rules, the Mayor and City Manager set the agenda for the meetings. Periodically, the City Manager brings forward a review of the calendar for a broader discussion of the priorities and how they may be scheduled. Accompanying the tentative calendar is typically a more detailed work plan.

The discussion at this study session is a general review of the process for reconciling the tentative calendar with a future work plan and specifically how this process will be utilized after the council's retreat around the first of February.

PRIOR ACTIONS OR DISCUSSIONS:
N/A

ANALYSIS:
Staff Analysis

Council receives the most up to date tentative calendar once a week when the study session or regular meeting materials are sent to council. The current work plan can be found at the link below:

Council Work Plan Dashboard <https://app.smartsheet.com/b/publish?EQBCT=89ee59e032ca4270a64d592b80c03835>

Staff will walk through both documents at the study session.

RECOMMENDATION:
Not applicable; just general discussion.