



Meeting Date: December 7, 2010

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 ^{SMH} Deputy City Manager Agenda Item No. _____

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

DATE: November 23, 2010

TO: City Council
Community Development Commission
Housing Authority

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

SUBJECT: 2011 Meeting Schedule for Legislative Bodies

RECOMMENDATION

That City Council, Community Development Commission and Housing Authority meet on the following dates during the calendar year 2011:

- January 11 and 25
- February 1, 8, and 15
- March 1, 8, and 22
- April 5, 12, 19, and 26
- May 3, 10, and 17
- June 7, 14, 21, and 28
- July 12, 19, and 26
- August **NO MEETINGS**
- September 13, 20, and 27
- October 4, 11, 18, and 25
- November 1, 8 and 15
- December 6 and 13

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 21-23, 2011, in San Francisco 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, 2011 and May 22-25, 2010, respectively. The Tuesdays on which the Council **would not** meet, along with the reasons are listed below:

January 4 and 18	Accommodate Holiday Schedule and the day after Dr. Martin Luther King, Jr. Day holiday
February 22	Day after Presidents' Day holiday
March 15 and 29	National League of Cities Conference, and 5 th Tuesday of the month
May 24 and 31	International Council of Shopping Centers Conference and 5 th Tuesday of the month
July 5	Day after 4 th of July holiday observed
August 2, 9, 16, 23, and 30	To accommodate vacation schedules
September 6	Day after Labor Day holiday
November 22 and 29	Thanksgiving holiday, and 5 th Tuesday of the month
December 20 and 27	Accommodate Holiday Schedule

This schedule results in a total of 34 meetings scheduled and 18 regular meetings not held during 2011. For the current year schedule, a similar number of 32 meetings will be held, with 20 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 2011 Calendar of Meetings

2011

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					

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

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						

October						
Su	M	Tu	W	Th	F	Sa
						1
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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					

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				

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			

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			

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		

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		

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	

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