



## Request for Committee Action from Office of the City Clerk

Date: October 29, 2014

To: Elizabeth Glidden, Chair  
Committee of the Whole

Subject: 2015 City Council & Standing Committees Calendar

Recommendation: (1) Approve the 2015 City Council & Standing Committees Calendar;  
(2) Direct the City Clerk to post the 2015 Calendar as notice of regular meetings;  
and  
(3) Authorize the City Clerk to incorporate updates, corrections, and changes to the 2015 Calendar, as necessary, to accommodate the City Council and its Standing Committees.

Prepared by: Casey Joe Carl, City Clerk 612/673-2216  
Presenters in Committee: Casey Joe Carl

**Background:** The City Council annually adopts a schedule detailing the dates and times of its regular meetings as well as those of its standing committees, which serves as a notice thereof, pursuant to Minn. Stat. 13D.04, subd. 1. The official calendar is maintained by the Office of City Clerk, with printed copies posted in City Hall and electronic copies available via the City's website. Copies are also available to interested parties from the Clerk's Office upon request.

The 2015 calendar was prepared using pre-approved scheduling guidelines and long-standing practices from previous years. For 2015, the proposed calendar includes:

1. Regular meeting dates and times for the City Council and for its Standing Committees have been identified, consistent with the number of standing committees and the dates and times of those meetings conducted in 2014.
2. The calendar includes all holidays recognized by the City and seven (7) ward work weeks, one less than observed in 2014. There is no scheduled election for calendar year 2015.
3. Planned conference dates for the National League of Cities are identified in parentheses in March (7-11) and November (4-8).
4. A final Council meeting is tentatively set for Wednesday, December 16. Those committees having time-sensitive business to transact before the end of year break will meet on the preceding two days before that meeting, if necessary.

**Supporting Information:** A copy of the Draft 2015 City Council & Standing Committees Calendar is attached for reference.