Meeting Date: December 4 2007

ACTION	TYPE OF ITEM
☐ Approved Recommendation	☐ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	■ Other **City Council Business**

Prepared By: Grace Magistrale Hoffman, Deputy City Manager GMH Agenda Item No. N-1

Reviewed By: City Manager City Attorney Finance SW Other *(Specify)*

DATE: November 26, 2007

TO: City Council
Community Development Commission
Housing Authority

FROM: Edmund F. Sotelo, City Manager
City Manager's Office

SUBJECT: **2008 Meeting Schedule for Legislative Bodies**

RECOMMENDATION

That City Council, Community Development Commission and Housing Authority meet on the following dates during the calendar year 2008:

January	8 and 15
February	5, 12, and 26
March	4, 11, 18, and 25
April	8, 15, and 22
May	6, and 13
June	3, 10, 17, and 24
July	1, 8, 15, and 22
August	**NO MEETINGS**
September	9, 16, and 23
October	7, 14, 21, and 28
November	18, and 25
December	2, 9, and 16

DISCUSSION

The City Council, Community Development Commission and the Housing Authority ("Council") meet regularly, usually scheduling three or four meetings each month. The Council has the ability to schedule additional meetings as necessary or to cancel meetings due to lack of business.

The Council usually cancels meetings on the fifth Tuesday of a month and on any Tuesday occurring on a holiday or close enough to a holiday to potentially impact public participation in agenda development, in preparation for the meetings, or at the meetings themselves or to provide a block of time to accommodate vacation plans. The Council also usually cancels any meetings conflicting

with the League of California Cities Annual Conference. The dates for this annual conference are September 24-27, 2008, in Sacramento and do not impact scheduled Council meeting dates. The Council also cancels a meeting in conflict with the International Council of Shopping Centers Annual Conference. The date for this annual conference is May 18-21, 2008, and the proposed meeting dates accommodate this conference. The Tuesdays on which the Council **would not** meet, along with the reasons are listed below:

January 1, 22, and 29	New Year's Day holiday, the day after Dr. Martin Luther King, Jr. Day holiday, 5th Tuesday of the month
February 19	Day after Presidents' Day holiday
April 1 and 29	Day after Cesar Chavez holiday and the 5th Tuesday in the month
May 20 and 27	International Council of Shopping Centers Conference, and day after Memorial Day holiday
July 29	5th Tuesday of the month
August 5, 12, 19, and 26	To accommodate vacation schedules
September 2 and 30	Day after Labor Day holiday and 5th Tuesday of the month
November 4 and 11	Election Day and Veterans' Day holiday observed
December 23 and 30	Accommodate Christmas holiday and the 5th Tuesday of the month

This schedule results in a total of 34 meetings scheduled and 19 regular meetings not held during 2008. For the current year, a similar number of 36 meetings will be held, with 16 meetings not held.

Staff further recommends Council continue the practice previously authorized by Council on December 20, 1994, of commencing the public portion of meetings at 7:00 p.m. Closed sessions would continue to start at 5:30 p.m., if necessary. Evening meetings have been successful in meeting the goals of increasing public participation either through personal attendance at Council meetings held in the evenings, or viewing Council sessions on television, Time Warner, Channel 10.

FINANCIAL IMPACT

None.

Attachment #1 – Proposed 2008 Calendar of Meetings

2008

January

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

◯ = Closed City Hall Dates Fridays and Holidays

☐ = Recommended City Council Meeting Dates

E:/Data/WP/03/City Council Meeting Calendar 2008.indd

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