

COUNCIL POLICY MANUAL

Policy 7.4.3 Council Activity Calendar and Meeting Scheduling**POLICY PURPOSE:**

It is the purpose of this policy to establish guidelines and standards regarding the availability and updating of the Council Activity Calendar (CAC) and support to Council for the scheduling of meetings.~~City resources and support for Councilmembers. This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:~~

- ~~• City Charter, Section 807~~
- ~~• Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

POLICY STATEMENT:I. Council Activity Calendar (CAC).

A calendar of general Council activities that are of either City, legislative, or local import is maintained for Council by the Executive Assistant to the City Council. Councilmembers are notified of upcoming City events to determine their respective interests and arrangements are made accordingly. This calendar is not comprehensive of every individual activity of each Councilmember. The CAC is available to Council and key City staff online at all times and is updated at least once generally each business day ~~the Executive Assistant to the City Council is at work.~~

II. Meetings: Scheduling and Use of City Hall Facilities.

~~T~~Assistance shall be provided ~~he~~ Executive Assistant shall provide assistance to Councilmembers in making arrangements~~arranging~~ for meetings held ~~in~~ City facilities. Normal scheduling methods shall be used. ~~The Executive Assistant to the City Council is responsible for making arrangements for City Councilmember meetings to be held in City facilities.~~ This provision does not apply to regular or special City Council meetings (which are coordinated through the City Clerk's Office). Neither Councilmembers or City staff shall ~~provide support or~~ use any City resources for political campaigns.

III. ~~Implementation.~~

~~The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.~~

~~Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.~~

COUNCIL POLICY MANUAL

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))

Lead Department: Office of the City Manager

For reference, see also:

- [Council Policy Manual 7.4.1, Section II, *Implementation*](#)
- [City Charter, Section 807, *Prohibition Against Councilmanic Interference*](#)
- [Code of Ethics and Conduct for Elected Officials](#)