



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Council Discussion and Adoption of the 2010 City Council Meeting Schedule

### RECOMMENDED MOTION:

Adopt the 2010 City Council Meeting Schedule

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### SUMMARY

Attached is a calendar of proposed City Council meeting dates for calendar year 2010. 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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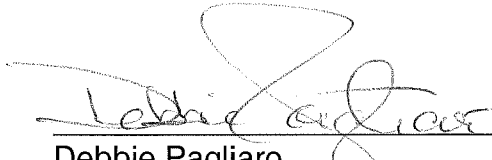
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agreed upon. Staff will then forward the schedule to the Planning Commission for its review and adoption of its own 2010 schedule

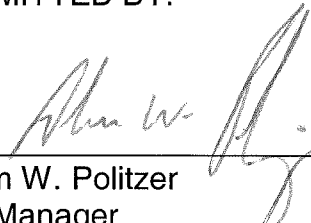
**ATTACHMENTS**

1. Draft 2010 Meeting Schedule for City Council

PREPARED BY:

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

SUBMITTED BY:

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

2010 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	<del>18</del>	19	20	21	22	23
24	25	26	27	28	29	30
31						

January meeting date recommendations:

Staff recommends that the two meeting in January be shifted due to the holiday closures. Also, by shifting the second meeting in January, we avoid back to back meetings (12<sup>th</sup> to 19<sup>th</sup>) and meeting the day after Martin Luther King Day (a City observed holiday).

## FEBRUARY

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

February meeting date recommendations:

Staff is recommending that Council meet on the 2<sup>nd</sup> and 23<sup>rd</sup>. Although meeting on the 2<sup>nd</sup> creates a back-to-back situation with Jan/Feb, it resolves the back-to-back CC/PC meeting problem. Monday the 15<sup>th</sup> is a City observed holiday, plus a week-long school break; thus moving the second meeting to the 23<sup>rd</sup>.

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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			

Staff recommends meeting the 2<sup>nd</sup> and 16<sup>th</sup> even though this creates end of February/first of March back-to-back meetings; however, it resolves back-to-back meetings between the CC and PC. (This also allows for a break at the end of March.)

## APRIL

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	

(No changes recommended)

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## MAY

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	<del>31</del>					

(No changes recommended) Staff recommends earmarking May 25 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	21	22	23	24	25	26
27	28	29	30			

(No changes recommended)

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# JULY

S	M	T	W	T	F	S
<del>4</del>	<del>5</del>	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 even though the July 6 meeting follows the City observed holiday for the Fourth of July.

# 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

(Council may wish to meet on August 3 to close out any business prior to the Council break, due to the fact that August has five Tuesdays)

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## SEPTEMBER

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

Because of the Labor Day Holiday, staff recommends shifting both meetings to the 14<sup>th</sup> and the 28<sup>th</sup>. Also, by switching both meetings, we avoid the back-to-back meetings with CC/PC (five Wednesdays)

## 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)

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## 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	<del>25</del>	<del>26</del>	27
28	29	30				

As November 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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## 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>	25
26	27	28	29	30	31	

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Staff recommends the 7<sup>th</sup> for the only meeting in December. Council could meet again on the 14<sup>th</sup> if it is deemed that there is a need for an additional meeting in December before the holiday break.

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