



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Council Discussion and Adoption of the 2009 City Council Meeting Schedule

### RECOMMENDED MOTION:

Adopt the 2009 City Council Meeting Schedule

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### SUMMARY

Attached is a calendar of proposed City Council meeting dates for calendar year 2009. The established process is that the Council reviews the calendar and makes any desired changes to set its meeting dates for the year ahead.

The City Council typically meets on the first and third Tuesday evening of each month. In reviewing the calendar, staff recommendations to change a meeting date were based on some of the following circumstances:

1. Holidays which may fall on a meeting date or close to a meeting date
2. School vacation schedules
3. Election days which fall on the first Tuesday of the month - past practice has been to reschedule the City Council meetings affected by those events
3. Shifting of City Council meeting dates to accommodate the circumstances noted above which may have then resulted in back-to-back City Council meetings

Of note to Council would be that the Planning commission typically meets on the second and fourth Wednesday of every month. Staff has not taken into consideration that the changing of the City Council meeting schedule could cause back-to-back meeting schedules with the Planning Commission. In the past, Community Development staff has recommended to the Planning Commission that meetings not be scheduled back-to-back after a Council meeting, since attending night meetings on two consecutive nights is difficult for the affected staff members. After Council approval of this meeting schedule, the Planning Commission will have the opportunity to decide when it is practical to schedule those changes in its calendar approval process.

### STAFF RECOMMENDATIONS

Staff suggests that the City Council review the attached draft schedule and discuss any desired, or necessary, modifications to the schedule and then adopt the schedule as

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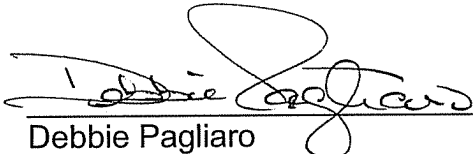
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agreed upon. Staff will then forward the schedule to the Planning Commission for its review and adoption of its own 2009 schedule

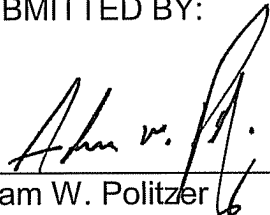
**ATTACHMENTS**

- 1. Draft 2009 Meeting Schedule for City Council

PREPARED BY:

  
\_\_\_\_\_  
Debbie Pagliaro  
Assistant to the City Manager

SUBMITTED BY:

  
\_\_\_\_\_  
Adam W. Politzer  
City Manager

2009 CITY COUNCIL MEETING SCHEDULE  
AS RECOMMENDED BY STAFF

## JANUARY

	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<del>19</del>	20	21	22	23	24
25	26	27	28	29	30	31

January meeting date recommendations:

Staff recommends that the second meeting in January be held on the 27<sup>th</sup>. Although the third Tuesday in January is the 20<sup>th</sup>, the Monday prior is a holiday. Additionally, by moving the second meeting to the 27<sup>th</sup> would avoid back-to-back meetings.

## FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<del>16</del>	17	18	19	20	21
22	23	24	25	26	27	28

February meeting date recommendations:

Again, in order to avoid the end of January/first of February back-to-back meetings, staff is recommending that Council meet on the 10<sup>th</sup> and 24<sup>th</sup>. Additionally, Monday the 16<sup>th</sup> is a holiday which would make the 3<sup>rd</sup> Tuesday falling the day after a holiday.

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# MARCH

S	M	T	W	T	F	S
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				

Again, in order to avoid the end of February/first of March back-to-back meetings, staff is recommending that Council meet on the 10<sup>th</sup> and 24<sup>th</sup>.

# APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
<del>12</del>	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(No changes recommended)

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## MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
<del>10</del>	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<del>25</del>	26	27	28	29	30
31						

(No changes recommended) Staff recommends earmarking May 26 for a possible budget hearing.

## JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
<del>21</del>	22	23	24	25	26	27
28	29	30				

As June 2 is an election day and the Council Chambers will be used for a polling location, staff recommends the 9<sup>th</sup> and 23<sup>rd</sup> for your regular meetings.

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## JULY

S	M	T	W	T	F	S
			1	2	<del>3</del>	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	

Staff makes no recommended changes for July. However, Council may wish to consider setting the 14<sup>th</sup> and 28<sup>th</sup> as their meeting dates and then hold no meetings in August.

## AUGUST

S	M	T	W	T	F	S
						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					

### COUNCIL BREAK

(option also available to earmark August 4 to close out any business prior to the Council break)

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## SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	<del>7</del>	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(No changes recommended)

## OCTOBER

S	M	T	W	T	F	S
				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

(No changes recommended)

## NOVEMBER

S	M	T	W	T	F	S
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	<del>26</del>	<del>27</del>	28
29	30					

As November 3 is an election day and the Council Chambers will be used for a polling location, staff recommends the 10<sup>th</sup> and 17<sup>th</sup> for your regular meetings. Staff does not recommend the 24<sup>th</sup> due to the holidays.

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## DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	<del>24</del>	<del>25</del>	26
27	28	29	30	31		

Staff recommends the 8<sup>th</sup> for the only meeting in December. Maintaining the regular schedule (December 1) would not allow staff to prepare for the meeting due to the holidays. Council can retain the 15<sup>th</sup> as a regular meeting if it is deemed that there is a need for an additional meeting in December – this meeting can be cancelled at a later date if there is no need for a meeting.