



Meeting Date: November 8, 2011

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 City Council Business

Prepared By: Grace Magistrale Hoffman, Deputy City Manager ^{JMH} Agenda Item No. N-1

Reviewed By: City Manager [Signature] City Attorney SME Finance [Signature] Other (Specify) _____

DATE: November 2, 2011

TO: City Council
Community Development Commission
Housing Authority

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

SUBJECT: 2012 Meeting Schedule for Legislative Bodies

RECOMMENDATION

That City Council, Community Development Commission and Housing Authority meet on the following dates during the calendar year 2012:

- January 10 and 24
- February 7, 14, and 28
- March 6, 20, and 27
- April 3, 10, 17 and 24
- May 1, 8, and 15
- June 5, 12, 19 and 26
- July 10, 17, and 24
- August **NO MEETINGS**
- September 11, 18, and 25
- October 2, 9, 16, and 23
- November 6 and 27
- December 4 and 11

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 5-7, 2012, in San Diego and do not impact scheduled Council meeting dates. The Council also cancels a meeting in conflict with the National League of Cities Congressional Conference and the International Council of Shopping Centers Annual Conference which are scheduled to be held March 12-16, 2012 and May 20-23, 2012, respectively. The Tuesdays on which the Council would not meet, along with the reasons are listed below:

January 3, 17 and 31	Accommodate Holiday Schedule, the day after Dr. Martin Luther King, Jr. Day Holiday and 5 th Tuesday of the month
February 21	Day after Presidents' Day Holiday
March 13	National League of Cities Conference
May 22 and 29	International Council of Shopping Centers Conference and 5 th Tuesday of the month
July 3 and 31	To accommodate holiday schedule and the 5th Tuesday of the month
August 7, 14, 21, and 28	To accommodate vacation schedules
September 4	Day after Labor Day holiday
October 30	5 th Tuesday of the month
November 13 and 20	Day after Veterans' Day Holiday, and Thanksgiving Holiday
December 18 and 25	Accommodate Holiday Schedule

This schedule results in a total of 33 meetings scheduled and 19 regular meetings not held during 2012. For the current year schedule, a similar number of 34 meetings will be held, with 18 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 2012 Calendar of Meetings

January

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

☐ = Recommended City Council Meeting Dates

○ = Closed City Hall Dates Fridays and Holidays

