



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk/Public Records Officer
Michael Olson, Director of Finance and Administration

Date: January 25, 2021

Subject: 2021 City Council Calendar Adjustments

RECOMMENDATION:

That the City Council consider adjustments to its August, November and December meeting calendar. By approving the consent calendar, the Council is authorizing the changes to the Council calendar. Because these calendar changes are made regularly, staff also recommends that the Council consider changing the Council Policies and Procedures to make these changes automatic in each year, rather than requiring that the calendar be changed annually and these be considered special meetings.

BACKGROUND DISCUSSION:

Council's past practice has been to cancel its second meeting in the months of August and December to allow for a summer and winter recess. Council practice has also been to move the first meeting in August to the first Wednesday to allow for Councilmember participation in National Night Out and to move the first meeting in November the first Wednesday to avoid conflicts with the November general election.

The first meeting in December is rescheduled to a special meeting date on the second Tuesday of the month in order to accommodate end of year budget/fiscal adjustments.

The following changes to the 2021 Council calendar will be made contingent on approval of the Consent Calendar:

- Move the Tuesday, August 3rd Council meeting to Wednesday, August 4th to allow Councilmembers to participate in the August 3rd National Night Out activities;
- Cancel the August 17th meeting to allow for the annual Council summer recess;
- Move the Tuesday, November 2nd Council meeting to Wednesday, November 3rd to allow Councilmembers to participate in the November 2nd election night activities;
- Cancel the December 7th and 28th Council meetings and add a special meeting on December 14th to allow for the annual Council winter recess