



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Lee Wilcox

**SUBJECT: COUNCIL PRIORITY
SETTING SESSION**

DATE: February 7, 2019

Approved

Date

2-7-19

INFORMATION

The purpose of this memo is to inform the City Council that the date of the upcoming Council Priority Setting Session has been changed from a Special Meeting on Friday, March 1, 2019 to the regularly-scheduled Council Meeting on Tuesday, March 5, 2019.

In the information memo outlining the priority setting process released on January 24, 2019, the Administration indicated that the Priority Setting Session was planned for a Special Meeting on March 1, 2019. At the February 6, 2019 Rules and Open Government Committee meeting, the Administration brought forward an item proposing to set the Special Meeting for March 1. During the Committee's discussion of the item, multiple members of the Committee indicated that they had conflicts and would not be able to attend the meeting on the proposed date. In the interest of ensuring that all members of the Council have the opportunity to participate in the Priority Setting Session, the Committee changed the date of the Session to the regularly-scheduled Council Meeting on Tuesday, March 5, 2019.

Please note that the due date for policy priority nominations from Councilmembers has not changed—it is still Friday, February 8, 2019. Once Councilmember nominations have been submitted, staff will prepare a memo for the March 5, 2019 Council Meeting that lists all of the items submitted for prioritization and outlines the voting process.

/s/

LEE WILCOX

Chief of Staff

Office of the City Manager

For questions, please contact Lee Wilcox, City Manager's Office Chief of Staff, at (408) 535-4873.