



Memorandum

TO: RULES & OPEN GOVERNMENT
COMMITTEE

FROM: Lee Wilcox

**SUBJECT: COUNCIL MEETING SCHEDULE
AND STUDY SESSION SCHEDULE
FOR JANUARY-JUNE 2019**

DATE: November 7, 2018

Approved

D. OSyL

Date

11/8/18

RECOMMENDATION

- (a) Approve the City Council Meeting Schedule for the period January-June 2019; and
- (b) Approve the Study Session Schedule for the period January-April 2019.

ANALYSIS

The Mayor and the City Manager are responsible for developing the City Council Meeting Schedule. This request covers the period January-June 2019.

Over the years, both Council and staff have expressed how difficult it is to prepare for Council meetings when there is a holiday either before or after the Council meeting. The Administration recommends, as it has in the past, cancellation of Council meetings when there is a holiday (Attachment A). The proposed schedule contains the cancellation of five meetings: January 1, January 22, February 19, April 2 and May 28. The schedule also contains two evening sessions per month. Per Council direction, the second evening session on an as needed basis. The Administration will recommend cancellation of evenings when they are not needed.

The Administration has developed a tentative schedule of Study Session dates (Attachment B) to facilitate calendaring for Council Members and the Mayor. As study session topics are developed and set for the dates in the attachment, they will be brought to the Rules & Open Government Committee for approval.

RULES AND OPEN GOVERNMENT COMMITTEE

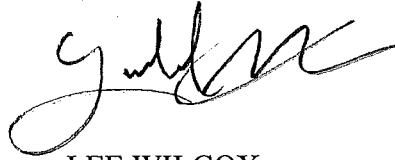
November 7, 2018

Subject: Council Meeting Schedule and Study Session Schedule for January – June 2019

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COORDINATION

This memorandum has been coordinated with the Mayor's Office and the City Clerk.

A handwritten signature in black ink, appearing to read 'Lee Wilcox', is positioned above the printed name.

LEE WILCOX
Chief of Staff
Office of the City Manager

For more information, please contact Gloria Schmanek, Senior Executive Analyst, City Manager's Office, at (408) 535-8104.

Attachments

CITY COUNCIL MEETING SCHEDULE
JANUARY – JUNE 2019

January 1, 2019
January 8, 2019*
January 15, 2019
January 22, 2019
January 29, 2019*
February 5, 2019
February 12, 2019*
February 19, 2019
February 26, 2019*
March 5, 2019
March 12, 2019*
March 19, 2019
March 26, 2019*
April 2, 2019
April 9, 2019*
April 16, 2019
April 23, 2019*
April 30, 2019
May 7, 2019
May 14, 2019*
May 21, 2019
May 28, 2019
June 4, 2019
June 11, 2019*
June 18, 2019
June 25, 2019*
JULY RECESS

KEY: * 1:30 p.m. Afternoon session and 6:00 p.m. Evening Session as needed, unless otherwise noted

■ = Meeting Cancelled

CITY COUNCIL STUDY SESSION SCHEDULE
JANUARY – JUNE 2019

Date	Time
Monday, January 14	1:30 p.m. – 4:30 p.m.
Tuesday, January 22*	1:30 p.m. – 4:40 p.m.
Monday, February 11	1:30 p.m. – 4:30 p.m.
Friday, February 22	1:30 p.m. – 4:30 p.m.
Monday, March 18	1:30 p.m. – 4:30 p.m.
Friday, March 29	1:30 p.m. – 4:30 p.m.
Friday, April 5	1:30 p.m. – 4:30 p.m.
Thursday, April 25	1:30 p.m. – 4:30 p.m.

NOTE: All of the above meetings will be held in the Council Chambers unless otherwise specified.

*Date reserved.