



*City of Arts & Innovation*

# Charter Review Committee

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**TO: CHARTER REVIEW COMMITTEE MEMBERS      DATE: FEBRUARY 3, 2021**  
**FROM: CITY CLERK      WARDS: ALL**  
**SUBJECT: CHARTER REVIEW COMMITTEE MEETING SCHEDULE**

**ISSUE:**

Determine frequency, day, time, and place of regular meetings.

**RECOMMENDATION:**

That the Charter Review Committee select frequency, day, time, and place of regular meetings.

**BACKGROUND:**

Due to the COVID-19 pandemic, all meetings are being held virtually for the health and safety of staff, members of meeting bodies, and the public. A team of media and technical support is necessary to broadcast the virtual meetings which limits the number of meetings that can occur at one time. Only one live meeting can be broadcast at any one time. The availability of open dates for scheduling new virtual meetings around the regularly scheduled meetings is limited.

Currently, the available days are the third Wednesdays and most Fridays of the month for evening meeting times.

The proposed schedule for consideration is outlined below:

Wednesday, February 17, 2021, at 5 p.m.  
Wednesday, March 17, 2021, at 5 p.m.  
Wednesday, April 21, 2021, at 5 p.m.  
Wednesday, May 19, 2021, at 5 p.m.  
Wednesday, June 16, 2021, at 5 p.m.

**FISCAL IMPACT:**

Costs to convene and provide staff support to the Charter Review Committee and broadcast of meetings will be absorbed by currently adopted Department budgets.

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