



RULES COMMITTEE: 5/29/19
FILE: ROGC 19-159
ITEM: D

Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Lee Wilcox

**SUBJECT: COUNCIL MEETING SCHEDULE
AND STUDY SESSION SCHEDULE
FOR AUGUST 2019– 2020 JUNE**

DATE: May 24, 2019

Approved

Date

5/24/19

RECOMMENDATION

- (a) Approve the City Council Meeting Schedule for the period August 2019 – June 2020; and
- (b) Approve the Study Session Schedule for the period August 2019 – June 2020.

ANALYSIS

The Mayor and the City Manager are responsible for developing the City Council Meeting Schedule. To facilitate more efficient planning of longer range agenda content, the Administration is recommending approval of a meeting schedule for the entire 2019-2020 fiscal year, rather than the past practice of approving only the next six-month cycle (Attachment A). The Administration also recommends the continuance of the established practice of cancellation of Council meetings when there is a holiday that falls on a Monday.

Additionally, at the request of the Rules & Open Government Committee, the Administration has developed a tentative schedule of Study Session dates (Attachment B) to facilitate calendaring for Council Members and the Mayor. Staff will continue to develop the Council's study session interests into planning for upcoming topics. As topics are set for the dates in the attachment, staff will bring these forward to the Rules and Open Government Committee for approval.

COORDINATION

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

/s/
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

2019 AUGUST – 2020 JUNE

August 6, 2019 (National Night Out)
August 13, 2019*
August 20, 2019
August 27, 2019*
September 3, 2019 Cancelled
September 10, 2019*
September 17, 2019
September 24, 2019*
October 1, 2019
October 8, 2019*
October 15, 2019 Cancelled
October 22, 2019*
October 29, 2019
November 5, 2019*
November 12, 2019 Cancelled
November 19, 2019*
November 26, 2019 Cancelled
December 3, 2019*
December 10, 2019
December 17, 2019*
December 24, 2019 Cancelled
December 31, 2019 Cancelled

January 7, 2020
January 14, 2020*
January 21, 2020 Cancelled
January 28, 2020*
February 4, 2020
February 11, 2020*
February 18, 2020 Cancelled
February 25, 2020*
March 3, 2020
March 10, 2020*
March 17, 2020
March 24, 2020*
March 31, 2020 Cancelled
April 7, 2020
April 14, 2020*
April 21, 2020
April 28, 2020*
May 5, 2020
May 12, 2020*
May 19, 2020
May 26, 2020 Cancelled
June 2, 2020
June 9, 2020*
June 16, 2020
June 23, 2020*
June 30, 2020

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
2019 AUGUST – 2020 JUNE

Date	Time
Monday, August 19	1:30 p.m. – 4:30 p.m.
Thursday, August 29	9:00 a.m. – Noon
Monday, September 16	1:30 p.m. – 4:30 p.m.
Friday, September 27	9:00 a.m. – Noon
Friday, October 4	1:30 p.m. – 4:30 p.m.
Friday, December 13	1:30 p.m. – 4:30 p.m.
Thursday, January 30	9:00 a.m. – Noon
Monday, February 10	1:30 p.m. – 4:30 p.m.
Monday, March 16	1:30 p.m. – 4:30 p.m.
Thursday, March 26	1:30 p.m. – 4:30 p.m.
Monday, April 13	1:30 p.m. – 4:30 p.m.
Friday, April 24	1:30 p.m. – 4:30 p.m.

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