



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Adoption of the 2011 City Council Meeting Schedule

RECOMMENDED MOTION:

Adopt the 2011 City Council Meeting Schedule

SUMMARY

Attached is a calendar of proposed City Council meeting dates for calendar year 2011. 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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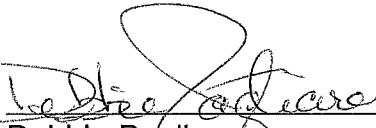
agreed upon. Staff will then forward the schedule to the Planning Commission for its review and adoption of its own 2011 schedule

ATTACHMENTS

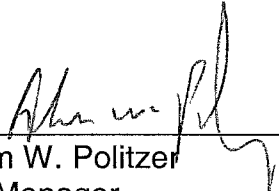
1. Draft 2011 Meeting Schedule for City Council

PREPARED BY:

SUBMITTED BY:



Debbie Pagliaro
Assistant to the City Manager



Adam W. Politzer
City Manager

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2011 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	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 (11th to 18th) 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	15	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 1st and 15th. Although meeting on the 1st creates a back-to-back situation with Jan/Feb, it resolves the back-to-back CC/PC meeting problem. Monday the 21st is a City observed holiday, plus a week-long school break; thus keeping the second meeting to the 15th.

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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		

March meeting date recommendations:

Staff recommends meeting the 8th and 22nd even though this creates back-to-back meetings between the CC and PC. (Staff is recommending the 2nd and 4th Tuesdays in order to accommodate a pre-planned vacation which will cause an absence on the 1st Tuesday.)

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) Easter falls on April 24.

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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	31				

(No changes recommended) Staff recommends earmarking May 24 for a possible budget hearing. May 30 is Memorial Day, a City observed holiday.

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
					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						

July meeting date recommendations:

Staff recommends meeting the 12th and 26th even though this creates back-to-back meetings between the CC and PC. (Staff is recommending the 2nd and 4th Tuesdays in order to avoid the July 4 holiday and to shorten the Council break from July to September.)

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 2 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	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	

Because of the Labor Day Holiday, staff recommends shifting both meetings to the 13th and the 27th (although creating back-to-back meetings between CC and PC).

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	25	26
27	28	29	30			

(No changes recommended.)

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	24
25	26	27	28	29	30	31

Staff recommends the 6th for the only meeting in December. Council could meet again on the 13th if it is deemed that there is a need for an additional meeting in December before the holiday break.

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