DATE: December 13, 2017

TO: City Council

FROM: Greg Nyhoff
City Manager

SUBJECT: 2018 Meeting Schedule for Legislative Bodies

CONTACT: Greg Nyhoff, City Manager
Greg.Nyhoff@oxnard.org, 385-7430

RECOMMENDATION:

That City Council approve the proposed meeting dates for the calendar year 2018.

BACKGROUND

Per Oxnard City Code section 2-1 (A), the City Council meets regularly on Tuesdays, 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.

Staff proposed the following meeting dates for the City Council, Community Development Commission Successor Agency, Financing Authority, and Housing Authority approve the following meeting dates for the calendar year 2018.

<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>9, 23 and 30</td>
</tr>
<tr>
<td>February</td>
<td>6, 13, 20 and 27</td>
</tr>
<tr>
<td>March</td>
<td>6, 20 and 27</td>
</tr>
<tr>
<td>April</td>
<td>3, 10, 17 and 24*</td>
</tr>
<tr>
<td>May</td>
<td>1, 8, 15 and 22*</td>
</tr>
<tr>
<td>June</td>
<td>5, 12, 19 and 26*</td>
</tr>
<tr>
<td>July</td>
<td>10, 17 and 24</td>
</tr>
<tr>
<td>August</td>
<td>NO MEETINGS</td>
</tr>
<tr>
<td>September</td>
<td>11 and 18</td>
</tr>
<tr>
<td>October</td>
<td>2, 9, 16 and 23</td>
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</tbody>
</table>
November 13 and 27
December 4, 11 and 18

The Council usually does not have 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. In addition the City Council has traditionally gone dark in August to provide a block of time to accommodate vacation plans. Staff is recommending that the fourth Tuesday in the months of April (24th), May (22nd), and June (26th) be held in reserve as potential dates for Work Sessions. The Council also cancels a meeting in conflict with the National League of Cities Congressional Conference which is scheduled to be held March 11-14, 2018 which would affect the City Council meeting schedule. The Tuesdays on which the Council would not meet, along with the reasons are listed below:

January 2 and 16  Accommodate New Year’s Day Holiday schedule and day after Dr. Martin Luther King, Jr. Day Holiday
March 13          National League of Cities Conference
May 29            Day after Memorial Day Holiday and 5th Tuesday of the Month
July 3 and 31      Day before 4th of July and 5th Tuesday of the Month
August 7, 14, 21 and 28  Dark the Month of August
September 25       International City Manager Association Conference
October 30        5th Tuesday of the Month
November 6 and 20  Election Day and Thanksgiving Holiday
December 25       Christmas Day and to accommodate for Holiday Schedule

This schedule results in a total of 36 meetings scheduled for the 2018 calendar year. It is further recommended that Council continue the practice previously authorized by Council on June 4, 2013, of commencing the public portion of meetings at 6:00 p.m. Closed sessions would continue to start at 4:30 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, Spectrum, Channel 10 and Frontier Communications, Channel 35. Residents also have access to Council meetings via the Internet.

FINANCIAL IMPACT

None.
ATTACHMENTS:

Attachment A: City Council Calendar - 2018