



Meeting Date: December 16, 2008

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s) _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s) _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Other <b>City Council Business</b>

Prepared By: Grace Magistrale Hoffman, Deputy City Manager

Agenda Item No. N-1

Reviewed By: City Manager [Signature] City Attorney [Signature] Finance [Signature] Other (Specify) \_\_\_\_\_

**DATE:** December 8, 2008

**TO:** City Council  
Community Development Commission  
Housing Authority

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

**SUBJECT:** 2009 Meeting Schedule for Legislative Bodies

**RECOMMENDATION**

That City Council, Community Development Commission and Housing Authority meet on the following dates during the calendar year 2009:

- January 6, 13 and 27
- February 3, 10, and 24
- March 3, 10, and 24
- April 7, 14, 21, and 28
- May 5 and 12
- June 2, 9, 16, and 23
- July 7, 14, 21, and 28
- August **NO MEETINGS**
- September 1, 15, and 22
- October 6, 13, 20 and 27
- November 3, 10, and 17
- December 1, 8, and 15

**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 16-19, 2009, in San Jose 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 16-20, 2009, and the proposed meeting dates accommodate this conference. The Tuesdays on which the Council **would not** meet, along with the reasons are listed below:

<b>January 20</b>	The day after Dr. Martin Luther King, Jr. Day holiday
<b>February 17</b>	Day after Presidents' Day holiday
<b>March 17 and 31</b>	National League of Cities Conference, and Cesar Chavez holiday
<b>May 19 and 26</b>	International Council of Shopping Centers Conference, and day after Memorial Day holiday
<b>June 30</b>	5 <sup>th</sup> Tuesday of the month
<b>August 4, 11, 18, and 25</b>	To accommodate vacation schedules
<b>September 8 and 29</b>	Day after Labor Day holiday, and 5 <sup>th</sup> Tuesday of the month
<b>November 24</b>	Thanksgiving holiday
<b>December 22 and 29</b>	Accommodate holiday schedule, and the 5 <sup>th</sup> Tuesday of the month

This schedule results in a total of 36 meetings scheduled and 16 regular meetings not held during 2009. For the current year, a similar number of 34 meetings will be held, with 19 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. Residents also have access to Council meetings via the Internet.

#### **FINANCIAL IMPACT**

None.

Attachment #1 – Proposed 2009 Calendar of Meetings

**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

**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		

= Recommended City Council Meeting Dates

= Closed City Hall Dates Fridays and Holidays