



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### **AGENDA TITLE:**

Adopt 2008 City Council Meeting Schedule

### **RECOMMENDED MOTION:**

Adopt 2008 City Council Meeting Schedule as discussed by Council

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### **SUMMARY**

Attached is a draft calendar of proposed City Council and Planning Commission meeting dates for calendar year 2008. The established process is that the Council reviews the calendar first and makes any desired changes to set its meeting dates for the year ahead. The calendar is then sent to the Planning Commission for its review and changes.

The City Council typically meets on the first and third Tuesday evenings of each month, and the Planning Commission typically meets on the second and fourth Wednesday evenings. However, several circumstances may occur to change that meeting pattern:

1. Holidays may fall on a meeting date or close to a meeting date (e.g., past practice has been to not schedule a Planning Commission meeting on the Wednesday evening before Thanksgiving).
2. Election Days fall on the first Tuesday of the months in which there are scheduled elections, and 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 often results in a draft meeting schedule with back-to-back City Council and Planning Commission meetings. 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. The Planning Commission decides when it is practical to schedule those changes in its calendar approval process.

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## STAFF RECOMMENDATIONS

Staff suggests that the City Council review the attached draft schedule and make any desired or necessary modifications to the schedule and then adopt the schedule as agreed upon. Staff will then forward the schedule to the Planning Commission for its review and adoption of its own 2008 schedule. Administrative staff will later distribute the final version of the 2008 Meeting Calendar.

## ATTACHMENTS

1. Draft 2008 Meeting Schedule for City Council & Planning Commission

PREPARED BY:

SUBMITTED BY:

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Administrative Services Manager

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Adam Politzer  
City Manager

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