



CITY OF VENICE
Office of the City Manager

TO: Mayor and City Council
FROM: Ed Lavallee, City Manager
DATE: October 28, 2013
RE: City Council Meeting Schedule

At the October 22, 2013 meeting of the Venice City Council the staff was requested to review the planned Council meeting schedule for the 2014 fiscal year and comment. Following is a summary of the review and recommendations.

Typically, council meetings are held on the second and fourth Tuesdays of each month. Exceptions to the regular schedule occur in the summer months when Council may elect to meet once instead of twice in specific months, and in the late fall season, when Council may elect on occasion to meet once instead of twice in a particular month.

Staff reviewed the past Council meeting schedule and compared it to major staff activities including the annual process of preparing the municipal budget. Consideration was given to times when public workshops, public hearings, and other meetings involving staff members and Council may be scheduled. In the past fiscal year, Council elected to not meet on the second regular meeting date in June and on the first regular meeting date in July. Staff analyzed the projected time line for budget development and review, and determined that the referenced Council meeting schedule would not interfere with the budget development process. Accordingly, it is recommended that Council meetings not be scheduled for the last regular meeting date in June 2014 (fourth Tuesday of the month) and the first regular meeting date in July 2014 (second Tuesday of the month).

Further, given the schedule of posted holidays in the late fall-early winter it is recommended that Council meetings not be scheduled for the first regular meeting date in November (second Tuesday of the month), and the last regular meeting date in December 2014 (fourth Tuesday of the month). Otherwise, subject to changes that may be required by unforeseen circumstances, it is recommended that except for the four exceptions noted herein, Council meetings be scheduled for the second and fourth Tuesdays of each month for the remainder of the 2014 fiscal year. .