



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

FROM: Gloria Schmanek

**SUBJECT: COUNCIL MEETING SCHEDULE
AND STUDY SESSION SCHEDULE
FOR JANUARY-JUNE 2013**

DATE: November 20, 2012

Approved

Date

11/20/12

RECOMMENDATION

- (a) Approve the City Council Meeting Schedule for the period January-June 2013; and
- (b) Approve the Study Session Schedule for the period January-April 2013.

BACKGROUND AND ANALYSIS

The Mayor and the City Manager are responsible for developing the City Council Meeting Schedule. This request covers the period January-June 2013.

Over the years, both Council and staff have expressed how difficult it is to prepare for Council meetings when there is a holiday either before or after the Council meeting. Staff would like to propose, as it has in the past, cancellation of Council meetings when there is a holiday (Attachment A). The proposed schedule contains the cancellation of six meetings: January 1, January 22, February 19, April 2, May 28 and June 25, 2013.

Additionally, at the request of the Rules & Open Government Committee, staff has developed a tentative schedule of Study Session dates (Attachment B) to facilitate calendaring for Council Members and the Mayor. Recommendations will be made for study session topics in coordination with Council committee workplan development; anticipated to be advanced for Rules and Council consideration in early January 2013. As topics are set for the dates in the attachment, staff will bring these forward to the Rules & Open Government Committee for approval.

COORDINATION

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

Gloria Schmanek
Agenda Services Manager

For more information, please contact Gloria Schmanek, Agenda Services Manager, City Manager's Office, at (408) 535-8104.

CITY COUNCIL MEETING SCHEDULE JANUARY - JUNE 2013

January 1, 2013
January 8
January 15 *
January 22
January 29
February 5
February 12
February 19
February 26 *
March 5
March 12
March 19 *
March 26
April 2
April 9
April 16 *
April 23
April 30
May 7
May 14
May 21 *
May 28
June 4
June 11
June 18 *
June 25
JULY RECESS

KEY: * 1:30 p.m. Afternoon session and 7:00 p.m. Evening Session
■ = Meeting Cancelled

ATTACHMENT A

CITY COUNCIL STUDY SESSION SCHEDULE -JANUARY - JUNE 2013

Date	Time
Tuesday, January 22	9:00 a.m. – 12:00 p.m.
Saturday, January 26 (Neighborhood Association/Youth Commission Priority Setting Session)	10:00 a.m. – 1:00 p.m.
Monday, February 11 (Council/Senior Staff Budget Planning Retreat)	1:30 p.m.- 5:00 p.m.
Thursday, February 28	1:30 p.m.- 4:30 p.m.
Thursday, March 7	1:30 p.m.- 4:30 p.m.
Monday, March 18	1:30 p.m.- 4:30 p.m.
Tuesday, April 2	9:00 a.m. – 12:00 p.m.
Monday, April 25	1:30 p.m.- 4:30 p.m.

Approved 2013-2014 Budget Study Session Schedule:

Date	Time
Wednesday, May 8	9:00 a.m. – 11:30 a.m.
Thursday, May 9	9:00 a.m. – 12:00 p.m. 1:30 p.m. – 5:00 p.m.
Friday, May 10	9:00 a.m. – 12:00 p.m. 1:30 p.m. – 5:00 p.m.
Monday, May 13	1:30 p.m. – 5:00 p.m.
Wednesday, May 15	9:00 a.m. – 11:30 a.m.
Thursday, May 16	9:00 a.m. – 12:00 p.m.

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